



FOR OFFICE USE ONLY
Licence No:
Uniform Ref:
Received:
Receipt No:
Fee Paid:

Updated 01.04.2020

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 to: licensing.team@threerivers.gov.uk

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

The application must be submitted along with:

- Supporting evidence of current corporate contracts – contract confirmation letters and booking records
- Fee - **£65.00**

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.

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.

PLEASE NOTE: An exemption must be applied for each year when a vehicle licence is renewed. The exemption does not carry over. Evidence that the vehicle is exclusively used for executive work will be required each year

SECTION 1: APPLICANT DETAILS

Person(s) in possession and control of the vehicle who will be considered the Proprietor of the Private Hire Vehicle Licence, unless otherwise stated. The applicant must be the owner, or one of the owners, of the vehicle as shown on the registration document, bill of sale and on any HP or lease agreement.

Company Name			
Title			
Surname			
Forename(s)			
Date of birth		Place of birth	
National Insurance No.		Nationality	
Email Address			
Home Phone Number			
Mobile number			
Current home address incl. postcode			

SECTION 2: OPERATOR AND USE DETAILS

List all licensed Operators controlling the vehicle. Please indicate which operator is the primary operator and describe the type work the vehicle carries out e.g. chauffeur, school run. You are required to provide booking records for the vehicle for all operators listed covering the last 3 months. Continue on separate sheet if necessary.

Operator Name	Primary Operator	Type of Work
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	

List all the drivers that will drive the vehicle. Continue on separate sheet if necessary.

Full name of driver	Driver licence number

SECTION 3: VEHICLE DETAILS

Private hire licence number		Number of passengers	
Registration Number		Date of first registration	
Manufacturer		Model	
Body style		Engine size	
Colour		Fuel	
Seat furnishing		Drive system	
Interior trim		List price when new	
Please list all premium and safety features making the vehicle of an executive/prestige 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

I HEREBY make application to Three Rivers District Council for the issue of a dispensation to the requirement to display a Private Hire vehicle licence plate subject to the Statutes, Regulations, Policies and Conditions relating to the same for the time being in force.

I declare that I have checked the information on this application and to the best of my knowledge and belief, it is correct. I understand that it is an offence for any person to knowingly or recklessly make a false statement or to omit material information for which I could be prosecuted, and any licence issued suspended or revoked.

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 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 confirm that I have read and will abide by the council's conditions for the use of private hire vehicles.

I understand that if the requirements in the conditions are not complied with the dispensation may be withdrawn at any time.

I confirm 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 confirm that I have read and understood the above

Signature:

Name:

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
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Hertfordshire
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Web: www.threerivers.gov.uk**

DATA PROTECTION

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