

APPLICATION FOR GRANT OF A PRIVATE HIRE OPERATORS LICENCE

LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976

Please ensure that you submit all the relevant documents as listed on the checklist at the end of this application form.

Fee:

Private Hire Operator Grant / Renewal	1 Year	5 Year
1 Vehicle	£201	£1003.00
2 – 4 Vehicles	£264	£1,319.00
5 – 10 Vehicles	£359	£1,793.00
11+ Vehicles	£374	£1,871.00

Important information:

- Please read our Hackney Carriage and Private Hire Policy
- All new applicants for private hire operator licences are required to pass the private hire operator knowledge test. Please only book your test once you have submitted a valid application including the relevant fee. Please see our website for further information: www.threerivers.gov.uk/egcl-page/hackney-carriage-and-private-hire-knowledge-test
- Should an applicant have been living in the UK for less than five years, a certificate of good conduct for both driver history and criminal history will be required in addition to a basic disclosure certificate.
- Any basic disclosure must be less than 3 months old when submitted to the Council. All operators will be subject to an annual Disclosure and Barring Service check.
- All applicants are required to provide evidence of their right to reside and work in the UK.
 - British and Irish passport holders can provide their valid passport as evidence.
 - All other passport holders must obtain a Right to Work share code and submit this along with their ID. <https://www.gov.uk/prove-right-to-work>
- **HMRC TAX CHECK CODE:** Individuals, companies and any type of partnership must complete a HMRC tax check and give their licensing authority a tax check code if they are:
 - renewing a licence
 - applying for the same type of licence they previously held, that ceased to be valid less than a year ago
 - applying for the same type of licence they already hold with another licensing authority

<https://www.gov.uk/guidance/complete-a-tax-check-for-a-taxi-private-hire-or-scrap-metal-licence>

Once the relevant forms and documents have been submitted along with the appropriate fee, and the applicant(s) has passed the private hire operator knowledge test, we will arrange a visit to the proposed premises address which must be located within our district.

Only once all procedures and checks have been carried out will a decision be made as to whether a licence will be granted.

Only once a licence has been granted can you start trading, advertising and taking bookings as a Private Hire Operator.

Renewals:

You should apply to renew your licence at least six weeks BEFORE it runs out. If your operator's licence has expired, you CANNOT operate as a private hire operator.

**YOU MUST ANSWER EVERY QUESTION, FAILURE TO DO SO WILL
INVALIDATE YOUR APPLICATION**

A. TYPE OF APPLICATION (please put an 'x' in the relevant box)	
New licence application	
Licence renewal application	

B. FIRST APPLICANTS DETAILS		
1.	Title :	
	Surname:	
	Forename(s):	
	Any previous Surname(s):	
2.	Date and place of birth:	
3.	National Insurance No.:	
4.	HMRC Tax Code: <i>See guidance note on front page of application form</i>	
5.	Contact Details: <i>It is mandatory to provide at least one contact telephone number AND email address to enable us to contact you.</i>	
	Home Tel No.:	
	Mobile No:	
	Email Address:	
6.	Do you have the right to work in the UK?	YES <input type="checkbox"/> NO <input type="checkbox"/>
	<p>Regardless of your nationality, if you are applying for a driver licence you must prove your right to work in the UK.</p> <ul style="list-style-type: none"> • Applicants who hold a valid British or Irish passport must provide a copy of this document. • Applicants who hold a Biometric Resident Card (BRC), Biometric Resident Permit (BRP) or Frontier Works Permit (FWP) will only be able to evidence their right to a licence by providing a 'share code' obtained through the Home Office online service. 	
	Right to Work share code:	
7.	Have you lived in the UK continuously for the past 5 years?	YES <input type="checkbox"/> NO <input type="checkbox"/>
	<i>Should you have been living in the UK less than five years a certificate of good conduct for both driver history and criminal history will be required in addition to your DBS.</i>	
	Present address:	

	Dates lived at present address:	From:		
		To:		
<i>Please list all addresses for the last 5 years. Continue on separate sheet if necessary</i>				
8.	Can you read, write and understand spoken English?			YES <input type="checkbox"/> NO <input type="checkbox"/>
9.	Have you ever held or do you currently hold: a Hackney Carriage or Private Hire driver's licence, or a Hackney Carriage or Private Hire vehicle licence, or a Private Hire operator's licence, or a School Transport contract with any other authority?			YES <input type="checkbox"/> NO <input type="checkbox"/>
<i>If yes, state which Council(s), the type of licence(s) and the date(s)</i>				
10.	If you have ever held or currently hold a Private Hire operator licence with any other authority has this ever been suspended or revoked?			YES <input type="checkbox"/> NO <input type="checkbox"/>
<i>If yes please provide details of issuing authority and the date and reason for suspension or revocation</i>				
IMPORTANT:				
You must declare, in the appropriate sections below, <u>ALL</u> previous convictions, bind overs, conditional or unconditional discharges, arrests, police charges, cautions, reprimands and warnings: criminal and non-criminal, motoring offences, fixed penalties, whether spent or unspent, no matter how long ago they occurred and no matter whether they have been declared on a previous application.				
11.	Have you <u>EVER</u>:			YES <input type="checkbox"/> NO <input type="checkbox"/>
	<ul style="list-style-type: none"> • been cautioned or convicted of any offences, • been subject to any orders, • received any fixed penalty notices, • been arrested, • been under investigation by the police or any other Authority at any time, regardless of outcome or conviction? 			
<i>Please include any offences that you may have previously declared or may consider spent including any juvenile offences, please continue on a separate sheet if necessary. It is an offence not to declare such matters.</i>				
	<u>Date</u>	<u>Court</u>	<u>Offence</u>	<u>Sentence</u>

12.	Do you currently have any pending: <ul style="list-style-type: none"> • court cases, • investigations, or • convictions 		YES <input type="checkbox"/> NO <input type="checkbox"/>
	<i>If yes please provide details</i>		
13.	Do you have any other information that you consider relevant that may affect your fitness to hold a Private Hire licence? i.e. addictions, your conduct etc.		YES <input type="checkbox"/> NO <input type="checkbox"/>
	<i>If yes, please provide details (continue on a separate sheet if necessary):</i>		

C. SECOND APPLICANTS DETAILS

1.	Title :	
	Surname:	
	Forename(s):	
	Any previous Surname(s):	
2.	Date and place of birth:	
3.	National Insurance No.:	
4.	HMRC Tax Code: <i>See guidance note on front page of application form</i>	
5.	Contact Details: <i>It is mandatory to provide at least one contact telephone number AND email address to enable us to contact you.</i>	
	Home Tel No.:	
	Mobile No:	
	Email Address:	
6.	Do you have the right to work in the UK?	YES <input type="checkbox"/> NO <input type="checkbox"/>

<p>Regardless of your nationality, if you are applying for a driver licence you must prove your right to work in the UK.</p> <ul style="list-style-type: none"> • Applicants who hold a valid British or Irish passport must provide a copy of this document. • Applicants who hold a Biometric Resident Card (BRC), Biometric Resident Permit (BRP) or Frontier Works Permit (FWP) will only be able to evidence their right to a licence by providing a 'share code' obtained through the Home Office online service. 	
Right to Work share code:	
7.	<p>Have you lived in the UK continuously for the past 5 years? YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p><i>Should you have been living in the UK less than five years a certificate of good conduct for both driver history and criminal history will be required in addition to your DBS.</i></p> <p>Present address:</p> <p>Dates lived at present address: From: To:</p> <p><i>Please list all addresses for the last 5 years. Continue on separate sheet if necessary</i></p>
8.	<p>Can you read, write and understand spoken English? YES <input type="checkbox"/> NO <input type="checkbox"/></p>
9.	<p>Have you ever held or do you currently hold: a Hackney Carriage or Private Hire driver's licence, or a Hackney Carriage or Private Hire vehicle licence, or a Private Hire operator's licence, or a School Transport contract with any other authority? YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p><i>If yes, state which Council(s), the type of licence(s) and the date(s)</i></p>
10.	<p>If you have ever held or currently hold a Private Hire operator licence with any other authority has this ever been suspended or revoked? YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p><i>If yes please provide details of issuing authority and the date and reason for suspension or revocation</i></p>
<p>IMPORTANT:</p> <p>You must declare, in the appropriate sections below, <u>ALL</u> previous convictions, bind overs, conditional or unconditional discharges, arrests, police charges, cautions, reprimands and warnings: criminal and non-criminal, motoring offences, fixed penalties, whether spent or unspent, no matter how long ago they occurred and no matter whether they have been declared on a previous application.</p>	

11.	Have you <u>EVER</u>: <ul style="list-style-type: none"> • been cautioned or convicted of any offences, • been subject to any orders, • received any fixed penalty notices, • been arrested, • been under investigation by the police or any other Authority at any time, regardless of outcome or conviction? 			YES <input type="checkbox"/> NO <input type="checkbox"/>
	<i>Please include any offences that you may have previously declared or may consider spent including any juvenile offences, please continue on a separate sheet if necessary. It is an offence not to declare such matters.</i>			
	<u>Date</u>	<u>Court</u>	<u>Offence</u>	<u>Sentence</u>
12.	Do you currently have any pending: <ul style="list-style-type: none"> • court cases, • investigations, or • convictions 			YES <input type="checkbox"/> NO <input type="checkbox"/>
	<i>If yes please provide details</i>			
13.	Do you have any other information that you consider relevant that may affect your fitness to hold a Private Hire licence? i.e. addictions, your conduct etc.			YES <input type="checkbox"/> NO <input type="checkbox"/>
	<i>If yes, please provide details (continue on a separate sheet if necessary):</i>			

D. DETAILS OF OPERATOR BUSINESS

1.	Name under which the business is to trade: <i>See guidance note re names</i>	
2.	Address from where the business is to operate: <i>See guidance note re operating address</i>	
3.	Do you have a waiting room for members of the public? <i>Please see guidance note regarding public liability insurance</i>	YES <input type="checkbox"/> NO <input type="checkbox"/>
4.	Do you have the correct planning permission to operate from this address? <i>Please see guidance note regarding planning permission</i>	YES <input type="checkbox"/> NO <input type="checkbox"/>

3.	Contact details for operator business <i>It is mandatory to provide the contact telephone number AND email address for the company.</i>	
	Business Tel No.(s):	
	Mobile No.:	
	Email Address:	
4.	Website of the business:	
5.	Which booking system will be used?	
6.	Is the company a limited (LTD) company?	YES <input type="checkbox"/> NO <input type="checkbox"/>
	<i>If 'Yes', give the registered office address and Companies House number:</i>	
7.	Names & addresses of <u>all</u> who hold a financial interest in the firm & share held:	
	<i>Please continue on separate sheet if required:</i>	
8.	How many licensed Private Hire vehicles do you intend to operate?	
9.	Is there any other information you consider the Council should be aware of relevant to this application?	YES <input type="checkbox"/> NO <input type="checkbox"/>
	<i>Please give details:</i>	

Declaration

I, the undersigned, hereby apply for a licence to act as an operator of private hire vehicles under the authority of Three Rivers District Council.

I declare that I have read and understood this application form, and have answered all of the questions truthfully and correctly to the best of my knowledge and belief. **I also understand that if any person knowingly or recklessly makes a false statement or omits any material particularly in giving the information required, he or she will be guilty of an offence.**

I confirm that I have read and understood the Three Rivers District Council Private Hire Operator Licence Conditions.

I confirm that I have read and understood the current Hackney Carriage and Private Hire Policy.

I confirm that I am entitled to work in the United Kingdom and understand that I can be prosecuted if I make an application and I am not entitled to work in the United Kingdom.

I confirm that I am aware of the guidance about my tax obligations. Please see <https://www.gov.uk/guidance/confirm-your-tax-responsibilities-when-applying-for-a-taxi-private-hire-or-scrap-metal-licence>

I understand that in making this application, I am consenting to Three Rivers District Council Licensing Authority making any enquiry as deemed appropriate in relation to my application. I therefore acknowledge and consent to Three Rivers making enquiries with the police and fraud team and any other agency as required in relation to any investigations, arrests, non-convictions, orders or other offences or issues relating to myself and my application in order to determine my fitness to hold a licence.

Applicant 1

I have read and understood the above

Signature:

Name:

Date:

Applicant 2

I have read and understood the above

Signature:

Name:

Date:

DATA PROTECTION

Please see our Privacy Notice at <https://www.threerivers.gov.uk/privacy-notice>

Please read the below checklist to ensure that you are submitting ALL the required documents

Checklist

- Fully completed application form
- Passport style colour photo for each applicant with name printed on back (see online photo guidance)
- Current valid passport for each applicant
- Evidence of right to work in the UK for each applicant
- Valid DVLA licence photo card and valid DVLA online check code for each applicant
- Valid HMRC tax code for each applicant – see <https://www.gov.uk/guidance/complete-a-tax-check-for-a-taxi-private-hire-or-scrap-metal-licence> (renewal application only)
- Valid basic disclosure dated within the last 3 months for each applicant
- Taxi safeguarding course pass certificate for each applicant
- Certificate of public liability insurance (see guidance note)
- Proof of correct planning permission (new application only)
- Property owner's permission letter (new application only)
- List of proposed vehicles and drivers (this is a separate form that needs to be filled in)
- Appropriate fee

Notes

Name of proposed new operator business

Applicants for operator licences cannot use the same (or similar) name as any private hire firm currently operating within the district or any previously used within the district. Do not register a name on Companies House before checking with the Licensing Department that the name is acceptable. The words 'taxi' and 'cab' (or any versions of these words) cannot be used in a name.

Address of proposed new operator business

Operators must have a base and facility to take phone calls and record bookings. This can range from a commercial office to the back bedroom of a domestic premise. In order to obtain an operator's licence for Three Rivers the operating base (that is where the telephone is answered and bookings are taken) must be within the district of Three Rivers. A licence is issued at one premises only, therefore if a licensed Operator wishes to move to a new premises a new application must be submitted for a new licence at the new address. The licence cannot be transferred.

Public liability insurance

Public liability insurance is required by any operator who allows members of the public on to the operator premises named in Section 1 of the Application for an Operator's Licence. This insurance is to cover the operator's liability to pay damages to members of the public for death and injury or damage to property or possessions, which has resulted from them being on the premises. If you have a waiting room for customers you will need to submit your public liability insurance certificate with the application form. If you are not sure if you require this insurance, then contact the Licensing team.

Planning permission

Provided your operator's address does not become a base for the parking of other taxis, or a control centre for the running of a taxi business, then no change of use occurs and planning permission would not be required. This provision only applies for one vehicle. If circumstances change or your business increases you must contact the Planning Department on 01923 776611.

Please use this page for further information