



Vehicle Licence & Plate Return

Name:	
Address:	
Telephone number:	
Email Address:	
Vehicle Licence/Plate Number PH/HC:	
Vehicle Registration Number:	
This form must be accompanied by your vehicle licence document along with your front and rear vehicle plate, internal plate, Fare Card (if Hackney Carriage Vehicle) and both door signs. If you are unable to return any of these items please give reasons why:	
Why do you wish to surrender your vehicle licence and vehicle signage:	
<input type="checkbox"/> Vehicle licence has expired	
<input type="checkbox"/> Vehicle is off the road and not being re-licensed	
<input type="checkbox"/> Vehicle licence has been suspended or revoked	
<input type="checkbox"/> I am no longer a Charnwood licensed driver (**due to my driver licence being expired/suspended/revoked/surrendered) and wish to surrender the vehicle licence **please circle which is applicable	
<input type="checkbox"/> Other – please give further details	
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.....	
Signed by driver/operator:	Date:
Print Name:	

This authority is under a duty to protect the **public funds** it administers, and to this end may use the information you have provided for the prevention and detection of fraud. It may also, and on occasions will be required to, share this information with other bodies responsible for auditing or administering public funds for these purposes.

The Council is obligated to provide **public register(s)** in relation to (drivers/ Hackney/PH vehicles) and a designated vehicles list. To provide better customer service, the council's registers includes all the data fields which are available across the different registers – for example operator information is shown on the designated vehicles list, and will also be shown on the driver register. This allows the public to only visit one register for the information required, rather than several registers.

The Air Quality (Taxi and Private Hire Vehicles Database) Regulation 2019 requires all licensing authorities in England and Wales to submit certain information about their licensed taxis/PHVs to the database.

Since the introduction of **The Air Quality (Taxis and Private Hire Vehicles Database) (England and Wales) Regulations 2019**, the Council is required to provide vehicle data to Defra following all issues, renewals, suspensions or refusals of licences. The data shared will include vehicle registration mark, start and end date of license, whether Taxi or PHV, licence plate number, and whether the vehicle is wheelchair accessible.

The licensing authority provides information to the **National Register of Taxi Licence Refusals and Revocations (NR3)**. A mechanism for licensing authorities to share details of individuals who have had a Hackney Carriage or Private Hire Driver's licence revoked, or an application for one refused. This is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the licensing authority – that is, assessing whether an individual is a fit and proper person to hold a Hackney Carriage or Private Hire Driver's licence.

Therefore:

- Where a Hackney Carriage / Private Hire Driver's licence is revoked, or an application for one refused, the authority will automatically record this decision on NR3.
- All applications for a new licence or licence renewal will automatically be checked on NR3. If a search of NR3 indicates a match with an applicant, the authority will seek further information about the entry on the register from the authority which recorded it. Any information received as a result of an NR3 search will only be used in respect of the specific licence application and will not be retained beyond the determination of that application

Charnwood Borough Council collects personal information when you contact us for any services we provide and we will use this information to provide these services. We may need to share your information with service providers and other departments within Charnwood Borough Council to ensure that you receive the best possible service, and this will be made clear in our privacy notice. We will not share your information with third parties for marketing purposes or any other reason unless required to do so by law.

For information about how & why we may process your personal data, your data protection rights or how to contact our data protection officer, please view our Privacy Notice www.charnwood.gov.uk/pages/privacynotice