

# Plate Exemption Application Form

## 1. PLEASE INDICATE APPLICATION STATUS (✓ as appropriate)

 New

St Edmundsbury Borough Council/Forest Heath District Council  
(please delete)

 Renewal

## 2. VEHICLE DETAILS

VEHICLE LICENCE NUMBER:

EXPIRY DATE:

VEHICLE REGISTRATION NUMBER:

DATE VEHICLE FIRST REGISTERED:

MAKE:

MODEL:

COLOUR:

NUMBER OF PASSENGERS:

## 3. PROPRIETOR PERSONAL DETAILS (1)

TITLE (✓ as appropriate): Mr  Mrs  Miss  Ms  Other (please state):

FORENAMES:

SURNAME:

CURRENT ADDRESS:

## 4. PROPRIETOR PERSONAL DETAILS (2)

TITLE (✓ as appropriate): Mr  Mrs  Miss  Ms  Other (please state):

FORENAMES:

SURNAME:

CURRENT ADDRESS:

**5. LIST OF ALL DRIVERS OF THE VEHICLE (& LICENCE NUMBERS)****6. DETAIL OF REASONS/ CIRCUMSTANCES WHY THE REQUEST FOR PLATE EXEMPTION IS BEING MADE****Declarations**

I understand that the grant of any plate exemption will be in line with the following conditions:

1. Vehicles granted a plate exemption waiver shall be used only for Prestige type hirings and shall not be used for standard private hirings. Vehicles must not display logos or identification/telephone numbers which may indicate that they are used as a private hire service.
2. The Operator receiving a booking for a plate exempted vehicle shall provide the hirer with details of the vehicle registration number and the name of the driver, prior to the hiring commencing. Bookings must be recorded and kept available for inspection for at least 12 months.
3. The private hire windscreen identification plate issued by the Council shall be displayed within the front nearside of the windscreen at all times and legible from outside the vehicle.
4. The rear vehicle licence plate shall be securely fixed within the boot of the vehicle in a manner which enables it to be easily inspected.
5. The driver's badge shall be available for inspection by an authorised officer of the Council, a police officer or by the hirer of the vehicle, on request.
6. The Council's agreement to a plate exemption is required to be carried on the vehicle at all times and to be available for inspection by an authorised officer of the Council, a police officer or by the hirer of the vehicle, on request.
7. The driver of a plate exempted vehicle shall wear professional business attire, shirt/trousers.
8. The hirer shall not have the facility to settle accounts and / or tender direct payment to the driver by any means. Payment may only be made, either before or after the journey, direct to the Operator or their accounting system.
9. The driver and passenger front side window glass and the front windscreen must be clear. Tinted windows can be fitted to the side and rear window glass of the vehicle provided that they comply with the current legislation and allow in the correct amount of light.
10. No alcoholic drink shall be sold or purchased in or from the vehicle.

Applicants are advised that to make a false statement, knowingly or recklessly or omit any information from this application is an offence punishable on conviction by imprisonment for a term not exceeding two years or a fine to be decided by the Court of both.

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 or administering public funds for these purposes. For further information, see

[http://www.westsuffolk.gov.uk/Council/Data\\_and\\_information/howweuseinformation.cfm](http://www.westsuffolk.gov.uk/Council/Data_and_information/howweuseinformation.cfm)

**Signed:** \_\_\_\_\_ **Dated:**    /    /  
(Proprietor 1)

**Signed:** \_\_\_\_\_ **Dated:**    /    /  
(Proprietor 2)

#### FOR OFFICE USE ONLY

**DATE EXEMPTION APPLICATION RECEIVED:**

#### Section B

**EXEMPTION AGREED**

**EXEMPTION DECLINED**

#### Section C

**If exemption declined, give reasons:**

**Signed:** \_\_\_\_\_ **Dated:**    /    /

#### Section D

**Exemption Windscreen Internal Card and Agreement Issued:**