

# APPLICATION FOR A PRIVATE HIRE OPERATORS LICENCE

We must protect the public funds we handle and so we may use the information you have provided on this form to prevent and detect fraud. We also share this information for the same purposes, with other organisations which handle public funds.

Please read the guidance notes to the form before you fill it in.

Please answer all questions fully, enter your details clearly in **BLOCK CAPITALS** and tick the relevant answer.

**1. Type of Application**

Application for: **GRANT / RENEWAL** (***delete which is not applicable)***

**2. Applicant’s Details**

If you are applying as an ***individual*** or ***partnership*** please complete the table below.

|  |  |  |
| --- | --- | --- |
| **FULL NAME** | **HOME ADDRESS** | **TELEPHONE**  **NUMBER** |
|  |  |  |

*Please continue on a separate sheet if necessary.*

**3.** If you are applying on behalf of a ***limited company*** please complete **both** tables below.

|  |  |  |  |
| --- | --- | --- | --- |
| **COMPANY NAME** | **ADDRESS OF**  **REGISTERED OFFICE** | **TELEPHONE NUMBER** | **COMPANY NUMBER** |
|  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **NAME OF DIRECTORS AND**  **COMPANY SECRETARY (state which)** | **HOME**  **ADDRESS** | **TELEPHONE**  **NUMBER** |
| (if a licensed driver with Charnwood Borough Council please give badge number ) | | |
|  |  |  |

*Please continue on a separate sheet if necessary.*

4. Name of Business

|  |  |
| --- | --- |
|  |  |

If Renewal, give

Licence no; Expiry date;

Operator licence

Number and

Expiry date

|  |  |
| --- | --- |
| Address from which you propose to operate |  |

|  |  |
| --- | --- |
| Telephone Numbers on which you will accept bookings |  |

|  |  |
| --- | --- |
| If any such lines are free -  phone’s please state where they are installed. |  |

*Please continue on a separate sheet if necessary.*

## PART A – PREVIOUS OPERATORS LICENCES

**5**. Has a Private Hire Operators Licence been previously held by any person detailed at

Question 2 or 3, in this or any other area.

Yes No

*If yes please give Full Name, Licence Number and Issuing Authority.*

|  |
| --- |
|  |

*Please continue on a separate sheet if necessary.*

**6**. Has any person listed at Questions 2 or 3 ever had a Private Hire Operators Licence refused, suspended or revoked?

Yes No

*If yes please provide details.*

|  |
| --- |
|  |

*Please continue on a separate sheet if necessary.*

## PART B – DETAILS OF BUSINESS

**7**. Please state the number of vehicles you will operate.

***(Vehicle details will need to be listed at point 18 of this form)***

**8**. Are each of the vehicles fitted with meters? Yes No

**9(a)** Will radio phones be fitted in the vehicles which

are to be operated? Yes No

**9(b)** Do you have a licence to use your radio phones? Yes No

**10.** Do you use an App to take bookings?Yes No

|  |  |
| --- | --- |
| **11**. Please state the hours that  you will operate your business. |  |

## PART C– CONVICTIONS AND OTHER INFORMATION

**12**. Have you or any of your partners, the Company Directors or Secretary ever been convicted or cautioned for any offence that is not spent under the terms of the Rehabilitation of Offenders Act 1974?

Yes No

***Any individual, Partners, Company Directors or Secretary must advise the Licensing Section of any convictions received during the life of the licence as soon (as it is practicable to do so - this includes all offences including motoring ones).***

*If yes please give details in next table;*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **NAME** | **DATE OF**  **CONVICTION** | **OFFENCE** | **NAME OF COURT** | **PENALTY** |
|  |  |  |  |  |
|  |  |  |  |  |

Please continue on a separate sheet if necessary.

1. In respect of the Company has the Company ever been Yes No

convicted of any offence?

If yes, please give details below.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **NAME OF**  **COMPANY** | **DATE OF**  **CONVICTION** | **OFFENCE** | **NAME OF**  **COURT** | **PENALTY** |
|  |  |  |  |  |
|  |  |  |  |  |

Please continue on a separate sheet if necessary

1. Have you or your partners or any Company Director or Secretary:
2. been involved with a company that has gone into

insolvent liquidation? Yes No

1. had any anti-social behaviour order made against you? Yes No
2. Have you or any of your partners ever been made bankrupt? Yes No
3. Have you or any of the Company Directors ever been

disqualified from acting as a Director or taking part in Yes No

the management of a company?

1. Have you or your partners or any Company Director or

Secretary or the Company ever had any County Court Yes No

Judgements relating to sex, race or disability discrimination?

If you have answered Yes to any of questions 14 – 17 please give details on a separate piece of paper.

**A ‘Right to a licence’ in the UK (see guidance)**

If a new Applicant you MUST demonstrate that you have the right to work in the UK and are not subject to a condition preventing them from doing work relating to the carrying on work as a licensed driver. Please refer to page 9 of the application.

If the Licensing Section have previously received documentation from List A as part of your combined Driver application, that confirms you have **indefinite** right to remain in the UK, no further action is required.

**Certificate of Good Conduct (see Guidance)**

Please refer to page 9 of the application.

|  |  |  |  |
| --- | --- | --- | --- |
| 1. **List all the vehicles below (these are Charnwood plated private hire vehicles only)** | | | |
|  | Registration No. | Make & Type | Date first Registered |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
| 6 |  |  |  |
| 7 |  |  |  |
| 8 |  |  |  |
| 9 |  |  |  |
| 10 |  |  |  |
| 11 |  |  |  |
| 12 |  |  |  |
| 13 |  |  |  |
| 14 |  |  |  |
| 15 |  |  |  |

Please continue on a separate sheet if necessary

|  |  |  |
| --- | --- | --- |
| 1. **How many drivers do you intend to employ?** (This is Charnwood only licensed part-time drivers, “self- employed” drivers, owner/drivers).   PRINT DETAILS BELOW (if required submit further details on a separate sheet) | | |
| Name of Drivers | Address | Driver Badge number |
|  |  |  |

Please continue on a separate sheet if necessary

**PART D – OTHER DOCUMENTATION**

(**Your application cannot be accepted/considered until all this documentation is provided)**

1. Have you enclosed the following other documentation:
2. A current list of Charnwood Licensed Yes

Vehicles and Drivers

1. References from at least **two** persons for Yes

each applicant who is not already a licensed driver

***(Ask each referee to complete Appendix A***

***and return with application.)***

***Only required if not currently a licensed driver/***

***operator)***

c) Certificate of Incorporation (Companies only) Yes

d) Certificate of Good Conduct (for any applicant not

a licensed driver with Charnwood) if applicable Yes

( see page 9 of application)

e) Have you spoken to Charnwood Borough Council

Planning Department for advice as to whether Yes

planning permission is required or not.

**(New applications only)**

f) Statutory Declaration and Basic Disclosure Yes

Check (for each applicant/director).

***(Only required if not currently a licensed driver***

***And only every 3 years)***

g) Customer charge Rates (‘Tariff Sheet’) ***(Required for new applications and on renewal)*** Yes

h) Proof of ‘Right to a licence’ in the UK for each

applicant/director (for any applicant not Yes

a licensed driver with Charnwood).

( see page 9 of application)

1. All applicants/directors must undertake and pass the Yes

Safeguarding Vulnerable Passenger Training (if not

a badged driver already). Each applicant must

provide a pass certificate.

j) A copy of your ‘Employing Ex-Offenders Policy’ on Yes

employing ex-offenders in roles of ‘Booking and

Dispatch Staff’

***(Required for new applications and on renewal)***

*k)* Completed **HMRC** Tax Check Code Yes

**(Included on application form)**

#### DECLARATION

**Please read carefully before signing and circle the appropriate I or We for each statement. Each person/ partner or director should sign the declaration. If a company secretary, the Company Secretary should sign on behalf of a Company. It is an offence to knowingly or recklessly make a false statement or to omit any material particular in completing this application.**

**I/we** declare that: -

1. All the answers that **I/we** have given in this application are true and complete as far as **I/we** know. **I/we** understand that the licence may be suspended or revoked or that **I/we** may be liable to prosecution, if **I/we** have knowingly or recklessly made a false statement or omitted any material particulars from this application.
2. **I/we** have read the Explanatory Notes that accompany this application.
3. **I/we** have read the standard licence conditions that will be attached to the licence and **I/we** agree to comply with them.
4. **I/we** understand that this application will be determined in accordance with the Council’s Policy on Private Hire Operators.

**All partners, directors or company secretary to sign below:**

1. Signed …………………………………………………………..

Name in Capitals …………………………………………………………..

Position in Business …………………………………………………………..

Date …………………………………………………………..

1. Signed …………………………………………………………..

Name in Capitals …………………………………………………………..

Position in Business …………………………………………………………..

Date …………………………………………………………..

1. Signed …………………………………………………………..

Name in Capitals …………………………………………………………..

Position in Business …………………………………………………………..

Date …………………………………………………………..

**Right to Licence/ Certificate of Good Conduct**

**Right to Licence (for any applicant not a licensed driver with Charnwood)**

Your right to work in the UK will be checked as part of your licence application, this

could include the Licensing Authority checking your immigration status with the Home

Office. We may otherwise share information with the Home Office.

Applicants must demonstrate that they have the right to work in the UK and are not subject to a condition preventing them from doing work relating to the carrying on work as a Private Hire Operator.

An applicant can do this in one of two ways:

1) by providing their ‘share code’ to enable the Licensing Authority to carry out a check using the Home Office online right to work checking service (see details below); or

2) by providing a document or document combination that is stipulated as being suitable for this check. The list of documents is set out at <https://www.charnwood.gov.uk/pages/home_office_right_to_work_documents>.

You must provide the original document(s), such as your passport or biometric residence permit, as indicated in the published guidance, so that the check can take place. The document(s) will be copied and the copy retained by the Licensing Authority. The original document will be returned to you.

**Home Office online right to work checking service**

As an alternative to providing original documents, applicants may demonstrate their right to work by allowing the Licensing Authority to carry out a check with the Home Office online right to work checking service.

To demonstrate their right to work via the Home Office online right to work checking service, applicants should include in their application their 9-digit share code (provided to them upon accessing the service at <https://www.gov.uk/prove-right-to-work>) which, along with the applicant’s date of birth (provided within their application), will allow the Licensing Authority to carry out the check.

In order to establish the applicant’s right to work, the check will need to indicate that the applicant is allowed to work in the United Kingdom and is not subject to a condition preventing them from doing work relating to the carrying on of a private hire operator

An online check will not be possible in all circumstances because not all applicants will have an immigration status that can be shared digitally. The Home Office online right to work checking service sets out what information and/or documentation applicants will need in order to access the service. Applicants who are unable to obtain a share code from the service should submit original documents as set out above.

If there are restrictions on the length of time you may work in the UK, your licence will not be issued for any longer than this period. In such circumstances the check will be repeated each time you apply to renew or extend your licence. If, during this period, you are disqualified from holding a licence because you have not complied with the UK’s immigration laws, your licence will lapse and you must return it to the licensing authority. Failure to do so is a criminal offence.’

*Insert 9 digit share code:*

1. *Where applicable*, if demonstrating a right to licence

via the Home Office online right to work checking

service - please insert the 9-digit ‘share code’ here

**(please note this is only valid for 30 days)**

1. *Where applicable*, if providing documents for the

Manual document – based check give details of Details of documents:

documents to be provided. These must be

**original** and **submitted** in person

**Certificate of Good Conduct (for any applicant not a licensed driver with Charnwood)**

**Grant (NEW) - Operators Licence**

No

Yes

Have you ever resided outside the UK since the

age of 10 years old? (Excluding time in the HM Forces**)**

If yes, please give details of the period of residency spent outside the UK, giving dates to and from, full address, Country and occupation?

A Certificate of Good Conduct will be required from each country that you have stated that you have resided in. (Please refer to Policy). A licence will not be granted or renewed in the absence of a current Certificate of Good Conduct

**Renewal - Operators Licence**

A Certificate of Good Conduct will be required from each country that you have stated that you have resided in. (Please refer to policy). A licence will not be granted in the absence of a current Certificate of Good Conduct.

No

Yes

Have you resided outside the UK for a period of

3 months since you last applied for your private hire

operators licence . (Excluding time in the HM Forces)

If yes, please give details of the period of residency spent outside the UK, giving dates to and from, full address, Country and occupation?

A Certificate of Good Conduct will be required from each country that you have stated that you have resided in. (Please refer to Policy). A licence will not be granted or renewed in the absence of a current Certificate of Good Conduct.

**HMRC Tax Check (see guidance)**

The Finance Bill 2021 contained a clause that introduced a tax conditionality to licence applications **made on or after the 4th April 2022.**

|  |
| --- |
| **HMRC – Tax Check - (For all applicants Grant or renewal)** |
| **New Applicants (Grant (only)** |
| I confirm that I am aware of the content of HMRC guidance relating to  my/our (delete as appropriate) tax registration obligations.  Important: Please visit the GOV.UK website for HMRC guidance about tax registration obligations:   * PAYE information: [www.gov.uk/income-tax/how-you-pay-income-tax](http://www.gov.uk/income-tax/how-you-pay-income-tax) * Registering for Self-Assessment: [www.gov.uk/register-for-self-assessment](http://www.gov.uk/register-for-self-assessment) * Corporation Tax information: [www.gov.uk/corporation-tax](http://www.gov.uk/corporation-tax)   Signed ……………………………………………………………………………… (company secretary or all directors)  Print Full Name……………………………………………………………………… (company secretary or all directors). |
| **Renewal Applicants** |
| |  |  | | --- | --- | | I confirm that I am aware of the content of HMRC guidance relating to \*my/our (\*delete as appropriate) tax registration obligations.  Please insert your 9-digit HMRC tax check code below (these are valid for 120 days):  \_\_ \_\_ \_\_ \_\_ \_\_ \_\_  \_\_ \_\_ \_\_   * Please insert your company number (if applicant is a company): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * Schedule 23 to Finance Act 2011 (Data Gathering Powers) and Schedule 36 to Finance Act 2008 (Information and Inspection Powers), grant HMRC powers to obtain relevant information from third parties. This includes licensing bodies being required to provide information about licence applicants. * I authorise Charnwood Borough Council - Licensing Section to check my HMRC code online. I understand that the Licensing Section will only receive confirmation from HMRC that I’ve completed the tax check and will not have access to information about my tax affairs.   Signed ……………………………………………………………………………… (company secretary or all directors)  Print Full Name……………………………………………………………………… (company secretary or all directors) |  | |  |  | |

**Charnwood Borough Council Equality Monitoring Form**

|  |
| --- |
| Please help us ensure we are providing a fair service and fill in the following details. All the questions are optional but answering them will help us ensure our services meet the needs of all our communities. |

|  |
| --- |
| **Gender**  **Are you male or female?**  □ Male □ Female □ Prefer not to say  **AND**  **Do you identify as transgender?** ( For the purposes of this question ‘Transgender’ is defined as an individual who lives, or wants to live, full time in the gender opposite to that they were assigned at birth.)  □ Yes □ No □ Prefer not to say |

|  |
| --- |
| **Age**  **How old are you?**  **□** Under 16  **□** 16 to 19 years  **□** 20 to 29 years  **□** 30 to 44 years  **□** 45 to 59 years  **□** 60 to 74 years  **□** 75 years and over  □ Prefer not to say |

|  |
| --- |
| **Health, illness & disability**  **Do you consider yourself to be disabled or do you have a long term limiting illness or condition?**  □ Yes □ No □ Prefer not to say  **If yes, please give further details below by ticking all boxes that apply.**  □ Physical or mobility impairment (such as difficulty using your arms or mobility issues which means using a wheelchair or crutches)  □ Sensory impairment (such as being blind / having a serious visual impairment or being deaf / having a serious hearing impairment)  □ Mental health condition (such as depression or schizophrenia)  🞏 Learning disability/difficulty (such as Down’s syndrome or dyslexia) or cognitive impairment (such as autistic spectrum disorder)  🞏 Long standing illness or health condition (such as cancer, HIV, diabetes, chronic heart disease or epilepsy)  🞏 Other (Please specify) ----------------------------------------------------------------------------------------- |

|  |  |  |
| --- | --- | --- |
| **Ethnicity & Identity**  **How do you describe your ethnicity?**   |  |  | | --- | --- | | *White*  □ British  □ Irish  □ Other white background – please specify:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  *Black or Black British*  □ Caribbean  □ African  □ Other black background – please specify:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  *Multiple Heritage*  □ Asian and White  □ Black African and White  □ Black Caribbean and White  □ Other multiple heritage – please specify:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | *Asian or Asian British*  □ Indian  □Pakistani  □Bangladeshi  □Chinese  □Other Asian background – please specify:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  *Gypsy or Traveller*  □ Gypsy/Roma  □ Irish Traveller  □ Other gypsy or traveller background – please specify:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  *Other*  □ Other ethnic group- please specify:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  □ Prefer not to say | |

|  |
| --- |
| **Religion or Belief**  **What is your religion or belief?**  □ Buddhism  □ Christianity (All denominations)□ Hinduism  □ Humanism  □ Islam  □ Judaism  □ Sikhism  □ None  □ Other- please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  □ Prefer not to say |

|  |
| --- |
| **Sexual Orientation**  **□** Bisexual  **□** Gay  **□** Heterosexual/ Straight  **□** Lesbian  **□** Other- please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **□** Prefer not to say |

|  |
| --- |
| This authority is under a duty to protect the **public funds** it administers, and to this end may use the information you have provided for the prevention and detection of fraud. It may also, and on occasions will be required to, share this information with other bodies responsible for auditing or administering public funds for these purposes. |
| The Council is obligated to provide **public register(s)** in relation to (drivers/ Hackney/PH vehicles) and a designated vehicles list.   To provide better customer service, the council’s registers includes all the data fields which are available across the different registers – for example operator information is shown on the designated vehicles list, and will also be shown on the driver register. This allows the public to only visit one register for the information required, rather than several registers.  **The Air Quality (Taxi and Private Hire Vehicles Database) Regulation 2019** requires all licensing authorities in England and Wales to submit certain information about their licensed taxis/PHVs to the database.  Since the introduction of **The Air Quality (Taxis and Private Hire Vehicles Database) (England and Wales) Regulations 2019**, the Council is required to provide vehicle data to Defra following all issues, renewals, suspensions or refusals of licences.  The data shared will include vehicle registration mark, start and end date of license, whether Taxi or PHV, licence plate number, and whether the vehicle is wheelchair accessible.  The licensing authority provides information to the **National Register of Taxi Licence Refusals and Revocations (NR3).** A mechanism for licensing authorities to share details of individuals who have had a Hackney Carriage or Private Hire Driver’s licence revoked, or an application for one refused. This is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the licensing authority – that is, assessing whether an individual is a fit and proper person to hold a Hackney Carriage or Private Hire Driver’s licence.  Therefore:   * Where a Hackney Carriage / Private Hire Driver’s licence is revoked, or an application for one refused, the authority will automatically record this decision on NR3. * All applications for a new licence or licence renewal will automatically be checked on NR3. If a search of NR3 indicates a match with an applicant, the authority will seek further information about the entry on the register from the authority which recorded it. Any information received as a result of an NR3 search will only be used in respect of the specific licence application and will not be retained beyond the determination of that application |