

Scheme of Delegation for Exemptions from Displaying a Licence Plate on a Private Hire Vehicle

1. The Head of Environmental Services or the Environmental Health Manager be authorised to issue private hire vehicle plate exemptions.
2. Applications only to be accepted from owners of high range prestige vehicles such as:
 - Mercedes E Class;
 - BMW 5 Series;
 - Chrysler Grand Voyager;
 - Lexus GS range; and
 - Jaguar XJ series.
3. Applicants to submit at least two letters of support from agencies willing to employ them only if a plate exemption is granted.
4. Officers to be given discretion to take into consideration information such as contracts which have been entered into and whether the driver is liveried, in addition to the above.
5. All applications to be made on the authorized application form.
6. Exemptions to be granted subject to the conditions on the Certificate of Exemption.
7. All Exemption Certificate holders to display the issued sticker in the bottom left-hand corner of the rear window of the vehicle in question so that it is visible from outside the vehicle.
8. All applicants have the right of appeal to a Licensing Sub-Committee.

**Certificate exempting a private hire vehicle licence holder
from displaying a private hire licence plate**



Environmental Health

Epping Forest District Council hereby exempts the following vehicle from displaying a private hire vehicle plate

Vehicle make	Vehicle model
CC rating	Year of registration
Registration number	Seating capacity
Private hire vehicle licence number	Name of private hire vehicle licence holder

This certificate is valid for one year from the date of issue.

The exemption does not apply when the vehicle is used for normal private hire work.

The vehicle plate and this certificate must be carried in the vehicle and be made available for inspection by an authorised officer at all times.

Any changes to the circumstances under which this authorisation was issued must be reported to the licensing officer at the council immediately.

The supplied sticker must be displayed in the lower left hand corner of the rear window of the vehicle and visible from outside the vehicle.

Signed (authorised officer):

Date of issue:

Application for an exemption to display a licence plate on a private hire vehicle		 Environmental Health
Name		
Address		
Vehicle make	Vehicle model	
CC rating	Year of registration	
Registration number	Seating capacity	
Private hire vehicle licence number	Name of private hire vehicle licence holder if different from above	
I attach the following supporting evidence		
(Continue overleaf if necessary)		
Will the driver be liveried? (circle one)		What percentage of your work will require the exemption from displaying a private hire licence plate?
yes	No	
Is there any other information you wish to be taken into consideration?		
(Continue overleaf if necessary)		
Signed (person holding the private hire vehicle licence)		

Application notes

Application will only be accepted from owners of high range prestige vehicles.
 Examples of acceptable vehicles are Mercedes E Class, BMW 5 series, Chrysler Grand Voyager, Lexus GS range, Jaguar XJ series.
 Applicants must submit at least two letters of support from agencies willing to employ them only if a plate exemption is granted.
 Additional information such as contracts which have entered into etc may be taken into consideration.

For official use		
Application received:	Granted/Refused	Appeal date:
Signed (authorised officer):		