



FOR OFFICE USE ONLY
Licence No:
Uniform Ref:
Issued Date:
Expiry Date:
Date Received:
Applicant Name:

APPLICATION FOR THE GRANT OF A PRIVATE HIRE VEHICLE PLATE EXEMPTION

Local Government (Miscellaneous Provisions) Act 1976

This form must be FULLY completed and relevant supporting information provided for the application to be considered. Please read the conditions, these can be found at the back of the form.

When complete please return the form to Three Rivers District Council, Licensing Department, Three Rivers House, Northway, Rickmansworth, Hertfordshire WD3 1RL or scanned and sent by email with the supporting documentation to: licensing.team@threerivers.gov.uk

Please complete all sections of the application form in BLOCK CAPITALS. Incomplete applications will be rejected. If you have any questions relating to the application process or requirements please contact the Licensing Office.

We will only grant an exemption where we are satisfied that you use the vehicle exclusively or primarily for corporate/chauffeur style private hire work. This means that you provide the chauffeur and vehicle to a business or person, and the display of a licence plate may affect the dignity or security of the persons you are carrying.

- ❖ **PLEASE SUPPLY LETTERS** from your clients and booking records for the vehicle demonstrating the vehicle is used exclusively or primarily for 'chauffeured' private hire work to support this dispensation request.

YOU MUST CONTINUE TO DISPLAY THE LICENCE PLATE UNTIL SUCH TIME AS THE PLATE EXEMPTION LETTER HAS BEEN ISSUED.

Should the vehicle be granted dispensation from displaying an external plate then;

- the external licence plate and letter of dispensation must be carried in the vehicle at all times
- the internal licence plate must be displayed in the windscreen on the passenger side at all times
- the driver must wear their private hire licence badge at all times.

An exemption must be applied for each year when a vehicle licence is renewed. The exemption does not carry over.

SECTION 1: Applicant

Title:			
Surname :			
Forename(s) :			
Date of birth :		Place of birth :	
National Insurance Number :		Nationality :	
Email Address:			
Home Phone Number :		Mobile number :	
Current Address :			
	Post Code :		

SECTION 2: Details of Operator (i.e. person(s) or business taking the bookings for hire)

Full name :	
Address :	
Telephone number :	
Email address :	

SECTION 3: Vehicle details

Licence Number :	PHV _____	Registration number :	
Make :		Model :	
Body Style :		Engine size and fuel :	
Colour :		Seat furnishing :	
Interior trim :		Drive system (e.g. front/rear/4x4) :	
List price (£) when new :			
Vehicle equipped with :	Climate Control to all seats		Interior lighting to all seats
	Electric windows to all seats		Power assisted steering
	Parking sensors (front)		Parking sensors (rear)

Additional premium/safety features making the vehicle of an executive specification:

SECTION 4: Details of exemption request

The Council must be satisfied that the reason you require it to exercise its discretion and exempt the above vehicle from displaying its plate falls within its Policy and it is appropriate in all the circumstances to waive the condition that normally applies requiring the plate to be displayed.

Please details the reasons for applying for a plate exemption

Please detail the type of work the vehicle is used for

Please provide details of any executive or other contracts held

Please detail any additional supporting information

DECLARATION – please tick that you have read and understood

I understand that you will not accept an incomplete application and if I give an incomplete application this will delay the application.	
I have not knowingly or recklessly, made a false statement and understand I may be prosecuted for an offence under S.57 if I have and/or my application may be refused.	
I confirm that this vehicle will be used for work of a chauffeur nature and not general private hire work. Records of such work shall be maintained according to Three Rivers District Council's private hire operator licence conditions.	
I understand that if this dispensation is approved I will immediately notify the Licensing Authority if there are any changes to the arrangements outlined in this application.	
I confirm that I will maintain my vehicle according to the council's vehicle licence conditions at all times the vehicle is licensed.	
I have the read and will comply with the Council's appropriate vehicle licence conditions.	
I understand the small internal vehicle licence plate must be correctly displayed inside the front windscreen of the vehicle at all times and may not be removed for any reason other than returning them to TRDC.	
I understand that if the requirements in the additional conditions are not complied with the dispensation may be withdrawn at any time.	

Signature of applicant:

Date:

CONDITIONS

In accordance with Section 75(3) of *The Local Government (Miscellaneous Provisions) Act 1976*, the Driver should note this Exemption has the following conditions:-

1. The Driver's Badge MUST be worn by the Driver AT ALL TIMES.
2. If issued, the Notice of Exemption MUST be kept in the Vehicle AT ALL TIMES.
3. If exemption is granted the External plate MUST be kept in the boot of the Vehicle AT ALL TIMES.
4. The Private Hire Internal Plate MUST be kept displayed in Vehicle AT ALL TIMES.
5. The Driver MUST be dressed in 'smart' or 'formal' wear AT ALL TIMES.
6. There must be no radio or other two-way communication device, or PDA installed in the vehicle, or any aerial for such a device visible (the only exception to this condition is a mobile telephone).
7. The type of work carried out must be of a chauffeur nature and not general minicab work.

Failure to observe these conditions could result in this Exemption being withdrawn, and the Vehicle being required to display the Private Hire Licence Plate in the normal way

Licensing Team
Three Rivers District Council
Three Rivers House
Northway
Rickmansworth
Hertfordshire
WD3 1RL
Tel: 01923 776611
Email: licensing.team@threerivers.gov.uk
Web: www.threerivers.gov.uk

DATA PROTECTION

Please see our Privacy Notice at <https://www.threerivers.gov.uk/privacy-notice>