

Renewal of a Private Hire Vehicle

Reg No: _____ Date of Expiry: _____

Plate No: _____

Name: _____

Address: _____

Contact Telephone No: _____

Email address: _____

Supporting documents – 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
- Fee £320.00 (-to pay see over)
- Valid vehicle pass sheet

Declaration

I confirm that the previous personal and vehicle information I supplied in relation to the above mentioned vehicle remains unchanged.

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

*Contact Licensing Unit to book your taxi test - **please ensure your taxi test date is at least 10 days** before the expiry of your current Licence in order to guarantee the issue of your Licence and plates.*

Signature: _____

Date: _____

Methods of Payment

- By telephone with either a debit/credit card. Please contact the Licensing Unit on 01543 464692.
- In person with either a debit/credit card or by cheque (cheque to be made payable to Cannock Chase District Council). **PLEASE NOTE CASH WILL NOT BE ACCEPTED.**
- Or when you collect your new licence & plates payable at reception by card only.

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

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>

For office use only

FEE PAID _____

Date of inspection: _____ **DATE PAID** _____

RECEIPT NO. _____

PH Operator No. _____

Fee – currently £320.00 (0313 9221 R009)