

## Application to renew an existing Vehicle Licence

- Town Police Clauses Act 1847
- Local Government (Miscellaneous Provisions) Act 1976



Lewes District Council

**IF YOU SUBMIT YOUR APPLICATION LATE AND YOUR EXISTING LICENCE EXPIRES BEFORE RECEIVING YOUR RENEWED LICENCE, YOU WILL NOT BE PERMITTED TO DRIVE FOR HIRE DURING THAT PERIOD.**

I hereby apply to Lewes District Council, subject to the provisions of the Town Police Clauses Act 1847 and the Local Government (Miscellaneous Provisions) Act 1976, to renew a licence to operate a licensed vehicle within the district of Lewes.

Please complete ALL sections of this form in block capitals using black ink.

### 1. Type of Licence

Hackney Carriage

Private Hire

Executive Private Hire

Number of Passengers \_\_\_\_\_

Plate Number \_\_\_\_\_

### 2. Vehicle Proprietor Details

Title (Please Circle) **Mr / Mrs / Miss / Ms / Mx**  
**Other** (Please Specify)

Surname / Family Name   
Forename(s)

Home Address

Postcode  Home Telephone No

Mobile Telephone Number

Email Address

Date of Birth  Place of Birth

**3. Have there been any changes to the ownership and or responsibility of the vehicle since it was last licenced?**

This relates to any other person who should be mentioned on the Vehicle Licence that is solely or in partnership, concerned with the keeping, employing or hiring of the vehicle (Tick Box) Yes  No

If yes, please provide further details below:

Full Name	Address	Nature of Association

**4. Vehicle Details**

**Vehicle Registration Number:** \_\_\_\_\_

**Date of first registration:** \_\_\_\_\_

**Make:** \_\_\_\_\_

**Model:** \_\_\_\_\_

**Colour:** \_\_\_\_\_

**5. Documents**

This application must be accompanied by the following documents:

- Insurance Certificate
- Garage Inspection Form (If over one year)

**This application must be submitted prior to expiry of the current licence.**

If the application is not made on, or before, the expiry date of the current licence, the renewal will not be processed and the Hackney Carriage Plate will become invalid and the Police will be advised accordingly.

6. **Has the vehicle you wish renewed with Lewes District Council been licensed by another authority in the past year? (Tick Box)**

Yes  No

If yes, please state the other authority:

**Please note: Lewes District Council will not grant a vehicle licence for any vehicle already licensed by another licensing authority.**

7. **Intended Use (Hackney Carriages only) Do you intend to entirely or predominantly ply for hire and/or fulfil pre-booked hirings within the Lewes District.**

(Tick Box)

Yes  No

8. **DECLARATION**

**I hereby undertake to observe the provisions of the said Acts and such Bylaws and Licence Conditions as may be in force and accept that contravention of them may result in the licence being revoked or not renewed.**

**The information I have provided may also be used for other Council purposes where it is permitted by law (Lewes District Council is registered under the Data Protection Act 1998 for these purposes).**

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

**WARNING**

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

Lewes District Council takes its obligations under the Data Protection Act 1998 seriously and will not disclose personal information to any unauthorised person. The authority is under a duty to protect the public funds it administers and will not disclose personal information to any organisation outside the Council except where necessary for the prevention and detection of fraud or if required to do so by law.

The Council will use the personal information it collects to populate our Customer Relationship Management System (CRM). This system enables the Council to provide a more efficient and streamlined service to you.

The Council may share your information with, and obtain information about you from, other organisations to make sure the information held is accurate, to prevent or detect crime; and/ or to protect public funds. These other organisations may include other departments within the Council, Government Departments and/ or other Local Authorities.

**Signature**

**Date**