



**BOROUGH OF NEWCASTLE UNDER LYME
HACKNEY CARRIAGE AND PRIVATE HIRE LICENSING**

NOTIFICATION OF CHANGE OF ADDRESS

YOUR NAME _____

OLD ADDRESS _____

POST CODE _____

NEW ADDRESS _____

POST CODE _____ TEL. NUMBER _____

PLEASE INDICATE LICENCES HELD BY YOURSELF:

HACKNEY CARRIAGE PLATE NUMBER: _____

HACKNEY CARRIAGE DRIVERS BADGE NUMBER: _____

PRIVATE HIRE OPERATORS NUMBER: _____

PRIVATE HIRE VEHICLE PLATE NUMBER: _____

PRIVATE HIRE DRIVERS BADGE NUMBER: _____

SIGNED _____

PRINT NAME _____

DATE _____

DATA PROTECTION

HOW INFORMATION ABOUT YOU WILL BE USED:

We will use the information you have provided to process your application. We will process personal data that is considered to be 'sensitive personal data' only in accordance with the requirements of the data protection legislation.

We will not hold information about you which is excessive in relation to the purpose for which it is processed and we will not share your details with anyone else.

The Data Protection Act 1998 gives you rights, as our customer, about how your personal information is obtained and used by Newcastle-under-Lyme Borough Council. The Act also places obligations on the Council. Please contact us if you have any questions about our privacy policy or information we hold about you.

Licensing Section
Central Services
Civic Offices
Merrial Street
Newcastle-under-Lyme
Staffordshire
ST5 2AG

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