

Private Hire Operators

Licence Renewal Application



1. Surname Full Forenames

Home Address
Postcode:

2. Surname Full Forenames

Home Address
Postcode:

Name of Firm

Address

Postcode: Tel:
Email:

Date of Renewal / /

Number of Cars to be Covered by Licence

Please enclose the following:-

- **Correct fee (see Current Fees and Charges)**
- **List of current vehicle details (and drivers) this licence is to cover**

DECLARATION

I/we declare that to the best of my/our knowledge and belief the answers given above are true. If a licence is granted I/we undertake to comply with the conditions attached on the grant of the licence.

Date:

Usual Signature of Applicant(s):

:
.....

This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

Data Protection

Lewes District Council and Eastbourne Borough Council are data controllers and collect your personal data in order to carry out checks to enable us to decide whether or not to issue you with the licence you have applied for and process your application to completion. We will only collect the personal data from you we need in order to provide this service to you.

To ensure our record keeping is efficient and to be able to provide services quickly across Lewes and Eastbourne we hold your personal information in a centralised customer record.

We may check information provided by you, or information about you provided by a third party, with other information we hold to check its accuracy, to prevent or detect crime, or to protect public funds, if the law allows it. These third parties include the Police and government departments such as Immigration and the Cabinet Office.

For further information and your rights on how the councils use your personal information, please read our PDF [licensing privacy notice](#).

APPLICANTS ARE ADVISED THAT TO MAKE, KNOWINGLY OR RECKLESSLY, A FALSE STATEMENT OR OMIT ANY INFORMATION FROM THIS APPLICATION IS A CRIMINAL OFFENCE.

It is an offence to continue to operate when the licence has expired.

When completed please return this form, together with the fee shown on the attached sheet, to: Customer First (Licensing), Eastbourne Borough Council, 1 Grove Road, Eastbourne, BN21 4TW.

NOTE:

As a service to the Trade we remind licence holders when their licences are due for renewal. However, the responsibility to renew a licence rests with you - the licence holder.