

# Uttlesford District Council

## Private Hire Operator Application Form



LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS ACT 1976)

**1. Please indicate below the type of application you are making? (mark as appropriate)**

**New**

**Renewal**

**2. Operator Details (the location must be within the boundary of Uttlesford District Council)**

**BUSINESS NAME:**

**ADDRESS:**

**POST CODE:**

**TELEPHONE NO:**

**3. Correspondence email**

**EMAIL ADDRESS FOR CORRESPONDENCE:**

*PLEASE NOTE THAT THE DISTRICT COUNCIL WILL CORRESPOND WITH YOU VIA EMAIL IN THE FIRST INSTANCE. YOU ARE THEREFORE REQUIRED TO PROVIDE AN ACCURATE, UP TO DATE EMAIL ADDRESS FOR THIS CORRESPONDENCE.*

**4. Company details (if applying as an individual or partnership please proceed to section 5)**

**COMPANY TRADING NAME: (if applicable)**

**REGISTERED ADDRESS OF COMPANY:**

**REGISTRATION NUMBER OF COMPANY:**

**5a. HMRC Tax Code (renewal operator licence applicants or those applying for an additional operator licence or that have held an operator licence that ceased to be valid less than a year ago)**

Please supply your 9 digit tax check code \_\_\_\_\_

No licence will be granted if no tax check code is given.

[www.gov.uk/guidance/complete-a-tax-check-for-a-taxi-private-hire-or-scrap-metal-licence](http://www.gov.uk/guidance/complete-a-tax-check-for-a-taxi-private-hire-or-scrap-metal-licence)

**5b. HMRC Tax Code (new operator licence applicants who have not held an operator licence within the past year)**

Confirm you understand your tax responsibilities

Yes No

<https://www.gov.uk/guidance/confirm-your-tax-responsibilities-when-applying-for-a-taxi-private-hire-or-scrap-metal-licence>

You will need to confirm you are aware of this guidance. If you are applying as a partner in a partnership, you can give confirmation on behalf of all the partners.

**6a. Personal details (First Licence Applicant/Holder)** this must be completed for each Director/Secretary

**Position in the Private Hire Operator Business:**

**TITLE:**

**SURNAME:**

**FIRST NAMES:**

**DATE OF BIRTH:**

**COUNTRY OF BIRTH:**

**HOME ADDRESS:**

**POST CODE:**

**6b. Contact information**

**Telephone number:**

**Email address:**

**6c. Convictions**

<b>Do you have any spent convictions?</b>	<b>YES</b>	<b>NO</b>
<b>Do you have any unspent convictions?</b>	<b>YES</b>	<b>NO</b>

**You must detail all convictions, cautions, reprimands and final warnings. Continue on to a separate sheet if necessary.**

This information, along with the other aspects of the application process, will be used to ensure that Uttlesford District Council can be satisfied that you are a “fit and proper” person to hold a private hire operator licence.

The disclosure of a criminal record or other relevant information will not necessarily disbar a person from obtaining or holding a private hire operator’s licence unless the Council considers the nature of the convictions to render you unfit.

Whilst each application is considered on its own merit a person who is found to have (at the time of application for the grant or renewal of a licence or during the period of a licence being valid) convictions within the Council’s ‘Policy on deciding the suitability of applicants and licensees in the hackney and private hire trades, will not normally be granted a licence, and in the case of an existing licence holder, may have it revoked.

<b>Date of conviction / caution / endorsement</b>	<b>Title of conviction</b>	<b>Nature of conviction</b>	<b>Penalty</b>

**6d. Are you currently under any criminal investigation or have any pending court cases (Including motoring offences)?**

**YES      NO      (mark as appropriate). If answering ‘yes’ please give details below:**

**6e. Have you ever held a Private Hire Operators Licence before?**

**YES      / NO      (mark as appropriate)      If answering ‘yes’ please give details below:**

**Name of council:**

**Type of licence:**

**Period during which licence was held :**

**6f. Have you ever had a Private Hire Operator’s licence refused, revoked or suspended?**

**YES      / NO      (mark as appropriate)      If answering ‘yes’ please give details below:**

**Name of council:**

**Date:**

**Refusal / Revocation / Suspension (Mark as applicable) Reasons:**

**6g. Do you hold a full passport?**

**YES NO (mark as appropriate)**

**If YES please detail Country of Issue:**

**6h. Do you have the right to live and work in the UK? (individual/partnership applicants only)  
You may be asked for documentary evidence if you do not hold a full British Passport.**

**YES NO (mark as appropriate) Please**

**detail your National Insurance Number:**

**If NO please detail any restrictions on your right to remain in the UK (including any relevant dates):**

**7a. Personal details (Second Licence Applicant/Holder) this must be completed for each Director/Secretary please continue on a separate sheet for any additional applicants.**

**Position in the Private Hire Operator Business:**

<b>TITLE:</b>	<b>DATE OF BIRTH:</b>
<b>SURNAME:</b>	<b>COUNTRY OF BIRTH:</b>
<b>FIRST NAMES:</b>	

**HOME ADDRESS:**

**POST CODE:**

**7b. Contact Information**

<b>Telephone number:</b>	
<b>Email address:</b>	

**7c. Convictions**

<b>Do you have any spent convictions?</b>	<b>YES</b>	<b>NO</b>
<b>Do you have any unspent convictions?</b>	<b>YES</b>	<b>NO</b>

**You must detail all convictions, cautions, reprimands and final warnings. Continue on to a separate sheet if necessary.**

This information, along with the other aspects of the application process, will be used to ensure that Uttlesford District Council can be satisfied that you are a "fit and proper" person to hold a private hire operator licence.

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<b>Date of conviction / caution / endorsement</b>	<b>Title of conviction</b>	<b>Nature of conviction</b>	<b>Penalty</b>

**7d. Are you currently under any criminal investigation or have any pending court cases (Including motoring offences)?**

**YES      NO      (mark as appropriate). If answering 'yes' please give details below:**

**7e. Have you ever held a Private Hire Operators Licence before?**

**YES / NO** (mark as appropriate) **If answering 'yes' please give details below:**

Name of council:

Type of licence:

Period during which licence was held :

**7f. Have you ever had a Private Hire Operator's licence refused, revoked or suspended?**

**YES / NO** (mark as appropriate) **If answering 'yes' please give details below:**

Name of council:

Date:

Refusal / Revocation / Suspension (Mark as applicable) Reasons:

**7g. Do you hold a full passport?**

**YES NO** (mark as appropriate)

If **YES** please detail country of issue:

**7h. Do you have the right to live and work in the UK?**

**You may be asked for documentary evidence if you do not hold a full British Passport.**

**YES NO** (mark as appropriate) Please

detail your National Insurance Number:

If **NO** please detail any restrictions on your right to remain in the UK (including any relevant dates):

## 8. Additional questions

a) What type of business do you intend to carry out within the Uttlesford District should you be granted a licence? (General, school contract, airport, executive etc.) **Please note supporting evidence may be required**

b) Will the general public have access to your premises?

YES  NO

c) Please detail what equipment and facilities do you intend to have available at the above premises (ie landline, computer)

d) Please complete the following fleet information for the Private Hire Vehicles you operate **(renewal only)**:

:

- i) Total number of vehicles:
- ii) Make-up of fleet (e.g. numbers of saloon, multi-seaters, low emission vehicles etc.):
- iii) Number of wheelchair accessible vehicles:

e) Will you accept any bookings from a computer/mobile app based system?

YES  NO

If yes please explain how the app works ensuring you answer the questions below:

- Name of the app:
- Who will accept the booking?
- Where are bookings received to?
- Does the booking remain a contract with the operator and not direct with the driver?
- Where are the servers that store/process booking records based?
- How is a booking given to a driver?
- How do you ensure the triple lock licensing rule is observed? I.e. driver, vehicle and operator are all licensed by the same licensing authority.
- How does a passenger know which licensing authority licences the driver and vehicle?
- What information is given to the passenger?

## 9. Declarations

1. I understand that any licence issued will be subject to the provisions of:
  - (i) the Town Police Clauses Act 1847
  - (ii) the Local Government (Miscellaneous Provisions) Act 1976
  - (iii) the Council's licence conditions
2. I accept that any licence issued will belong to the Council, and if lost or damaged, I will be liable for the cost of replacement.
3. I understand that it is an offence under the terms of the Local Government (Miscellaneous Provisions) Act 1976, Section 57(3) to knowingly or recklessly make a false statement or to omit any information required in this form.
4. I understand that any changes to any particulars must be notified in writing to the Uttlesford District Council within 7 days.
5. I HEREBY DECLARE that all particulars entered on this form are true and correct to the best of my knowledge and belief. I authorise the Council to make such enquiries as they, at their sole discretion, may deem to be reasonably necessary in respect of my application.
6. I understand that all private hire operator licence holders are jointly and severally liable for the actions of one another in relation to the operator licence and that it is for joint licence holders to make suitable partnership arrangements to manage the business/ company.
7. I understand the implications of the application and my obligations in respect of it.
8. I declare that the business/ company has adequate processes in place to undertake the necessary and suitable checks for ALL ancillary staff, as detailed above, to ensure that they handle sensitive information correctly and that they are to the best of my knowledge fit and proper to hold such a position within the business/ company.
9. I understand that the Hackney Carriage & Private Hire Licensing Policy on deciding the suitability of applicants is intended to ensure that the trade and public have a document(s) which fully explains the licensing procedures to all parties in a clear and transparent manner. I understand that it is my responsibility to access these documents and to read and understand them.

The information that you provide on this form and that obtained from other relevant sources will be used to process your application for a Private Hire Operator Licence.

The personal information that you give us will also be used in a confidential manner to help us monitor our processes. We may also use the information if there is a complaint or legal challenge relevant to this process. We may check the information collected. We may also use or pass to certain third parties information to prevent or detect crime, to protect public funds, or in other ways as permitted by law.

A full privacy notice is available on our website at :  
<https://www.uttlesford.gov.uk/article/5418/Environmental-Health-Enforcement-and-Licensing-Enforcement-Privacy-Notice>

By signing this declaration you authorise us to collect, process and retain your personal data as described in the privacy notice.

### **LICENCE APPLICANT/ HOLDER:**

**Name:** \_\_\_\_\_

**Signed:** \_\_\_\_\_ **Dated:**    /    /