

FOI 145/2016

REQUEST AND RESPONSE

1/ Can you please confirm how many of the below applications you process each year?

Hackney carriage (taxi) drivers licence	=	272
Hackney carriage (taxi) licence	=	247
Private hire drivers licence	=	16
Private hire operators licence	=	25
Private hire vehicle (minicab) licence	=	29

2/ Can you please confirm if you share/ validate any of the information supplied as part of this process with external parties other than the applicant?

Answer: Information containing the type of licence, the category, status, Applicant name (if permissible), plate/badge reference, issue date, expiry date is available for members of the public to view via the Council's Public Access page which can be found at the following link:- <http://idox.tendringdc.gov.uk/online-applications/search.do?action=simple&searchType=LicencingApplication>

3/ Can you confirm the system (i.e. bespoke IT system, manual/ paper based, post/ email etc.) used to processed these application

Answer: The system we use is the IDOX Uni-form system

4/ Can you confirm how application information is stored (and for how long) once an application is processed?

Answer: Application information is held in hard copy format on file and on the Uni-form system for a minimum of 5 years.