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| **Executive Hire Application Form** *– this application is to apply for an exemption of displaying licensing plates and door signs on a Private Hire Vehicle* |
| **INDIVIDUAL APPLICANT DETAILS** |
| **Full Name:**  **Home Address & Postcode:**  **Date of Birth:**  **Telephone:**  **Email Address:** |
| **VEHICLE DETAILS:** |
| **Licence/Plate Number:**  **Registration Number:**  **Make:**  **Model:**  **Colour (as displayed on the V5C/logbook):**  **Date of First Registration:**  **Is the vehicle fitted with a data head, meter or radio?**  **Does the vehicle have tinted windows?**  **If yes, are they manufacturer fitted, or have they been added to the vehicle after purchase?**  **Please note – the vehicle must meet executive hire criteria for an application to be made. Criteria can be found at the end of this form, and extensive details can be found in the Executive Hire Policy on the Council website.** |
| **OPERATOR DETAILS:** |
| **Name of Operator:**  *(where the vehicle will work)*  **Operator Licence Number:** |

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| **EXEMPTION DETAILS:** |
| **Please explain the reasons for requiring an exemption from displaying plates/door signs for this vehicle:** |
| **CONTRACT BOOKING DETAILS:** |
| **Please provide details of any contracts held:**  *(should include name/company name of contract holder, nature of contract, frequency of contract, payment method of contract)*  **Please note – the type of work carried out must be executive in nature. Being selective over clients, general airport runs, pre-agreeing fares does not constitute executive hire work. Please refer to the Executive Hire Policy for further information.** |

**Application Declaration/Checklist:**

* I the undersigned confirm the above information I have given is true and correct to the best of my knowledge.
* I understand that should my circumstances change, and I no longer work under the Operator declared in my application, I must contact the Licensing Service to update them. I also understand that I will be required to display my private hire plates and door signs unless further application for exemption is made.
* I understand that failure to comply with the requirements of my licence may result in the suspension of my private hire vehicle.

**Signed:**

*(if sending form by email please type your name)*

**Date:**

**Executive Hire Criteria**

In determining whether a booking is considered executive hire, consideration will be given to the following factors:

* How the booking is made
* How payment is made
* Type of vehicle used to undertake the journey
* Dress code of the driver
* Business plan of the operator

An operator is expected to prove to the Council that is has met the above requirements, and declare that it will continue to do so, before any exemptions for vehicles they operate are considered.

**Vehicle Requirements:**

Executive hire vehicles are expected to meet the same criteria as standard private hire vehicles with the following exceptions:

* Type of vehicle – the vehicle must be of an executive, prestige standard. Examples of this type of vehicle are as follows *(this list is not exhaustive):*
  + BMW 7 series
  + Mercedes – S Class or E Class
  + Lexus – GS or LS
  + Jaguar XJ
  + Audi A8
* The vehicle must be less than 5 years of age when first licensed for executive hire.
* Manufacturers tints are permitted, however, after market tints or films are not permitted
* The vehicle cannot be fitted with a data head, taxi meter or radio
* The vehicle will not be permitted to display any form of advertising including company or private hire operator details (business cards of the executive operator details are permitted)

**Full details can be found in the Executive Hire Policy on the Council website.**