

EAST STAFFORDSHIRE BOROUGH COUNCIL

Town Hall
King Edward Place
Burton upon Trent DE14 2EB

APPLICATION FOR A PRIVATE HIRE VEHICLE(S) OPERATOR'S LICENCE

PLEASE COMPLETE ALL QUESTIONS

New Application Renewal Application

In accordance with the appropriate provisions of the Local Government (Miscellaneous Provisions) Act 1976, I **HEREBY APPLY** for a Licence to act as the Operator of such Private Hire Vehicles as listed below.

Are you applying as an: Individual Partnership Company (Please Circle Answer)

(If applying as a Partnership or Company you will be required to provide additional information later in the application)

Title: First name (s):..... Surname:

Have you ever been known by any other Names:

Home Address:.....

.....

Post Code:.....

You must give a contact number other than the base number

Home Telephone Number:

Mobile Telephone Number:

E-mail address:

Date of Birth: Date: Month: Year:

Place of Birth –Town and Country:...../.....

National Insurance Number.....

Do you have a right to work or stay in the UK?

Company Details-

Trade / Limited Company Name

Registered Office Address.....

Town/City.....

Postcode.....

If the applicant is a Partnership or a Limited Company the full names and addresses of **all** partners or directors and secretary (use additional sheet if required)

Surname of partner / director.....

Forename of partner / director.....

Address.....

Town/City.....

Postcode.....

Do you have a right to work or stay in the UK?

Surname of partner / director.....

Forename of partner / director.....

Address.....

Town/City.....

Postcode.....

Do you have a right to work or stay in the UK?

Have any of the above named Individuals been or are they currently the director or secretary of any other Ltd Company?

YES/NO

If you have answered YES to the previous (above) question you, as the applicant, must provide the following information for each of the companies on a separate, company headed letter:

- i) Name of the individual and their position at the company;
- ii) Name of the company, the Companies House number and the address of the registered office;
- iii) Trade or business activities carried on by each company;
- iv) Previsions applications made by each company for an operator’s licence, to this council or any other council;
- v) Any revocation or suspension of any operator’s licence, to this council or any other council previously held by this or any other company;
- vi) All convictions in relations to any offence recorded against any individual or company.

Has any person above ever applied for an operator's licence before, to this Council or any other Council? **If Yes give full details in notes (Page 8)**

YES/NO

Does any person above hold any of the following - private hire driver's licence, private hire vehicle licence, hackney carriage driver's licence or hackney carriage vehicle (proprietor's) licence - issued by this Council or any other Council. If so, give full details including the Council name, badge numbers, date of grant and expiry. **If Yes give full details in notes. (Page 9)**

YES/NO

Has any person above ever been refused a private hire driver's licence, private hire vehicle licence, private hire operator's licence or had any such licence suspended or revoked?
If Yes give full details in notes. (Page 10)

YES/NO

If you have answered **Yes** to any questions on pages 2 & 3 of this application. Please state what trade, business or profession has each person named above been involved in over 5 years prior to applying for this licence and where? **(Please give full details in notes) (Page 11)**

If you have answered "Yes" to any questions on pages **2 & 3** of this application form – **YOU MUST** complete the relevant additional notes sheet relating to the relevant question at the end of this application form on pages **8, 9, 10 & 11**

- **It is a requirement that the licensing department are notified in writing/e-mail of any change of director/s or partner/s in a company or partnership and that a Basic DBS is undertaken for these new individuals.** *(The basic disclosure certificate issue date should be no older than 1 month from when the licensing department have been notified of any change in directors or partners).*

PRIVATE HIRE FIRM & OFFICE BASE INFORMATION

NAME OF PRIVATE HIRE FIRM

ADDRESS OPERATING FROM

.....
.....

TELEPHONE NUMBER(S) OF FIRM

.....

TYPE OF BOOKING SYSTEM BEING USED BY FIRM

.....

IS THE PRIVATE HIRE FIRM REGISTERED ON COMPANIES HOUSE? **YES / NO**

HAS PLANNING PERMISSION BEEN GRANTED FOR THE ABOVE PREMISES?.....

Planning permission may be required for the use of the premises for the operation of Private Hire Vehicles and it is in the applicant's interest to clarify the position with the Planning Department at Town Hall, Burton upon Trent, Staffordshire, DE14 2EB (Telephone: Burton 508000) before proceeding with this application.

YOU MUST GIVE DETAILS OF ALL VEHICLES TO BE LICENSED TO THE PRIVATE HIRE FIRM ABOVE:

VEHICLE REG	VEHICLE MAKE	VEHICLE MODEL	ESBC PLATE NUMBER	VEHICLE PROPRIETOR

YOU MUST GIVE DETAILS OF ALL DRIVERS WORKING FOR THE PRIVATE HIRE FIRM ABOVE:

DRIVER NAME	DRIVER ADDRESS	ESBC BADGE NUMBER		

YOU MUST GIVE DETAILS OF ALL OFFICE / BOOKING / DISPATCH STAFF WORKING FOR THE PRIVATE HIRE FIRM ABOVE:

NAME	ADDRESS	DATE OF BIRTH	BASIC DBS	

- Operators are required to evidence that a Basic DBS has been completed on all of their current OFFICE / BOOKING / DISPATCH STAFF working for them. – NOTE – This will also be a requirement for NEW OFFICE / BOOKING / DISPATCH STAFF who start work in the firm after the Operator Licence has been issued and while the Licence remains in force.

(DBS Certificates must be dated no later than 1 month from when an individual started working for the firm)

- The Operator will also need to provide their policy on employing ex-offenders in the role of OFFICE / BOOKING / DISPATCH STAFF
- Private hire vehicle operators have a duty under data protection legislation to protect the information they record. The Information Commissioner’s Office provides comprehensive on-line guidance on registering as a data controller and how to meet their obligations.

Please Note: The Audit Commission currently requires us to participate in its anti-fraud initiative.

This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

General Data Protection Regulation/ Data Protection Act 2018

How is your information used?

We collect information to assess your suitability and fitness to be issued with a hackney carriage licence and to assist us in managing your licence. We may also use your contact details in the event that we need to contact you in relation to your licence(s).

Who has access to your information?

Information is shared with other regulatory and enforcement authorities including, but not limited to, other Council services; Councillors; the Police; HM Revenues and Custom; Home Office Immigration; Cabinet Office; National Anti-Fraud Network; NHS services, and other local authorities when allowed to by law for the purposes of the administration and enforcement of authorisations, and for the purposes of the prevention and detection of crime, public safety, public health, protection of the environment and prevention of fraud.

Certain information about licences (including in particular your name and the address of any premises to which a licence applies) may be published on a public register on our website when we are required to by law. Licences that have to be determined by our Councillors will be published in exempt minutes on our website.

For further information about how your personal information will be used, please visit www.eaststaffsbc.gov.uk where you can see a full copy of our privacy notice. Alternatively you can request a hard copy from licensing@eaststaffsbc.gov.uk

DECLARATION OF APPLICANT

Please note that any information, which you give in connection with your application, may be disclosed by the Council to the Police, The Audit commission, The Department of Social Security or any other law enforcing authority, or authority levying taxation, subject to the provisions of Data Protection Legislation.

I **hereby declare** that the information given in this form is true, complete and correct and that I have no objection to and hereby authorise the Council to make such enquiries as may be necessary to check the truth of that information.

I **hereby declare** that I have the 'right to remain and work in the UK' and have 'EU Settlement' were necessary'.

Tax Registration Checks - From 4 April 2022 Licensing Authorities must carry out checks on applications from individuals, companies and any type of partnership to make sure they are aware of their tax responsibilities or have completed a tax check.

I **hereby declare** I have completed a tax registration check.

I **hereby undertake** to accept full responsibility for the business.

I **undertake** to observe and perform all conditions and provisions of the Local Government (Miscellaneous Provisions) Act 1976, the Public Health Act 1875 and the Town Police Clauses Act 1847 relating to this application. I also understand that if I infringe or do not comply with any of the conditions or the disclosures above are found to be inaccurate or untrue, I may be liable to legal proceedings being taken against me and the Licence may be revoked or not renewed by the Council.

Applicants are advised that to make, knowingly or recklessly, a false statement or omit any information from this application is a criminal offence

Signature:..... **Date:**

❖ *NB: Hackney Carriage and Private Hire Licensing Policy is subject to change at short notice due to implementation of new legislation from Central Government, i.e. Department for Transport.*
www.eaststaffsbc.gov.uk/taxis-and-private-hire

Legislation changes may override the Policy with immediate effect and will be updated in due course.

INFORMATION FOR APPLICANTS

When you have completed this application form please return it in person and ask to speak to a Licensing Officer. With your application you will need to provide the information/documents indicated.

DOCUMENTS REQUIRED

**OFFICE
USE ONLY**

- Licence Fee – New or Renewal Application **£452.00 (5 Yearly)**
- If new application satisfactory evidence containing a photograph (e.g. passport)
- Your driving licence showing your correct home address
- Proof of Public Liability Insurance and Employer Liability- (if you employ drivers/office staff)
- If you are not a current licensed driver with ESBC you need to provide a Basic Disclosure (**Date of issue on Basic Disclosure cannot be older than 1 month**)
(Please see enclosed leaflet for more details)
- Proof of Basic Disclosure Provided for **ALL OFFICE / BOOKING / DISPATCH STAFF**
- Proof of Employing Ex-Offenders Policy
- Registered as a Data Controller with the Commissioner’s Office (GDPR)
- Passport and/or Residence Permit (EU Settlement)
- Proof of Tax Registration (from 04/04/2022)

PLEASE NOTE if you are currently licensed as either a Private Hire or Hackney Carriage Driver with ESBC you do not need to produce a Basic DBS.

It is no longer necessary for you to produce a photograph as a member of the Licensing team can now take your picture when you submit your application, however if you wish you can still produce your own passport size photograph.

Documents accepted by: Date: Time: Receipt No: Amount Paid £ <div style="text-align: center;">Debit Card/Credit Card/Cheque</div>	Original documents returned I certify that I have had my documents returned Signed
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Additional Notes Sheet - Company Details- Response to Question

“Has any person above ever applied for an operator’s licence before, to this Council or any other Council?”

If Yes give full details in notes

Additional Notes Sheet - Company Details- Response to Question

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Additional Notes Sheet - Company Details- Response to Question

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Additional Notes Sheet - Company Details- Response to Question

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Please give full details in notes