

Report licensed Private Hire or Hackney Carriage Vehicle Damage

Town Police Clauses Act 1847;
Local Government (Miscellaneous Provisions) Act 1976 Part II

Community and Place Delivery, St Albans City and District Council, Civic Centre,
St Peters Street, St Albans, Hertfordshire, AL1 3JE

In accordance with section 50(3) of the Local Government (Miscellaneous Provisions) Act 1976, any accident involving a hackney carriage or private hire vehicle that causes damage materially affecting:

- a) the safety, performance or appearance of the vehicle, or
- b) the comfort or convenience of the passengers,

must be reported to us as soon as reasonably practicable, and in any case within seventy-two (72) hours of the accident.

To report your accident please fill in the attached form and send it, **with** images of the whole vehicle (front, back, left and right side).

Please submit this completed form and photos by emailing them to:
taxilicensing@stalbans.gov.uk

We will process your request and assess the damage from the photos you have provided. If the quality of the photos makes it difficult to identify any part of the vehicle and / or the damage, you may be required to present the vehicle in person for inspection.

With the safety of the public being a predominate factor of our Licensing Policy, all vehicles involved in an accident, however minor, will be required to obtain our nominated testing facility's approval to continue operating. Upon inspection any vehicle that would fail to meet the vehicle testing requirements will be automatically suspended until such time as the vehicle has been re-examined and the necessary approval given.

In the case of only cosmetic damage, a timescale for repair will be set by us, at the end of which the vehicle must be presented to our nominated inspection facility for inspection. If the vehicle would not pass a Certificate of Compliance examination, that vehicle cannot continue to operate as a hackney carriage or private hire vehicle until such time as the vehicle would meet the testing requirements.

You cannot use a vehicle as a Hackney Carriage/Private Hire until the accident vehicle report has been assessed by a member of the Licensing Team.

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Details of the driver of the vehicle :

Full name:
Full home address:
Telephone:
Email:

If you are not the OWNER of the vehicle please give the details of the owner below:

Full name:
Full home address:
Telephone:
Email:

Details of the Vehicle

Hackney Carriage or Private Hire:	
Vehicle registration:	
Vehicle Licence Number:	
Name and address of Operator :	
Date of incident:	
Time of incident:	
If the reporting is beyond the 72 hour timescale for reporting your vehicle damage and therefore fails to comply with the conditions of the licence, please explain the reason for the delay :	

Location of incident (Please be specific):	
Have your insurance company been advised of the accident? (If no, please detail why)	
Did you provide your details to other parties involved? (If no, please detail why)	
Where is the vehicle being stored?	
Did you have a fare paying passenger at the time?	
Any injuries? (Please list):	
Details of accident and damage to the vehicle:	
<p>We require images of the whole vehicle (front, back, left and right side). We will process your request and assess the damage from the photos you have provided. If the quality of the photos makes it difficult to identify any part of the vehicle and / or the damage, you may be required to present the vehicle in person for inspection.</p> <p>Please submit this completed form and photos by emailing them to: taxilicensing@stalbans.gov.uk</p>	

DECLARATION & PRIVACY NOTICE

I declare the information on this form is true and correct. I understand that if I knowingly or recklessly make a false statement or omit any material particular, I shall be guilty of an offence. I authorise the vehicle's insurance company (s) to divulge any information relating to this vehicle to the council's Licensing Service.

I confirm that if the vehicle has been suspended, it is my responsibility to return the vehicle plates to the Council offices. I understand that if the vehicle has been suspended with immediate effect that if the suspension is not lifted within 2 months the vehicle license will be deemed revoked. I understand that I may be required to have a certificate of compliance check conducted on my vehicle if asked for by a licensing officer.

I understand that St Albans District Council is under a duty to protect the public fund it administers, and to this end, may use the information you have provided on this form within this authority for the protection and detection of fraud. It may also share this information with other bodies administering public funds solely for these purposes.

I understand that in filling out this form, I am consenting to St Albans City and District Council Licensing Authority making any enquiry as deemed appropriate in relation to my application. I therefore acknowledge and consent to St Albans District Council making enquiries with the police and fraud team and any other agency as required in relation to any investigations, arrests, non-convictions, orders or other offences or issues relating to myself and my application in order to determine my fitness to hold a licence

PRIVACY NOTICE

This privacy notice explains how St Albans City & District Council (the Data Controller) will use any personal information we collect about you when you use our services.

We will use your information for the purposes we have set out; keep it securely; destroy it when we no longer need it; tell you the rights applicable to this personal information and how to exercise them; tell you who to complain to.

All this information is set out in full on the privacy notice with this form. Please read and retain the privacy notice for more details.

CONSENT

By completing this form you are giving consent for us to process your criminal conviction information and special category information, i.e. medical information and criminal records, for the purposes outlined in the privacy notice with the form.

You have a right to withdraw your consent at any time by emailing licensing@stalbans.gov.uk or calling the Council on 01727 296264. If you withdraw consent we will not be able to process your application.

I agree to give consent for you to use my personal information as set out above

Signed: _____ Dated: _____

PRINT NAME: _____

Privacy Notice

This privacy notice explains how St Albans City & District Council (the Data Controller) will use any personal information we collect about you when you use our services.

What information do we collect about you?

The information that the Council will collect varies depending on how you use the Council's Services. We are using the information provided in this case because we have a legal obligation [Art. 6(1)(c) of UK General Data Protection Regulation ("UK GDPR")]. This means we collect your personal information from you so that we can carry out a function we are required by law to carry out. In this case we are collecting personal information for the purposes of Taxi Licensing.

If you're providing us with special category personal information (such as details about your health) we will be processing this under Art. 9(2) UK GDPR. If you're providing us with criminal conviction personal information we will be processing this under Art.10 UK GDPR.

How will we use the information about you?

We use the information to process your hackney carriage/private hire driver licence application. We may share the information with other departments at the Council to enable us to deal with your application. We will only share the information to enable us to deal with this matter.

We will not share the personal information we hold with any external organisations except for partner organisations. By partner organisations we mean Local Authorities, your Doctor, your Insurance company or other statutory authorities, such as Her Majesty's Revenue and Customs (HMRC), NAFN for the use of NR3, Cabinet Office, Home Office, Audit Commission, Department for Transport, Mogo, DVLA, Police or similar agency, where sharing your data is necessary to deal with your matter. We will also share contact details with Unified Transport and Versant for training purposes. We may be required to share your personal information with the Police, or similar agency, or another Council for the purposes of preventing and detecting fraud.

We will ensure that all personal information is kept securely.

How long will we keep this information?

We will destroy this personal information in accordance with our Disposal Schedules. To determine how long we should keep information, we consider what the legislation states and what is good practice. This means we will securely destroy the information once we no longer need it. If you would like to know the specific period of time that relates to your personal information please contact GDPR@stalbans.gov.uk

Individuals' Rights

You have a right to request a copy of the personal information that we hold about you. If you would like a copy of some or all of your information, please contact foi@stalbans.gov.uk and ask for a subject access request.

If you consider we hold inaccurate personal information about you, you can contact us to ask for this information to be corrected. We will consider your request and respond within one month. Please contact GDPR@stalbans.gov.uk.

The other rights you have will depend on why we have collected the information -we will tell you in the specific privacy notice relating to that application or process. You can find out more about your individual rights:

<https://www.stalbans.gov.uk/sites/default/files/documents/publications/privacy-notices/Individual%20Rights%20GDPR%20Website%20Notice.pdf>

Cookies

Cookies are text files placed on your computer to collect standard internet log information and visitor behaviour information. This information is used to make your use of the internet better. For further information on how we use these and how you can control it, please visit

<https://www.stalbans.gov.uk/cookies>

Changes to our Data Protection Policy

We have a Data Protection Policy in place and this can be found here:

<https://www.stalbans.gov.uk/sites/default/files/documents/publications/privacy-notices/GDPR%20Personal%20Data%20Policy.pdf>

Data Protection Officer

Our Data Protection Officer for the purposes of Articles 37 to 39 of the UK General Data Protection Regulation is Judith Adamson, Solicitor-Regulatory Team Leader. They can be contacted by emailing GDPR@stalbans.gov.uk or calling 01727 819209 for our Complaints Team.

How to contact us

Please contact us if you have any questions about our Data Protection Policy, or concerns about how we handle your information: by emailing foi@stalbans.gov.uk or write to us at: FOI Team, St Albans City & District Council, St Peter's Street, St Albans, AL1 3JE.

Complaints

You have a right to complain to the Information Commissioner if you are unhappy with how we process your personal information. You can do so through their website:

<https://ico.org.uk/concerns/> or by emailing: casework@ico.org.uk or calling their helpline on 0303 123 1113.