



Application for a Private Hire Operator to use a computerised record sheet

Local Government (Miscellaneous Provisions) Act 1976



Stratford-on-Avon District Council

Licensing, Environmental Services, Elizabeth House, Church Street, Stratford-upon-Avon. CV37 6HX
Telephone: 01789 260211 Facsimile: 01789 260808 Minicom: 01789 260747 Website: www.stratford.gov.uk

Operator Licence Number

1. FIRST OR SOLE APPLICANT'S DETAILS

Operator's Surname

Operator's Forename(s)

Date of Birth DD/MM/YYYY

 / /

Home Address of Applicant

Postcode

Telephone Number

Mobile Number

Email Address

Trade, business or profession
carried on in the last 5 years

2. SECOND APPLICANT'S DETAILS

Operator's Surname

Operator's Forename(s)

Date of Birth DD/MM/YYYY

 / /

Home Address of Applicant

Postcode

Telephone Number

Mobile Number

Email Address

Trade, business or profession
carried on in the last 5 years

3. EXISTING PRIVATE HIRE BUSINESS INFORMATION

Business name

Operating Address

Postcode

Telephone Number

Is the Company a Registered Company?

Yes

No

If Yes, please provide the following

Registered Number

Registered Address of Company

Name of Company Secretary

Postcode

How many vehicles

4. ABOUT YOUR COMPUTERISED SYSTEM

Name the manufacturer of the computer used

What operating system does your computer use? (ie Windows 10)

Serial number of your computer

Name of your Taxi software?

Version number of your Taxi software?

Date of Installation DD/MM/YYYY

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If you change software or hardware at any stage then you must re-apply.

5. TERMS OF USE

It is recognised that there are a number of advantages to using a computerised system to record Private Hire journeys and related details. It often means that work is managed efficiently and it eliminates paperwork. It also enables operators to better have an overview of how the business is going and may even help to ensure that there is compliance with regulatory standards.

By applying to be permitted to use a computerised system to record all the required details for Private Hire, you are agreeing to allow authorised Licensing Officers and the Police to examine and obtain information from the system in relation to investigations, routine enquiries and inspections to ensure compliance.

The data stored by this system must be easily and quickly accessible.

If an operator chooses to use this same computerised system/software to record the details of Hackney Carriage journeys then it must be accepted that the Licensing Officer or the Police may want to view these entries or data.

The system must be capable of exporting records onto a CD rom, a flash/pen drive or a printed hard copy for use by the Police or the Licensing Officers. Officers can be requested to bring replacement CD-ROMs and may bring a local authority IT specialist to the inspection.

If this system is approved you agree to properly maintain the system so that it accurately records all the information required by Stratford-on-Avon District Council's policy and conditions and that the information is suitably 'backed up' to prevent data loss.

You will be expected to properly maintain the system and carry out or arrange routine maintenance by a properly qualified person. The date and the person carrying out this maintenance must be permanently recorded and made available for inspection upon request. The reason for the maintenance and what procedure was carried out must also be recorded. This record should also state if there is any effect on the data held.

A daily check should be carried out on the date and time recorded/displayed by the system to ensure that it is accurate and whether it reflects as it should Greenwich Mean Time if it does not it should be so adjusted.

In ordinary circumstances Licensing Officers and the Police will make every effort to view the data held at a reasonable time and make an appointment for the inspection/viewing to take place at a mutually convenient time. There may be however circumstances that mean that this is not possible and the viewing will be required at short notice. If this happens the cooperation of the Proprietor and any staff will be sought to facilitate this and an explanation will be given as to the urgency.

6. I HEREBY APPLY TO USE A COMPUTERISED RECORD SYSTEM

DECLARATION

I declare that I have checked the information given on this form and that to the best of my knowledge and belief it is correct.

I undertake to comply with the relevant legislation, application procedures administered by Stratford-on-Avon District Council and to notify the Council of changes in my personal/business circumstances during the period of any licences issued.

If you would like further information on how the Council will use your information please contact the Licensing Team at Stratford-on-Avon District Council.

Signature

PRINT NAME

Date of Signing DD/MM/YYYY

<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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HOW YOUR INFORMATION IS USED

The way in which your information may be used and shared by the council is set out in the council's Full Privacy Notice / Fair Processing Notice. This is available via our website at <https://stratford.gov.uk/privacystatement>, or you can ask for a copy by writing to the council at Legal Services, Stratford-on-Avon District Council, Elizabeth House, Church Street, Stratford-upon-Avon, CV37 6HX.