

Lost plates / badges / paper licence notification

Office use:

Please print clearly in black ink and delete as applicable. Where any answer box is not applicable please write N/A in the box/column to show you have read and considered the question. If you require this document in an alternative format, please contact us.

Data Protection and anti-fraud statement

The information that you have provided will be held by South Gloucestershire Council and will be used to process your application. It will be held securely at all times in accordance with current Data Protection legislation. The Council also has a duty to protect public funds, so may use the information you have provided on this form to prevent and detect fraud. The Council may also share this information with other organisations that handle public funds. Information you provide may also be used to check the accuracy of records held elsewhere in the council. If you wish to see the personal data that the Council holds about you please complete a [Subject Access form](#) available via our website or contact us in person via one of our [One Stop Shops](#).

SECTION 1 – Name details

Title

Mr

Mrs

Miss/Ms

Other (Please state)

First name:

Surname/family name:

Address:

Postcode:

Mobile tel no:

Land line no:

Email address:

SECTION 2 – Licence details

Please tick the relevant licences that have been lost / stolen:

Dual Driver / Private Hire
Driver Licence Badge

Badge licence number

Number of badges missing: 1. 2.

Hackney Carriage / Private
Hire Vehicle licence
plate(s):

Vehicle registration

Licence plate number

Please tick which Vehicle
plate(s) this applies to:

Private hire – Large rear plate

Private hire – Small front plate

Hackney carriage – Plate(s): 1 lost or 2 lost

Paper Licence
(Please tick which licence
has been lost)

Vehicle paper licence

Vehicle registration

Licence number

Dual driver / Private hire driver paper licence

Licence number

Private hire operator paper licence

Licence number

SECTION 3 – Plate, badge or paper licence lost or stolen circumstances

Was the item:	Lost	Stolen
<p>Please describe how the plate, badge or licence was lost or stolen:</p> <p>Where possible, include the time, date and place.</p>		
<p>Have you reported this to Avon and Somerset Police (if stolen), or to another organisation?</p>	Yes	No
<p>If ticked yes:</p> <p>Organisation reported to and what means e.g. report my loss/ personal call etc.</p>		
<p>Please provide reference number:</p>		

Where an e-mail address has been provided, the Licensing Service may send licence renewal reminders through this communication method, it is therefore important that if you change your e-mail address or any other contact details that you must inform the Licensing Service at the earliest opportunity.

SECTION 4 – Checklist

The following will need to be provided when you submit this form to this Licensing Authority, please tick each statement to indicate agreement.

<ul style="list-style-type: none"> ● I confirm that I will pay the current fee for “replacement badges or plates or paper licence” 	
<ul style="list-style-type: none"> ● I can confirm that if I have lost a vehicle plate(s) I will submit, with this Form, any additional plates still in my possession and the current paper licence as I am aware my plate number will change. 	

SECTION 5 – Declaration and consent

I hereby certify that all statements made in this request are true and correct and that I have not withheld any relevant information. Furthermore, I understand and consent that my information may be shared as described in the Data Protection and Anti-Fraud Statement above.

Signed

Date (DD/MM/YYYY)