

**Renew a Private Hire Operator’s Licence**

This checklist will guide you through the application process for renewing your Private Hire Operator’s Licence. If you have any questions, please do not hesitate to contact the Licensing Team on 02392 446660 or licensing@havant.gov.uk

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| **Step 1** | **Renewal reminder** |
| You will receive a renewal reminder via post or email, approximately three months in advance of your licence expiry date. This will include a link to download an application pack from our website. If you have any questions about the renewal process, contact the Licensing Team by telephone 02392 446660 or via email licensing@havant.gov.uk.  |
| **Step 2** | **Submit your application** |
| Complete your application form and submit to licensing@havant.gov.uk. For individual applicants, the application must be accompanied by:* Proof of right to work in the UK (i.e. share code or photocopy of passport)
* Proof of immigration status (i.e. share code)

You will also be asked to generate a tax conditionality check code and provide this with your application.  |
| **Step 3** | **Checking right to work and immigration status** |
| You may be invited to attend an short meeting at The Plaza with a Licensing Officer. The purpose of this interview is to check your right to work and immigration status.  |
| **Step 4** | **Operator information** |
| **From 1 January 2024, renewing operators must provide additional information to accompany their application. The following must be provided:** * A register of all vehicles operated
* A register of staff members responsible for taking bookings and dispatching vehicles
* Evidence of a basic DBS certificate for each staff member taking bookings and dispatching vehicles
* A written policy on employing ex-offenders
* A written policy or procedure on how the operator will deal with customer complaints
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| **Step 5**  | **Basic DBS Check**  |
| If you do not already hold a Combined Hackney Carriage and Private Hire Drivers Licence issued by Havant Borough Council, you must apply for a basic DBS certificate. Once issued, the certificate must be provided to the Licensing Team. You can apply for a basic DBS certificate online here: <https://www.gov.uk/request-copy-criminal-record> If your application is being submitted by a registered company or partnership, a basic DBS certificate will be required for each company director or partner (unless they already hold a Combined Hackney Carriage and Private Hire Drivers Licence issued by Havant Borough Council).  |
| **Step 6** | **Training** |
| **From 1 January 2024, renewing operators must pass a Safeguarding Awareness (virtual classroom) Course with the Council’s approved supplier, Blue Lamp Trust.** Operators who are due to renew their licence before 1 January 2024 are not expected to provide a certificate until their next renewal. Operators who are due to renew their licence after 1 January 2024 are expected to provide a certificate prior to their licence being renewed.Book online with Blue Lamp Trust: <https://www.bluelamptrust.org.uk/courses/safeguarding-virtual-classroom-course/> If you already hold a Combined Hackney Carriage and Private Hire Drivers Licence issued by Havant Borough Council, you do not need to do this.If your application is being submitted by a registered company or partnership, evidence of safeguarding training must be provided for each director or partner (unless they already hold a Combined Hackney Carriage and Private Hire Drivers Licence issued by Havant Borough Council). The Council may consider evidence of alternative safeguarding training, where the course content is broadly similar to the Council’s approved supplier’s course. Please contact the Licensing Team to discuss this. In the case of limited companies and partnerships, a nominated representative who has provided their pass certificate with evidence of cascade training to all directors/partners, will be accepted. |
| **Step 7** | **Licence issue** |
| Once you have completed the above steps and provided satisfactory paperwork to the Licensing Team, you will be contacted with the outcome of your application. We aim to make a decision within 10 working days. Where your application has been granted, you will be contacted for payment and your licence will be posted to you. We will return any original documents supplied to us. |

**Privacy Statement**

Havant Borough Council need to process your data to comply with a legal obligation primarily under the Town and Police Clauses Act 1847 and the Local Government (Miscellaneous Provisions) Act 1976.  You have a number of rights on how your data is used, including the right to object, for more information on your rights see: <https://www.havant.gov.uk/privacy-policy>

**THIS APPLICATION IS CONFIDENTIAL**

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| A black and white logo  AI-generated content may be incorrect. | **APPLICATION FOR RENEWAL OF LICENCE TO OPERATE PRIVATE HIRE VEHICLES** **Local Government (Miscellaneous Provisions) Act 1976** |

**I HEREBY APPLY to Havant Borough Council to renew, subject to the provisions of the Local Government (Miscellaneous Provisions) Act 1976, Byelaws, Regulations and Conditions relating thereto, a licence to operate private hire vehicles in the Borough of Havant.**

**PLEASE COMPLETE EACH SECTION IN BLOCK CAPITALS IN CONJUNCTION WITH GUIDANCE NOTES**

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| **SECTION 1: APPLICANT DETAILS** |
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| **OP:** |       |  | **Expiry date:** |       |

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| **In what capacity are you applying?** |
| [ ]  | **An individual**  | **PLEASE COMPLETE SECTION 1A** |
| [ ]  | **A registered company** | **PLEASE COMPLETE SECTION 1B** |
| [ ]  | **A partnership** | **PLEASE COMPLETE SECTION 1C** |

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| **SECTION 1A: INDIVIDUAL** |
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| **Title:** **Mr** [ ]  **Mrs** [ ]  **Miss** [ ]  **Ms** [ ]  **Other** [ ]  **(Please specify):**  |       |

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| **Surname / Family name:** |       |

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| **First name(s):** |       |

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| **Any previous names:** |       |

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| **Home address:**  |       |
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| **Date of Birth:** |       |  | **Place of Birth:** |       |

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| **Telephone No:** |       |

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| **Email address:** |       |

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| **SECTION 1B: REGISTERED COMPANY** |
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| **Company Name:** |       |
| **Registration number:** |       |

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| **Registered address:**  |       |
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| **Telephone No:** |       |

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| **Email address:** |       |

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| **On a separate sheet, you must attach details of all Company Directors. For each director, you must provide:** * **Any previous names**
* **Home address, including postcode**
* **Date and place of birth**

**I confirm I have attached this** [ ] **You must also attach a copy of the company registration certificate.** **I confirm I have attached this** [ ]  |
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| **SECTION 1C: PARTNERSHIP**  |
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| **PARTNER 1 (MAIN POINT OF CONTACT)** **Title:** **Mr** [ ]  **Mrs** [ ]  **Miss** [ ]  **Ms** [ ]  **Other** [ ]  **(Please specify):**  |       |

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| **Surname / Family name:** |       |

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| **First name(s):** |       |

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| **Any previous names:** |       |

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| **Home address:**  |       |
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| **Date of Birth:** |       |  | **Place of Birth:** |       |

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| **Telephone No:** |       |

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| **Email address:** |       |

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| **PARTNER 2****Title:** **Mr** [ ]  **Mrs** [ ]  **Miss** [ ]  **Ms** [ ]  **Other** [ ]  **(Please specify):**  |       |

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| **Surname / Family name:** |       |

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| **First name(s):** |       |

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| **Any previous names:** |       |

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| **Home address:**  |       |
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| **Date of Birth:** |       |  | **Place of Birth:** |       |

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| **On a separate sheet, you must attach details of all additional partners. For each director, you must provide:** * **Full name**
* **Any previous names**
* **Home address, including postcode**
* **Date and place of birth**

**I confirm I have attached this** [ ]  |

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| **SECTION 2: RIGHT TO WORK AND IMMIGRATION STATUS** |
| **Individual applicants must provide evidence that they have right to work in the UK** **Please complete APPENDIX 1. Required documentation must be submitted with each copy of the form (i.e. passport, share code etc).** |

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| **SECTION 3: OPERATOR DETAILS**  |
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| **Trading name(s):** |       |

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| **Operating address:**  |       |
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|       |  | **Postcode** |       |

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| **Please note that the operating address must be within the Havant Borough.**  |

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| **Business Telephone No:** |       |

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| **Business email address:** |       |

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| **SECTION 4: CONVICTIONS** |
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| **Please declare details of any unspent convictions or cautions since your last application, for all applicants (including company directors or partners).** **A conviction will not necessarily result in your application being refused. Please refer to the Council’s Consideration of Criminal Convictions Policy for further guidance. Continue on a separate sheet if necessary.****If you omit any information that is subsequently disclosed on your enhanced DBS certificate or by other official means, your application may be refused.**

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| **Details of conviction, caution, notice etc** | **Date of conviction, caution, notice etc** | **Police or Court** | **Sentence / Outcome** |
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| **SECTION 5: CURRENT / PREVIOUS LICENCES** |
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| **Do you currently, or have you ever previously held a Private Hire Operator Licence with Havant Borough Council, or any other authority?**   | **Yes** [ ]  | **No** [ ]  |
| **If YES –** **Please provide details, including issuing authority and licence number(s):**  |
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| **Have you ever had a Private Hire Operator Licence refused by Havant Borough Council or another authority?**  | **Yes** [ ]  | **No** [ ]  |
| **Have you ever had a Private Hire Operator Licence suspended by Havant Borough Council or another authority?** | **Yes** [ ]  | **No** [ ]  |
| **Have you ever had a Private Hire Operator Licence revoked by Havant Borough Council or another authority?** | **Yes** [ ]  | **No** [ ]  |

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| **If YES to any of the above, please provide details:** |       |
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| **SECTION 6: TAX CONDITIONALITY**  |
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| **You are required to obtain a 9 character tax check code via GOV.UK and provide a screenshot with your application. The code is valid for 120 days. Your application will not be valid without this.** **Obtain tax check code here:** [**https://www.gov.uk/guidance/complete-a-tax-check-for-a-taxi-private-hire-or-scrap-metal-licence**](https://www.gov.uk/guidance/complete-a-tax-check-for-a-taxi-private-hire-or-scrap-metal-licence) |

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| **I confirm that I have read and understood the above information.**  |  |  **Yes** [ ]  |

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| **SECTION 7: ADDITIONAL INFORMATION** |
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| **Applicants must obtain a basic DBS certificate and provide this to the Licensing Team. Where the application is being made by a registered company or partnership, a basic DBS certificate must be provided for all partners or company directors.** **Where an applicant already holds a Combined Hackney Carriage and Private Hire Drivers Licence issued by Havant Borough Council, they do not need to do this.** **You can apply for a basic DBS certificate online here:** [**https://www.gov.uk/request-copy-criminal-record**](https://www.gov.uk/request-copy-criminal-record) |

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| **I confirm that I have read and understood the above information.**  |  |  **Yes** [ ]  |

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| **From 1 September 2024, any operator due to renew their licence will be required to undertake and pass a Safeguarding Awareness (virtual classroom) Course with the Council’s approved supplier, Blue Lamp Trust. You must provide your pass certificate via email to the Licensing Team. Your licence will not be renewed without this.** **Book online with Blue Lamp Trust:** [**https://www.bluelamptrust.org.uk/**](https://www.bluelamptrust.org.uk/)**If you already hold a Combined Hackney Carriage and Private Hire Drivers Licence issued by Havant Borough Council, you do not need to do this.** |

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| **If your application is being submitted by a registered company or partnership, evidence of safeguarding training must be provided for each director or partner.****The Council may consider evidence of alternative safeguarding training, where the course content is broadly similar to the Council’s approved supplier’s course. Please contact the Licensing Team to discuss this.** **In the case of limited companies and limited liability partnerships, a nominated representative who has provided their pass certificate with evidence of cascade training to all directors/partners, will be accepted** |

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| **I confirm that I have read and understood the above information.**  |  |  **Yes** [ ]  |

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| **From 1 January 2024, applicants must provide the following documentation to accompany their application:** * **A register of all vehicles operated / proposed to be operated**
* **A register of staff members responsible for taking bookings and dispatching vehicles**
* **Evidence of a basic DBS certificate for each staff member taking bookings and dispatching vehicles**
* **A written policy on employing ex-offenders**
* **A written policy or procedure on how the operator will deal with customer complaints**
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| **I confirm that I have read and understood the above information.**  |  |  **Yes** [ ]  |

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| **SECTION 8: DECLARATIONS** |
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| **TAX DECLARATION****Schedule 23 to Finance Act 2011 (Data Gathering Powers) and Schedule 36 to Finance Act 2008 (Information and Inspection Powers), grant HMRC powers to obtain relevant information from third parties. This includes licensing bodies being required to provide information about licence applicants.****HMRC guidance about tax registration obligations is available at:*** **PAYE information: www.gov.uk/income-tax/how-you-pay-income-tax**
* **registering for Self Assessment: www.gov.uk/register-for-self-assessment**
* **Corporation Tax information:** [**www.gov.uk/corporation-tax**](http://www.gov.uk/corporation-tax)
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| **I confirm that I am aware of the content of the HMRC guidance relating to my tax registration obligations.**  |  |  **Yes** [ ]  |
| **APPLICATION DECLARATION** **I HEREBY make an application to Havant Borough Council for the grant of a Private Hire Operator’s licence 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 application refused, or licence suspended or revoked.** |
| **I am aware that if any of the information supplied on this application should change, I need to inform the Council in writing and pay the fee for amending the licence, if applicable.****I understand that I must undertake to comply with the legislation, byelaws, policy, and conditions of licence as are now, or may hereafter be in force, for regulating private hire business and drivers.** |

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| **Signature:** |       |  | **Date:** |       |
| **Capacity:** |       |  |  |  |

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**Privacy Statement**

Havant Borough Council need to process your data to comply with a legal obligation primarily under the Local Government (Miscellaneous Provisions) Act 1976. You have a number of rights on how your data is used, including the right to object, for more information on your rights see: <https://www.havant.gov.uk/privacy-policy>

**THIS INFORMATION IS CONFIDENTIAL**

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| A black and white logo  AI-generated content may be incorrect. | **APPENDIX 1****RIGHT TO WORK AND IMMIGRATION CHECKLIST****FOR PRIVATE HIRE OPERATOR’S LICENCE** |

**PLEASE COMPLETE A SEPARATE COPY OF THIS DOCUMENT FOR EACH COMPANY DIRECTOR OR PARTNER. PLEASE COMPLETE EACH SECTION IN BLOCK CAPITALS**

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| **SECTION 1: INDIVIUDAL DETAILS** |
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| **Title:** **Mr** [ ]  **Mrs** [ ]  **Miss** [ ]  **Ms** [ ]  **Other** [ ]  **(Please specify):**  |       |

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| **Surname / Family name:** |       |

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| **First name(s):** |       |

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| **Date of Birth:** |       |  |

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| **Home address:**  |       |
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| **SECTION 2: RIGHT TO WORK AND IMMIGRATION STATUS** |
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| **Please provide your National Insurance Number:**  |       |

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| **Do you have British Citizenship?**  | **Yes** [ ]  | **No** [ ]  |

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| **Were you born in the United Kingdom?**  | **Yes** [ ]  | **No** [ ]  |

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| **If NO –**  |  |
| **Please provide your date of entry to the UK:** |       |
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| **Are you an EU, EEA or Swiss citizen, or hold a Biometric** **Residence Permit?** | **Yes** [ ]  | **No** [ ]  |

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|  **If YES –**  **You must obtain a share code at** [**www.gov.uk/prove-right-to-work**](http://www.gov.uk/prove-right-to-work) **and provide**  **a screenshot of the code with your application.**  **From 1 July 2021 EU, EEA and Swiss citizens are longer able to use their passport**  **or national identity card to prove their Right to Work in the UK.**  |

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| **Please state the Right to Work document(s) you have provided from the *‘List of acceptable documents for manual right to work checks’* as included in your pack. We will contact you to arrange an ID verification appointment to check your document/share code result.**

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| **Copy of British Passport**  | [ ]  | **Other** [ ]  |
| **Right to Work share code**  | [ ]  | **Give details:**  |       |

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| ***EU, EEA and Swiss citizens only*****Have you been granted:** |
| **Settled status** | **Yes** [ ]  | **No** [ ]  |  | **Pre-settled status** | **Yes** [ ]  | **No** [ ]  |
| **If YES to either, You must obtain a share code at** [**www.gov.uk/view-prove-immigration-status**](http://www.gov.uk/view-prove-%20%20%20%20immigration-status) **and provide a screenshot of the code with your application.** **Please note: From 1 July 2021, if you do not have settled or pre-settled status you may not be able to apply to become a Hackney Carriage/Private Hire driver.** |

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| **SECTION 3: DECLARATION** |
| **I declare that I have checked the information on this form 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 application refused, or licence suspended or revoked.**

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| **Signature:** |       |  | **Date:** |       |
| **Capacity:** |       |  |  |  |

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**Privacy Statement**

Havant Borough Council need to process your data to comply with a legal obligation primarily under the Local Government (Miscellaneous Provisions) Act 1976. You have a number of rights on how your data is used, including the right to object, for more information on your rights see: <https://www.havant.gov.uk/privacy-policy>

**THIS INFORMATION IS CONFIDENTIAL**

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| A black and white logo  AI-generated content may be incorrect. | **APPENDIX 2****PRIVATE HIRE OPERATOR****CURRENT DRIVERS AND VEHICLES** |

**PLEASE COMPLETE THE TABLE BELOW WITH DETAILS OF ANY LICENSED DRIVERS OR VEHICLES OPERATED BY THE APPLICANT.**

|  |  |  |  |
| --- | --- | --- | --- |
| **DRIVER NAME** | **DRIVER BADGE NO.** | **VEHICLE MAKE/MODEL** | **VEHICLE PLATE NO.** |
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