

Renewal of a Private Hire Vehicle

NOTE: This form is only to be used where there are no changes to your personal circumstances or the vehicle you wish to renew with this authority.

Reg No: _____ Date of Expiry: _____

Plate No: _____

Company/Business Name _____

Your Name: _____

Address: _____

Contact Telephone No: _____

Email address: _____

Please ensure that you bring with you the following original documents when you hand in this form, as licence cannot be issued without sight of the following documents:

- Valid MOT
- V5C
- Valid Insurance Certificate
- Payment of the necessary fee £320.00
- Valid vehicle test/inspection pass sheet

You should contact the Licensing Unit to book your vehicle test on 01543 464497.
Please ensure that you book your test date **at least 10 days** before the expiry of your current Licence. This will help ensure the timely issue of your licence and licence plates.

NOTE – If there are any changes or you are unsure of any changes, please contact Licensing Unit to discuss.

Declaration

I confirm that my personal details and the vehicle information which I previously supplied to the Council upon the last renewal of my licence remain unchanged.

Signature: _____

Date: _____

Methods of Payment

PLEASE NOTE CASH WILL NOT BE ACCEPTED.

- By telephone with a debit/credit card. Please contact the Licensing Unit on 01543 464497.
- In person with either a debit/credit card or by bank transfer.
- Or when you collect your new licence & plates payable at reception by card only.

Signed and completed application forms can be returned to the Licensing Unit, Cannock Chase District Council, Civic Centre, p o Box 28, Beecroft Road, Cannock, Staffordshire, WS11 1BG.

Licensingunit@cannockchasedc.gov.uk

Please note that Cannock Chase District Council hold and use data in accordance with Data Protection Legislation. You should be aware that by signing this form you are agreeing that the information you have provided will be held on a Public Register as required by section 51 of the Local Government (Miscellaneous Provisions) Act 1976 which is published on the Council's Web Site. Information may also be used and shared with other departments and agencies in order to assist in the prevention and detection of crime, and to protect public funds.

How we use your personal information

The information that you have provided will be used by Cannock Chase Council, who are the data controller, to allow us to carry out our statutory obligations in relation to the administration, compliance and enforcement of the licensing function within the District. We will only share your information with agencies involved in licence processing or licensing enforcement where the law requires or permits us to do so. For further information, please see:

<https://www.cannockchasedc.gov.uk/council/about-council/data-protection/data-protection-privacy-notice>