

**Application to renew a taxi vehicle licence
(Hackney Carriage or Private Hire)**

Please refer to the council website for more information about renewing your licence:
www.lewes-eastbourne.gov.uk/licensing/taxi or call 01323 410000 if you have any questions.

Type of licence

Hackney carriage		Private hire	
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Plate number			
Vehicle registration			
Name of vehicle proprietor			
<i>The vehicle and plate owner must be the same person</i>			
Address			
			Postcode
Telephone number			
Mobile number			
Email address			

Names of persons who will drive the vehicle (must be drivers with a licence to drive a taxi vehicle)

Names of other vehicle proprietors

Operator/Association details, or Independent (if applicable)	
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Provide the council with and confirm that you have the relevant original documents

Insurance document	
V5C certificate (log book)	
Licence fee	

How would you like to receive your licence?

By post	

How would you like us to keep you updated?

Text message/Email * delete as appropriate

How will you be paying?

Cheque/ online payment * delete as appropriate

Responsibility to renew

Although it is Eastbourne Borough Council's practice, to remind licence holders when their licences are due for renewal, **the responsibility to renew a licence rests with you - the licence holder.** Please ensure you renew your licence in good time.

Declaration

I apply to renew a licence under the provisions of the Local Government (Miscellaneous Provisions) Act 1976.

I agree to comply with the relevant legislation, regulations, requirements and conditions attached to application process and grant of a licence.

I declare that to the best of my knowledge the answers given in this application are true. I understand that the authority will check the information and that providing false information is a criminal offence.

Date		Signature of applicant	
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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](#).