**APPLICATION FOR EXEMPTION FROM DISPLAYING PRIVATE HIRE LICENCE PLATE**

**Local Government (Miscellaneous Provisions) Act 1976**

**Guidance for plate exemption applications**

Please read the council’s licensing policy before completing this form. Applications can only be accepted with a prior appointment with the licensing team and you may be required to bring the vehicle for an inspection by an authorised officer. The licence fee payable for plate exemption is subject to annual review and will be published together with other council licensing fees.

Vehicles given this exemption will normally be executive type vehicles. The operator’s records must prove that the required amount of contract work (75%) is being carried out by this vehicle.

Where an exemption is granted the vehicle must display front and rear windscreen badges at all times, which must be visible from the outside of the vehicle, with the vehicle / licence details visible from the inside. The rear licence plate must be carried in the vehicle at all times.

Applications for exemption will be determined on a case by case basis. Vehicle proprietors should not automatically assume when licensing a new vehicle to replace an existing vehicle, or renewing an existing plate that the plate exemption will continue. A further plate exemption application will be required each year when the vehicle licence is renewed and **evidence as to why plate exemption is required must be provided with each application.** NB Evidence will not be required for special events vehicles e.g. stretched limousines.

**New applications**

For new applications, the applicant must provide written request(s) from customers (or proposed customers) specifying that they do not want the vehicle to display the plate and detailing the reason why.

**Renewal applications**

For renewal applications, the applicant must provide either new written requests as above, or details of accounts, contracts, invoices or other satisfactory documentation to prove that they are still working for the customers who provided written requests with the initial application for exemption.

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| Section 1: Private Hire Vehicle and Operator Details | |
| Name of applicant | |
| Licence number | Vehicle registration number |
| Operator name | |
| Operator licence number | |

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| Section 2: Type of application | |
| New exemption | Renewal of exemption |

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| Section 3: Why do you want an exemption from displaying the licence plate? |
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| Section 4: Details of contracts/customers requesting vehicles without plate |
| Please give details of your contracts/customers requesting that your private hire vehicle not display the licence plate. See guidance notes overleaf reference the supporting documents that will be required with this application. This section does not apply to special event vehicles (e.g. stretched limousines) |
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| Declaration |
| I declare that the information given by me in this application is correct in every respect. I will inform South Oxfordshire District Council of any changes to my circumstances that may affect my application or any exemption granted.  I confirm and understand I am applying for an exemption from displaying a plate on the named private hire vehicle, and that the exemption does not take effect until granted. I confirm that this vehicle will be used for contract work for at least 75 percent of the time and records of such work shall be maintained according to South Oxfordshire District Council’s private hire operator licence requirements. I confirm that I will maintain my vehicle according to the council’s vehicle licence conditions at all times the vehicle is licensed.  I declare that I have read and completed this application myself and I have read and understand the council’s hackney carriage and private hire licensing policy and council’s driver and vehicle licence conditions. In submitting this application for consideration I agree to any of the foregoing information being made public should the circumstances so require.  **SIGNATURE** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **PRINT FULL NAME:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    **DATE:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **IF SIGNING ON BEHALF OF A COMPANY AS APPLICANT, PLEASE SPECIFY POSITION HELD WITHIN THAT COMPANY (FOR EXAMPLE DIRECTOR, SECRETARY):**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Please note:** An applicant commits an offence if they knowingly or recklessly make a false statement or omit any relevant information and any licence issued may be revoked. Information provided on application forms will be disclosed to other agencies such as the Police and DVLA where there is a legal requirement to do so, for example in relation to the investigation of a suspected offence. This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing and administering public funds for these purposes |

**Office use only:**

Evidence submitted \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date and initials of officer checking)

Fee paid \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date and initials)

**Licensing, South Oxfordshire District Council, Abbey House, Abbey Close, Abingdon, OX14 3JE**

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