LICENSING SUB-COMMITTEE

Date: Wednesday 27 February 2019
Time: 10.00 am
Venue: Bad Homburg Room, Civic Centre, Paris Street, Exeter

Members are invited to attend the above meeting to consider the items of business.

If you have an enquiry regarding any items on this agenda, please contact Mark Devin, Democratic Services Officer (Committees) on 01392 265477 or email Mark.Devin@exeter.gov.uk

Entry to the Civic Centre can be gained through the Customer Services Centre, Paris Street.

Membership -
Councillors Owen, Holland and Newby

Agenda

Part I: Items suggested for discussion with the press and public present

1 **Appointment of Chair**

To appoint a Chair for the meeting.

2 **Declarations of Interest**

Councillors are reminded of the need to declare any disclosable pecuniary interests that relate to business on the agenda and which have not already been included in the register of interests, before any discussion takes place on the item. Unless the interest is sensitive, you must also disclose the nature of the interest. In accordance with the Council's Code of Conduct, you must then leave the room and must not participate in any further discussion of the item. Councillors requiring clarification should seek the advice of the Monitoring Officer prior to the day of the meeting.

3 **LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985 EXCLUSION OF PRESS AND PUBLIC**

To pass the following resolution:

RESOLVED that, under Section 100A (4) of the Local Government Act 1972, the press and public be excluded from the meeting for item 5 on the grounds that it involves the likely disclosure of exempt information as defined in paragraphs 1 and 2 of Part I of Schedule 12A of the Act.

LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976

TOWN POLICE CLAUSES ACT 1847

4 **Application to Renew a Private Hire Vehicle licence over 9 years old**

To consider the report of the Environmental Health and Licensing Manager. (Pages 3 - 28)

Part II: Item suggested for discussion with the press and public excluded

5 **Hearing to Determine Whether an Applicant for a Hackney Carriage / Private Hire Drivers Licence is a fit and proper person to hold a the licence**

To consider the report of the Environmental Health and Licensing Manager. (Pages 29 - 48)

Individual reports on this agenda can be produced in large print on request to Democratic Services (Committees) on 01392 265107.

REPORT TO LICENSING (SUB) COMMITTEE:

Date of Hearing: 27 February 2019

Report of: Environmental Health and Licensing Manager.

Type of Application: RENEWAL of a licence relating to a Private Hire vehicle over 9 years old.

Legislation: Local Government (Miscellaneous Provisions) Act 1976
Town Police Clauses Act 1847.

Applicant: Mr Anthony Goode.

1. WHAT IS THE REPORT ABOUT?

1.1 An application has been received from the Applicant, a licensed taxi driver seeking permission for the renewal of a private hire vehicle licence for a vehicle which is over 9 years old at the renewal date of 28th February 2019.

1.2 Since this application cannot be dealt with under officer delegated powers, it has been referred to the Licensing Sub-Committee for consideration.

2. REPORT DETAILS:

2.1 Members will note from the Application Form (Appendix A) that the vehicle concerned is a Silver Renault Scenic (registration NJ09 KDK), capable of carrying 6 passengers. The vehicle was originally registered on 2nd March 2009, making it over 9 years old at the forthcoming renewal date of 28th February 2019.

2.2 Attached, in addition to the Application Form are evidence of the vehicle's MOT status, proof of insurance and V5 documentation (Appendix B), as well as photographs taken of the vehicle by the Council's Licensing Officers (Appendix C).

2.3 The premise behind the Applicant's application is that, whilst the vehicle may be over 9 years old, it is in such a good condition that it can, and should, be continued to be used and licensed as a private hire vehicle. The Applicant may attend the Sub-Committee in person in support of their Application and highlight further why they consider the Application should be granted.

3. WHAT DOES THE TAXI POLICY STATE?

3.1 The Licensing Sub-Committee must have regard to the Council's the Practices and Procedures for the control of Hackney Carriage and Private Hire Vehicles, Drivers and Operators and the Code of Conduct for Licensed Drivers ('Taxi Policy').

3.2 Clause 10.8 of the Taxi Policy states that *"a licensing officer has delegated powers to issue vehicle licences to vehicles that are less than three years old at the time of first licensing and up to nine years old at renewal before they are*

considered too old". Clause M4 in Appendix M of the Taxi Policy states that *"vehicles presented for renewal that are between 9 and 10 years old will be referred to the licensing sub-committee for determination"*.

3.3 Since the responsibility for determining this application lies with the Sub-Committee, it is entirely their decision whether to grant the application or not. If However, the Sub-Committee must be satisfied that the vehicle is fit for purpose and meets the legal principles outlined in Section 4.1 below.

3.4 Members should be aware that, if the Sub-Committee were to grant the Application and the Applicant were to reapply in twelve months' time to renew the vehicle again, Clause M4 of Appendix M of the Taxi Policy states *"vehicles presented for renewal that are more 10 years old, shall not be granted. However the applicant will be given the right to apply for the application to be considered by a licensing sub-committee if they feel that their particular circumstances justify a deviation from the existing Policies"*. Therefore, the Sub-Committee would have oversight over any potential further renewal of the vehicle.

4. WHAT ARE THE LEGAL ASPECTS?

4.1 Section 48(1) of the Local Government (Miscellaneous Provisions) Act 1976 ('the Act') states that a district council may, on receipt of an application from the proprietor of any vehicle for the grant in respect of such vehicle of a licence to use the vehicle as a private hire vehicle, grant in respect thereof a vehicle licence:

Provided that a district council shall not grant such a licence unless they are satisfied-

a) that the vehicle is-

i) suitable in type, size and design for use as a private hire vehicle;
ii) not of such design and appearance as to lead any person to believe that the vehicle is a hackney carriage;
iii) in a suitable mechanical condition;
iv) safe; and
v) comfortable;

b) that there is in force in relation to the use of the vehicle a policy of insurance or such security as complies with the requirements of Part VI of the Road Traffic Act 1988,

and shall not refuse such a licence for the purpose of limiting the number of vehicles in respect of which such licence are granted by the council.

4.2 Under Section 48(4)(c) of the Act, the Licensing Sub-Committee may grant a licence for a maximum period of twelve months.

4.3 Any person aggrieved by a refusal of the Licensing Sub-Committee to grant a vehicle licence under Section 48 of the Act may appeal to the Magistrates Court within 21 days of receiving written notice of the refusal.

5. RECOMMENDATIONS:

5.1 The Licensing Sub-Committee are asked to determine the application having regard to current Policy.

Environmental Health and Licensing Manager

Local Government (Access to Information) Act 1972 (as amended)
Background papers used in compiling this report: None

Contact for enquires:
Democratic Services (Committees)
Room 2.3
01392 265275

N.B THIS IS NOT PART OF THE REPORT

LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976

HACKNEY CARRIAGE AND PRIVATE HIRE VEHICLE / DRIVERS LICENCES

You are invited to appear before the Licensing Sub-Committee to speak in support of your application. A legal or other adviser may accompany you but may not appear instead of you.

Your Application

Depending on the circumstances, your application may be heard in part two of the Committee meeting procedures from which members of the public and press are excluded. You will be notified in advance if your application will be a part two matter, if you have not been advised of this, the hearing will be in the Public domain.

You or your adviser would be expected to respond to an officer's verbal introduction outlining the above report. You or your adviser may be asked questions and may be invited to ask questions if appropriate.

At the end of the hearing you will be asked to withdraw and the Committee will reach a decision. On conclusion of the decision making process you will then be recalled and the decision will be announced.

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APPENDIX A

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By virtue of paragraph(s) 1, 2 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

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APPENDIX B

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Details entered:	30 January 2019 at 13:10 by Anna Litwinska		
Date requested:	**30/01/2019**	Reason for Ins:	**Renewal Application**
Date received:	**30/01/2019**		
Appointment date:		Appointment time:	
Valid Certificate:	**received**	Result Date:	
Insurer:		Cert No.:	
Date commences:		Date expires:	**19/06/2019**

Notes:

IMPORTANT
THESE NOTES ARE FOR YOUR GUIDANCE

To ensure full protection under your policy it is essential to notify your broker of any change to the details previously supplied such as:
(a) Change of address, occupation,vehicle(s) declared or use of your car/vehicle.
(b) The drivers covered (especially the inclusion of any person under 21 years of age.)
(c) Motoring convictions and/or summons pending/ accidents/physical condition of any person likely to drive.
****

WARNING

It is an offence if any person for the purpose of obtaining the grant of any license to himself/herself or any other person knowingly makes any false statement, or for the purpose of obtaining the issue of a certificate of insurance or of a certificate of security under the relevant law applicable in Great Britain, Northern Ireland, the Isle of Man, the Island of Guernsey, the Island of Jersey and the Island of Alderney, makes any false statement or withholds any material information.

If you wish to cancel the policy you must return the certificate. If this certificate refers to a specific vehicle and you are replacing your vehicle, this certificate must be returned to your broker.

CERTIFICATE OF MOTOR INSURANCE

RSA

Certificate no. RTT99265/000000483

1. Description of vehicles
   Registration mark: NJ09KDK
2. Name of Policyholder
   Mr Andrew Hilton
   T/as Sowton & Topsham cars
3. Effective date of the commencement of insurance for the purposes of the relevant law.
   20/06/2018 at 00:00
4. Date of expiry of insurance.
   19/06/2019 at 23:59
5. Persons or Classes of Persons entitled to drive ANY AUTHORISED DRIVER OVER 25
   Named Driver:
   Named Driver: Mr Anthony Goode
6. Limitations as to use
   For social, domestic and pleasure purposes and in connection with the Policyholder's business including carriage of passengers for private hire.

The policy does not cover -

Use for racing, pace-making, speed testing, rallies, trails or competition, or use for hire or reward (other than private hire which shall mean the letting of the vehicle supplied to the hirer direct from the Policyholder's garage).

I hereby certify that the policy to which this certificate relates satisfies the requirements of the relevant law applicable in Great Britain, Northern Ireland, the Isle of Man, the Island of Guernsey, the Island of Jersey and the Island of Alderney.

Steve Lewis
Chief Executive, UK & Western Europe
Royal & Sun Alliance Insurance plc
Authorised Insurer

Note: For full details of the insurance cover reference should be made to the policy.

ADVICE TO THIRD PARTIES - NOTHING CONTAINED IN THIS CERTIFICATE AFFECTS YOUR RIGHTS AS A THIRD PARTY TO MAKE A CLAIM.

"THIS CERTIFICATE OF MOTOR INSURANCE HAS BEEN PREPARED ON A LASER PRINTER AND IS NOT VALID IF IT HAS BEEN ALTERED IN ANYWAY"

Suspension or Termination
If for any reason the insurance is suspended or terminated during its currency the certificate must be returned to the insurer. Failure to comply with this obligation is an offence under the Road Traffic Acts.

Windscreen Repair or Replacement Service:
You will need to show your Certificate of Motor Insurance to the supplier. There is a £60 policy excess.

This insurance also applies throughout the European Union and in Liechtenstein, Norway, Iceland, Switzerland, Serbia and Andorra. This gives the minimum cover required by the law in each of the above countries.

Cette assurance est également valable dans tous les pays de L'Union Européenne au Lichtenstein, en Norvège, en Islande, en Suisse, en Serbie, et en Andorre. Elle offre au moins la couverture minimum exigée par la loi de chacun de ces pays.

Die vorliegende Versicherung gilt auch überall in den Ländern der Europäischen Union, Liechtenstein, Norwegen, Island, Schweiz, Serbien, und in der Andorra. Die Versicherung bietet auf jeden Fall die für die jeweiligen Länder gesetzlich geforderte Mindestdeckung.

La presente Assicurazione è valida per tutti i paesi della Comunità Europea e nei paesi di seguito elencati, Liechtenstein, Norvegia, Islanda, Svizzera, Serbia, e Andorra, fornendo la copertura minima richiesta dalle leggi previste in materia in ognuno di questi paesi.

Este seguro también tiene validez en todos los países de la Union Europea y en Liechtenstein, Noruega, Islandia, Suiza, Serbia y Andorra. Ofrece al menos la cobertura mínima especificada por la ley en cada uno de estos países.

Royal & Sun Alliance Insurance plc (No.93792) Registered in England and Wales at St Mark's Court, Chart Way, Horsham, West Sussex, RH12 1XL. Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority
DC:RTOERTRSA V1.0 01/09/15
19/07/2018RT

Details entered:	30 January 2019 at 13:12 by Anna Litwinska		
Date requested:	**30/01/2019**	Reason for Test:	**New Application**
Date received:	**30/01/2019**		
Appointment date:		Time:	
Certificate Received:	**Received**	Result Date:	
Garage Name:		Mileage:	
Date commences:		Date expires:	**29/01/2020**

Memo:

MOT test certificate

Driver & Vehicle Standards Agency

① Vehicle identification number
VF1JMGED640352644

② Registration number
NJ09KDK

② Country of registration
GB

Make and model
RENAULT GRAND SCENIC

⑤ Vehicle category	④ Mileage	Mileage history	
M1	**150,537 miles**	**132,850 miles**	29.01.2018
		119,777 miles	18.01.2017
		95,256 miles	26.01.2016

⑦ **Pass**

Monitor and repair if necessary (advisories)

- Shock absorbers light misting of oil or has limited damping effect (Both front) [5.3.2 (b)]

⑩ Date of the test
28.01.2019

⑧ Expiry date
29.01.2020

To preserve the anniversary of the expiry date, the earliest you can present your vehicle for test is 30.12.2019.

⑨ Location of the test
UNIT 4, KESTREL WAY, SOWTON INDUSTRIAL ESTATE, EXETER, EX2 7JS

⑨ Testing organisation and inspector name
V108653 SOWTON TYRES & MOT LTD
S. C. LEWIS

MOT test number
5544 4579 8926

Check that this document is genuine by visiting **www.gov.uk/check-mot-history**

If any of the details are not correct, please contact DVSA by email at **enquiries@dvsa.gov.uk** or by telephone on 0300 1239000.

Receive a free annual MOT reminder by subscribing at **www.gov.uk/mot-reminder** or by telephone on 0300 1239000.

Issuer signature

Page 1 of 1
VT20/2.0

Latest Registration Document details for Silver Renault Scenic NJ09 KDK

Details entered:	30 January 2019 at 13:15 by Anna Litwinska		
Date requested:	**30/01/2019**	Reason for Reg Doc:	**Renewal Application**
Date received:	**30/01/2019**		
Appointment date:		Appointment time:	
Received:	**Received**	Result Date:	
Name:		Number:	
Date commences:		Date expires:	
Notes:			

Registration number

NJ09 KDK

V5C
CD7744453
6/14

THIS DOCUMENT IS NOT PROOF OF OWNERSHIP.
It shows who is responsible for registering and taxing the vehicle.

Driver & Vehicle Licensing Agency

UNITED KINGDOM UK REGISTRATION CERTIFICATE

European Community

свидетелство за регистрация	Άδεια κυκλοφορίας/ Πιστοποιητικό Εγγραφής	Registracijos liudijimas	Certificat de înmatriculare
Permiso de circulación		Forgalmi engedély	Osvedčenie o evidencii
Osvědčení o registraci	Certificat d'immatriculation	Certifikat ta' Reġistrazzjoni	Prometno dovoljenje
Registreringsattest	Teastas Cláraithe	Kentekenbewijs	Rekisterointitodistus
Zulassungsbescheinigung	Carta di circolazione	Dowód Rejestracyjny	Registreringsbeviset
Registreerimistunnistus	Reģistrācijas apliecība	Certificado de matrícula	Prometna dovola

1. Registered keeper

135351 8240_001296_40400

ANTHONY GOODE
2 ADELAIDE COURT
QUEENS ROAD
EXETER
EX2 9EU

You must make sure that the name and address printed here is correct. If it is not, see section 12.

Document reference number
6091 844 5918

Thinking of buying this vehicle?
Buyer beware...
Do you know how to avoid being tricked into buying a stolen vehicle?
For tips and advice go to
www.gov.uk/checks-when-buying-a-used-car

2. The previous registered keeper

[Z.1] KEVIN JEFFERY SLACK, 5 SHAKESPEARE ROAD, EXETER, EX2 6BP.

[Z.2] ACQUIRED VEHICLE ON 31 01 2013

[Z] NO. OF FORMER KEEPERS 4

3. Special notes (these notes cannot be removed)

1. DECLARED NEW AT FIRST REGISTRATION.

Details entered: 30 January 2019 at 13:15 by Anna Litwinska
Date requested: **30/01/2019** Reason for Reg Doc: **Renewal Application**
Date received: **30/01/2019**
Appointment date: Appointment time:
Received: **Received** Result Date:
Name: Number:
Date commences: Date expires:

Notes:

UK Registration Certificate

Official use only 1

Vehicle details

A Registration number NJ09 KDK 2 (A.1) Validation character D 3

B Date of first registration 02 03 2009
(B.1) Date of first registration in the UK 02 03 2009
D.1 Make RENAULT
D.2 Type
Variant JMGED6
Version JMGED6
D.3 Model G-SCENIC DYN-7 DCI 106
D.5 Body type MPV
(X) Taxation class DIESEL CAR
(D.6) Suspension Type
(Y) Revenue weight 2165 KG GROSS
P.1 Cylinder capacity (cc) 1461 CC
V.7 CO_2 (g/km) 140 G/KM
P.3 Type of fuel HEAVY OIL
S.1 Number of seats, including driver 7
S.2 Number of standing places (where appropriate)
(D.4) Wheelplan 2-AXLE-RIGID BODY
J Vehicle category M1
K Type approval number E2*2001/116*0274*30**
P.2 Max. net power (kW) 78
E VIN/Chassis/Frame No. VF1JMGED640352644
P.5 Engine number D503120
F.1 Max. permissible mass (exc. m/c) 2165
G Mass in service 1565
Q Power/Weight ratio (kW/kg) (only for motorcycles)
R Colour SILVER
O Technical permissible maximum towable mass of the trailer:
O.1 braked (kg) 1250
O.2 unbraked (kg) 650
U Sound level:
U.1 stationary (dB(A)) 76
U.2 engine speed (min-1) 3000
U.3 drive-by (dB(A)) 71
V Exhaust Emissions:
V.1 CO (g/km or g/kWh) 0.498
V.2 HC (g/km or g/kWh)
V.3 NOx (g/km or g/kWh) 0.231
V.4 HC+NOx (g/km) 0.292
V.5 particulates (g/km or g/kWh) 0.024

5. Registered keeper If any details are wrong enter the correct details in section 11 then section 8, and return to DVLA

O.4.c – This document is not proof of ownership.

C.1.2 ANTHONY
C.1.1 GOODE
C.1.3 2 ADELAIDE COURT
QUEENS ROAD
EXETER
EX2 9EU

I ACQUIRED VEHICLE ON 24 03 2016

Please write in **black ink** and **CAPITAL LETTERS.**

6. New keeper or new name/new address details Please see section 12

Mr 1 Mrs 2 Miss 3 Please tick ☑ the appropriate box W 4
Title (for example, Ms, Rev and so on) or business name:
First names: 5
Surname: 6
For company use only DVLA/DVA Fleet number 7
Date of birth (not required by law) 8 Postcode: 9 Please help us to help you by giving your postcode.
House No:
Address: 10
Post town: 11
New keeper? If so tick this box: K 12 Date of sale or transfer: 13
Driving licence number of the new keeper (not required by law)
Present mileage (not required by law) 15
R 16 S 17

7. Changes to current vehicle Only enter corrected or altered details H 19
Wheelplan / Body type 20
VIN / Chassis / Frame Number 21
New revenue weight 22 Date of change 23 Cylinder capacity (cc) 24
No. of seats inc. driver 25 No. of standing places 26 Type of fuel 27
Engine number 28
New colour 29 Date of change CLR 30
Tax class* Y 31 32
The tax class shown in section 4 can only be changed when taxing. Please apply at your nearest Post Office.

8 Declaration – You MUST sign, date and return this page to DVLA, Swansea, SA99 1BA when you notify any changes.

Registered keeper: I declare that the new details I have given are correct to the best of my knowledge.
Signature: Date:

New keeper: I declare that this vehicle was sold or transferred to me on the date shown in section 6 and my name and address are correctly shown.
Signature: Date:

Law: If the vehicle is sold or transferred, both the registered keeper and the new keeper must sign this Certificate.

Official use only – Please do not write below this line.

V5C-0614
Doc. Ref. N° 6091 844 5918 04 04 16 NJ09 KDK D
Des. Codes 1353518240 / 001296 41
ISC 34

Official Use Only

Details entered:	30 January 2019 at 13:15 by Anna Litwinska		
Date requested:	30/01/2019	Reason for Reg Doc:	Renewal Application
Date received:	30/01/2019		
Appointment date:		Appointment time:	
Received:	Received	Result Date:	
Name:		Number:	
Date commences:		Date expires:	
Notes:			

9 Selling or transferring your vehicle to a motor trader, insurer or dismantler – Please fill in and return to DVLA (see notes over the page) V5C/3

V5C3-0614

NJ09 KDK D

981

Date of sale or transfer — Present mileage

04

* You are not required by law to provide mileage information

Name and address of motor trader

Business name:

Address:

Post town:

Postcode: VAT number:

Declaration Please read the notes over the page before signing.

Registered keeper:
I declare that I sold or transferred this vehicle to the motor trader, insurer or dismantler named in this section on the date shown.

Signature: _____ Date: _____

Motor trader, insurer or dismantler:
I declare that this vehicle was sold or transferred to me on the date shown in this section.

Signature: _____ Date: _____

The Law: If the vehicle is sold or transferred both the registered keeper and the motor trader, insurer or dismantler must sign this section. The registered keeper must then return it to DVLA.

Document Ref. No.	6091 844 5918	04 04 16
Despatch Codes	1353518240 / 001296	41

10. New keeper's details – To be kept by the new keeper. Do not return to DVLA (see notes over the page) Please tear along dotted line V5C/2

Registration number: NJ09 KDK — Validation character: D

Please write new keeper's name and address in block ink

Write date of sale/transfer here — Postcode

Doc. Ref. No.	26091 844 5918	04 04 16
Despatch Codes	1353518240 / 001296	41

V5C2-0614

This will not produce a Registration Certificate.

Make	RENAULT
Model	G-SCENIC DYN-7 DCI 106
Suspension Type	
Date of first registration	02 03 2009
Wheelplan	2-AXLE-RIGID BODY
Revenue weight	2165 KG GROSS
*Taxation class	DIESEL CAR
Type of fuel	HEAVY OIL
Cylinder capacity	1461 CC
CO_2	140 G/KM
No. of seats inc. driver	7

*The tax class shown can only be changed when taxing. Please apply at your nearest Post Office®.

FOR OFFICIAL USE ONLY 8269 3326 0955 1215 2973 8451

11. Notification of permanent export – Please fill in and return to DVLA (see notes over the page) Please tear along dotted line V5C/4

V5C4-0614 1

Registration number: NJ09 KDK 2 — Validation character: D 3

Date of export 4

Document Ref. No.	6091 844 5918	04 04 16
Despatch Codes	1353518240 / 001296	41

This section will not produce an export certificate. The V5C replaces the need for a separate export certificate.

Declaration Please read the notes over the page before signing.
I declare that the vehicle will be exported on the date shown.

Signature:

Date:

12. What you need to know about the V5C

Selling or transferring your vehicle privately

What you, the person selling the vehicle as current registered keeper, must do. Failure to tell DVLA may result in a fine or prosecution.

- Fill in section 6. (Give the name and UK address of the new keeper (buyer).
- Fill in section 10 (V5C/2) and give it to the new keeper.
- Sign and date the declaration in section 8 along with the new keeper.
- Keep a record of the new keeper's name and address.
- Tear off and return section 1 – 8 to DVLA, Swansea SA99 1BA.

What the person buying the vehicle must do

- Sign and date the declaration in section 8 along with the seller.
- Keep section 10 (V5C/2) until you get your Registration Certificate
- Tax your vehicle immediately using section 10 (V5C/2).

What we will do

- Update our vehicle record with the new registered keeper details.
- Send you, the current registered keeper (the seller), an acknowledgement within 4 weeks to confirm you are no longer liable for the vehicle, and issue an automatic refund of vehicle tax (if applicable). If you paid the vehicle tax by Direct Debit, the Direct

If you do not get an acknowledgement letter from us phone DVLA Customer Enquiries on 0300 790 6802, as you could be liable for the vehicle and may get a penalty and/or be prosecuted. If you are deaf or hard of hearing and have a textphone, phone 0300 123 1279.

Your name and/or address details

- If the registered keeper details in section 1 are wrong or you want to change your name or address fill in section 6, sign the declaration and return the whole certificate to DVLA, Swansea, SA99 1BA. (You should also make sure you tell us about these changes on your driving licence by sending it to DVLA, Swansea, SA99 1BN).

There is more information on the website at **www.gov.uk/vehicle-registration**

Data Protection Act – Release of information

Your information may be disclosed in a number of lawful circumstances. Please go to **www.gov.uk/data-protection** for more information.

Latest Registration Document details for Silver Renault Scenic NJ09 KDK

Details entered:	30 January 2019 at 13:15 by Anna Litwinska		
Date requested:	**30/01/2019**	Reason for Reg Doc:	**Renewal Application**
Date received:	**30/01/2019**		
Appointment date:		Appointment time:	
Received:	**Received**	Result Date:	
Name:		Number:	
Date commences:		Date expires:	
Notes:			

9. Selling or transferring your vehicle to a motor trader, insurer or dismantler — V5C/3

Do not give this section to the motor trader*.

You, the registered keeper, must:

- Give the date of the sale or transfer and the name and address of the motor trader on the front of this section.
- Sign and date the registered keeper's (seller's) part of the Declaration in this section. (The motor trader must also sign and date the Declaration.)
- Send this section to us at DVLA, Swansea, SA99 1BD. On receipt we will issue an automatic refund of vehicle tax (if applicable). If you paid the vehicle tax by Direct Debit, the Direct Debit will be cancelled.
- Give the motor trader the rest of the Registration Certificate.

If you do not tell us that you have sold or transferred the vehicle, you will continue to be liable for it and may receive a fine or prosecution.

We will send you an acknowledgement within 4 weeks. If you do not receive this letter, phone DVLA Customer Enquiries on 0300 790 6802 as you could still be liable for the vehicle and you may get a penalty and/or be prosecuted. If you are deaf or hard of hearing and have a textphone, phone 0300 123 1279 (this number will not respond to ordinary phones).

There is more information on the website at **www.gov.uk/vehicle-registration**

***For this purpose a motor trader means a:**

- motor dealer
- motor vehicle auctioneer
- motor vehicle insurer with whom you have **settled a claim**
- motor vehicle dismantler (salvage dealer), or
- finance company with a financial interest.

10. New keeper's details — V5C/2

If you are the new keeper, make sure:

- section 6 has been filled in correctly.
- you (the new keeper) and the registered keeper sign and date the Declaration at section 8.
- The registered keeper must send sections 1 to 8 of this certificate to us at DVLA, Swansea, SA99 1BA.

You should receive your Registration Certificate within 4 weeks of the registered keeper telling us. If you do not, fill in an 'Application for a vehicle registration certificate' (V62) and send it with this section. We will issue a new Registration Certificate in your name free of charge.

Failure to tell DVLA may result in a fine or prosecution.

Taxing your vehicle

You must tax immediately at **www.gov.uk/vehicletax** (if applicable) or at a Post Office® branch that deals with vehicle tax using this section.

Buyer beware...

For more information on checking your Registration Certificate and buying a vehicle go to **www.gov.uk/checks-when-buying-a-used-car**

11. Notification of permanent export — V5C/4

Only use this section if you are personally exporting this vehicle permanently (for more than 12 months).

If you are exporting the vehicle you must:

- give the date the vehicle is being exported
- sign and date the Declaration in section 11
- send this section to us at **DVLA, Swansea, SA99 1BD.** On receipt we will issue an automatic refund of vehicle tax (if applicable). If you want the refund to be sent to a different address, you must return this section with a signed covering letter
- if you paid the vehicle tax by Direct Debit, the Direct Debit will be cancelled
- keep sections 1 to 8 of this certificate (the registration authorities of the country the vehicle is being exported to will need them).

If you are taking your vehicle out of the country for less than 12 months, for more information go to **www.gov.uk/taking-vehicles-out-of-uk**

Your responsibilities as the registered keeper

The registered keeper is:

- responsible for making sure the vehicle is properly registered, taxed and insured
- not necessarily the owner of the vehicle, and
- liable for the vehicle until we are told that it has been sold, transferred, scrapped* or exported.

You can use the Registration Certificate to tax your vehicle if you do not have a renewal reminder (V11 or V85/1).

If you decide not to tax or insure your vehicle, you must keep the vehicle off the road and make a Statutory Off Road Notification (SORN).

For more information on Stay Insured go to: **www.gov.uk/vehicle-insurance**

We will automatically fine you if our records show that the vehicle is not taxed, insured or no SORN has been made.

To make sure you are no longer responsible for the vehicle, you must fill in either section 6, 9 or 11 of this certificate.

Failure to tell DVLA of any changes may result in a fine or prosecution.

***Scrapping your vehicle**

You should take the vehicle to an Authorised Treatment Facility (ATF) and they should issue a Certificate of Destruction (CoD). If you do not receive a CoD immediately please fill in section 9 of the V5C and send to DVLA, on receipt we will issue an automatic refund of vehicle tax (if applicable).

If you have broken up the vehicle yourself, you must either tax it or tell us you are keeping it off the road by making a SORN, until you take it to an ATF or tell us you no longer have it.

More information is available on our website: **www.gov.uk/scrapped-and-written-off-vehicles**

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APPENDIX C

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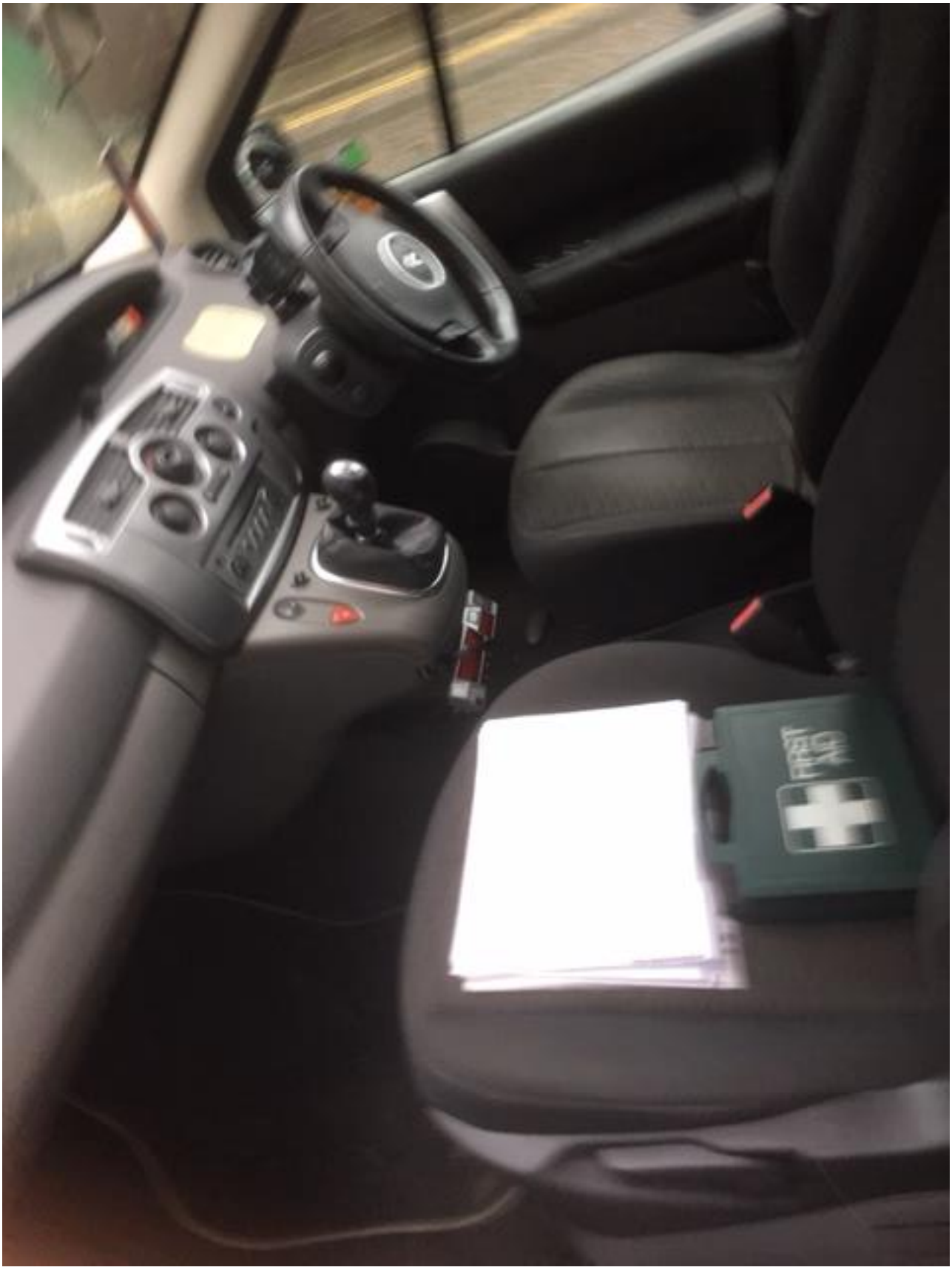
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