



Craven District Council
1 Belle Vue Square
Broughton Road
Skipton
BD23 1FJ

Telephone: 01756 706343
Email:licensing@cravencd.gov.uk

Application for Hackney Carriage/Private Change of Registration Number - £20

Please submit:

1. **This form completed in full (in block capitals);**
2. **Relevant fee;**
3. **V5 Vehicle Registration Document** – if not available as you have recently purchased the vehicle then a receipt from the garage/person you have bought the vehicle from which includes the full details of the vehicle including Registration Number, Make and Model of Vehicle and exact date of first registration of the vehicle;
4. **Certificate of Insurance/Cover Note which includes use for Public Hire or Private Hire.** This must be valid on the date that any licence comes into force

Craven District Council requires the requested information in order to process your application for a licence. It has a duty to protect and safeguard the public and therefore may share the information you have provided on this form with other service areas within the Council, Government Departments, law enforcement agencies and partners for these purposes.

This authority is required to protect the public funds it administers. It may share information provided to it with other bodies responsible for; auditing, or administering public funds, or where undertaking a public function, in order to prevent and detect fraud. For more details, see <http://www.cravencd.gov.uk/nfi>

Privacy Notice – Craven District Council Licensing applications

Details of the information that we collect from you, what we do with it, and who it might be shared with.

What information do we collect from you?

When you apply for a licence to conduct a business or trade within the District, we will collect your name, contact details including home, email addresses and telephone number and other details depending upon the nature of the licence applied for. The details requested may include your date of birth, your national insurance number, details of your professional qualifications and membership of professional associations, and whether you have received any criminal convictions. Depending on the nature of the licence applied for, we may ask you to provide certain documentary evidence. In order to process your application, we will also collect details of your method of payment, usually by payment card.

Why do we collect this information?

Your name and the other particulars are requested so as to confirm your identity, and decide whether a licence can be issued. Your payment details are required so as to ensure that a payment for the relevant licence is made.

Who might we share this information with?

The Council will not share any of the information that it holds about you with any third party, unless you have given your written consent, or if otherwise this is permitted by law. The law may require the Council to publish certain information, either in a register which is available for public inspection, or in response to a request made under the Freedom of Information Act, for example in the case of taxi licences some limited information such as licensee names and associated badge or licence numbers, together with the status and expiry dates of those licences may be made publicly available, in accordance with the Town and Police Clauses Act 1847 and Local Government (Miscellaneous Provisions) Act 1976, as applicable.

What do we do with your information?

The information that you have provided will be held by the Council and will only be accessed by authorised Council employees. We will only use the information that you have provided for the purpose of your application for the relevant licence, and will not use it for any other Council purpose, unless we have your consent, or this is provided by law. Payments made by card are administered by the Council in accordance with the Payment Card Industry Data Security Standard.

How long do we keep hold of your information?

The Council will keep hold of your information permanently. Records of payments are retained for seven years in accordance with the relevant finance legislation.

How can I access the information you hold about me?

By making a Subject Access Request and going onto the Council's website at <https://www.cravencd.gov.uk/data-and-transparency/data-protection-act/> or writing to the Data Protection Officer, Craven District Council, First Floor, Belle Vue Square, Broughton Road, Skipton, BD23 1FJ. You also have the right to complain to the Information Commissioner's Office as it can investigate compliance with data protection law: www.ico.org.uk

Type of Vehicle: Hackney Carriage

Private Hire

Type of application: CHANGE OF REGISTRATION
(Tick box)

Existing Plate Number:

Expiry Date

Applicant Details

Full Name (1st Proprietor).....

Date of Birth.....

Home Address.....

..... **Post Code**.....

Home Telephone No...... **Mobile Telephone No.**.....

Email Address
(Mandatory).....

Name (2nd Proprietor)..... **Date of Birth**.....

Home Address.....

..... **Post Code**.....

Home Telephone No...... **Mobile Telephone No**

Email Address

If there are more than two proprietors then please attach additional sheets. ALL applicants are required to sign the form.

Driver Details

Please list below all licensed drivers of the vehicle:
(Including the applicant if applicable, if the vehicle is wheelchair accessible all drivers must hold a DSA Wheelchair Assessment Certificate)

Full Name	Badge Number	Expiry Date
.....
.....
.....

Is it intended that the vehicle will be wheelchair accessible? Yes No
(tick box - if the vehicle has been adapted in any way then documentary evidence of the adaptation being made correctly will be required to be produced at the time of application and produced at the testing station)

If the vehicle is WHEELCHAIR ACCESSIBLE then it will be included on a Designated List of such vehicles – see notes at the end of the form

Type of meter installed

Is the vehicle fitted with Safety Cameras? Yes No
(tick box)

If **YES** please give details of system installed:-

.....

Has the vehicle ever been classified as a 'write off'? Yes No
(tick box)

If **YES**, please indicate the category: Category A Category B
See note 1
Category C Category D Category S Category N

See note 2

Note 1 – Category A or B

Vehicles which have been classified as Category A or B will not be considered suitable to be licensed.

Note 2 – Category C, D, S or N

Vehicles which have been classified as Category C or D (prior to 1 October 2017) or Category S or N (after 1 October 2017) will only be considered when a detailed report by a suitably qualified mechanic has been provided.

Address where this vehicle is ordinarily kept if different from above:
(If this is the same as the applicants address please state - same as above)

.....

Vehicle Details
(Must match the VC5)

Previous Registration Number.....

New Registration Number..... **Make**

Model **Engine Capacity**.....

Colour Exact Date of First Registration

Fuel Type Number of Passenger Seats (excluding driver)

Trading Name (Hackney Carriage Vehicle only)

Trading Name.....

Private Hire Operator (Private Hire Vehicle only)

Trading Name

Declaration (all proprietors must sign)

First Applicant – All correspondence will be sent to this person

I hereby declare that to the best of my knowledge and belief, the particulars and information stated in this application are true. I hereby authorise the Licensing Team of the Council to verify the information given on this form by reference to any public authority, including the Police, DVSA, and other Local Authorities (this list is not exhaustive). I consent to the Police supplying the Licensing Team of the Council with any information, including that stored on a computer, in respect of the details given on this application form.

I consent to the Police and any other organisation deemed appropriate supplying the Licensing Unit of the Council with any information, including that stored on a computer, in respect of the details given on this application form. I consent to the District Council of Craven (the Council) using and processing my personal, sensitive data for the purposes of determining this application and any subsequent review of my licence.

For further information about this please contact the Council's Information Governance Manager – dataprotectionofficer@cravenc.gov.uk

In the case of a hackney carriage vehicle licence application, I hereby declare that the licensed vehicle will be plying for hire to a material extent within the controlled District of Craven.

Should my application be refused or my licence subsequently revoked and if I appeal against either of those decisions, I understand that my personal, sensitive data may be disclosed by the Council in Court.

Signed (1st Proprietor).....**Date**.....

Second Applicant

I hereby declare that to the best of my knowledge and belief, the particulars and information stated in this application are true. I hereby authorise the Licensing Team of the Council to verify the information given on this form by reference to any public authority, including the Police, DVSA, and other Local Authorities (this list is not exhaustive). I consent to the Police supplying the Licensing Team of the Council with any information, including that stored on a computer, in respect of the details given on this application form.

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Signed (2nd Proprietor).....**Date**.....

Please attach additional sheets if there are more than two proprietors

List of Designated Vehicles – Equality Act 2010

Vehicles that can be designated

The Government want to ensure that passengers in wheelchairs are better informed about the accessibility of the taxi and PHV fleet in their area, confident of receiving the assistance they need to travel safely, and not charged more than a non-wheelchair user for the same journey.

The Act states that a vehicle can be included on a licensing authority’s list of designated vehicles if it conforms to such accessibility requirements as the licensing authority thinks fit. However, it also goes on to explain that vehicles placed on the designated list should be able to carry passengers in their wheelchairs should they prefer.

This means that to be placed on a licensing authority’s list a vehicle must be capable of carrying some – but not necessarily all – types of occupied wheelchairs. The Government therefore recommends that a vehicle should only be included in the authority’s list if it would be possible for the user of a “reference wheelchair”¹ to enter, leave and travel in the passenger compartment in safety and reasonable comfort whilst seated in their wheelchair.

Taking this approach allows the provisions of section 165 of the Act apply to a wider range of vehicles and more drivers than if LAs only included on the list vehicles capable of taking a larger type of wheelchair.

The Government recognises that this approach will mean that some types of wheelchair, particularly some powered wheelchairs, may be unable to access some of the vehicles included in the LA’s list. The Act recognises this possibility, and section 165(9) provides a defence for the driver if it would not have been possible for the wheelchair to be carried safely in the vehicle.

Preparing and publishing lists of designated vehicles

The Licensing Authority want to ensure that passengers in wheelchairs have the information they need to make informed travel choices, and also that drivers and vehicle owners are clear about the duties and responsibilities placed on them.

Before drivers can be subject to the duties under section 165 of the Act, the LA must first publish their list of designated vehicles, and clearly mark it as ‘designated for the purposes of section 165 of the Act’.

We are required to ensure that our designated list is made easily available to passengers, and that vehicle owners and drivers are made aware. The list will set out the details of the make and model of the vehicle, together with specifying whether the vehicle is a taxi or private hire vehicle, and stating the name of operator. Where possible it would also be helpful if we can include information about the size and weight of wheelchair that can be accommodated, and whether wheelchairs that are larger than a “reference wheelchair” can be accommodated.

We recognise that some passengers in wheelchairs may prefer to transfer from their wheelchair into the vehicle and stow their wheelchair in the boot. Although the legal requirement for drivers to provide assistance does not extend to the drivers of vehicles that cannot accommodate a passenger seated in their wheelchair, we want to ensure that these passengers are provided with as much information as possible about the accessibility of the taxi and PHV fleet in their area.

We will also be publishing a list of vehicles that are accessible to passengers in wheelchairs who are able to transfer from their wheelchair into a seat within the vehicle. It should be made clear however that this list of vehicles has not been published for the purposes of section 165 of the Act and drivers of those vehicles are therefore not subject to the legal duties to provide assistance. We are however amending the Code of Conduct for Hackney Carriage Drivers and Conditions for Private Hire Drivers to include this responsibility.

Appeals

Section 172 of the Act enables vehicle owners to appeal against the decision of a LA to include their vehicles on the designated list. That appeal should be made to the Magistrate's Court, or in Scotland the sheriff, and must be made within 28 days of the vehicle in question being included on the LA's published list.