

EAST STAFFORDSHIRE BOROUGH COUNCIL

Town Hall  
King Edward Place  
Burton upon Trent  
Staffordshire  
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.

\* Please delete where applicable.

SURNAME ..... FORENAME(S) .....

HOME ADDRESS .....

DATE OF BIRTH ..... AGE .....

DAYTIME TELEPHONE NUMBER ..... MOBILE .....

**GIVE DETAILS OF ALL YOUR CONVICTIONS NO MATTER HOW OLD, OFFENCES WAITING TO BE HEARD IN COURT AND RECENT FIXED PENALTIES**

(If you have **NO** previous convictions, offences waiting to be heard in Court or recent fixed penalties, please write "**NONE**" in each of the corresponding sections below).

**FAILURE TO COMPLETE THIS SECTION CORRECTLY COULD RESULT IN YOUR APPLICATION BEING REFUSED**

	DATE	OFFENCES CONVICTIONS	SENTENCE	FINE	OFFICER (admin)	Officer
OFFENCES ON DRIVING LICENCE						
COURT CONVICTIONS						
OFFENCES AWAITING COURT HEARING						

**HAVE YOU BEEN GIVEN A FIXED PENALTY TICKET FOR ANY TRAFFIC OFFENCE WHICH IS NOT SHOWN ON YOUR DRIVING LICENCE?**

YES/NO ..... (If YES, give details) .....

**IMPORTANT:** If any person knowingly or recklessly makes a false statement or omits any material particular in giving information under this section, or from any document submitted with this application he or she shall be guilty of an offence punishable upon conviction by a fine of up to £400.

**HAVE YOU PREVIOUSLY HELD A PRIVATE HIRE OPERATORS LICENCE?**

**YES/NO** ..... If **YES**, licensed by which local authority? .....

**DATE ISSUED** ..... **DATE EXPIRED** .....

**HAVE YOU EVER BEEN REFUSED A PRIVATE HIRE OPERATOR'S LICENCE?**

**YES/NO** ..... (If **YES**, give details) **DATE LICENCE REFUSED** .....

**REFUSED BY WHICH LOCAL AUTHORITY?** .....

**HAVE YOU EVER HELD A PRIVATE HIRE OPERATOR'S LICENCE WHICH HAS BEEN REVOKED?**

**YES/NO** ..... (If **YES**, give details) **DATE LICENCE REVOKED** .....

**REVOKED BY WHICH LOCAL AUTHORITY?** .....

**NAME OF PRIVATE HIRE FIRM** .....

**ADDRESS OPERATING FROM** .....

**TELEPHONE NUMBER(S) OF FIRM** .....

**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:**


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

.....  
.....  
.....  
.....  
.....

**ANY OFFICES OF DIRECTOR OR SECRETARY OF A COMPANY CURRENTLY OR PREVIOUSLY HELD BY THE APPLICANT?**

YES/NO .....

**ANY CONVICTIONS RECORDED AGAINST THAT COMPANY AT ANY RELEVANT TIME?**

YES/NO ..... (If YES, give details)

DATE	COURT	OFFENCE/CONVICTION	SENTENCE	FINE	OFFICER (admin)

**GIVE DETAILS OF ANY TRADE OR BUSINESS ACTIVITIES CARRIED ON BY THAT COMPANY**

.....

**ANY PREVIOUS APPLICATION MADE BY THAT COMPANY FOR AN OPERATOR'S LICENCE?**

YES/NO .....

**ANY REVOCATION OF AN OPERATOR'S LICENCE PREVIOUSLY HELD BY THAT COMPANY?**

YES/NO ..... (If YES, give details) **DATE LICENCE REVOKED** .....

**REVOKED BY WHICH LOCAL AUTHORITY?** .....

**ANY SUSPENSION OF AN OPERATOR'S LICENCE?**

YES/NO ..... (If YES, give details) **DATE LICENCE SUSPENDED** .....

**SUSPENDED BY WHICH LOCAL AUTHORITY?** .....

**IS THE APPLICANT A COMPANY?**

YES/NO .....

**IF YES, PLEASE GIVE DETAILS OF DIRECTOR AND SECRETARY**

**DIRECTOR'S NAME** .....

**DIRECTOR'S ADDRESS** .....

.....

**SECRETARY'S NAME** .....

**SECRETARY'S ADDRESS** .....

.....

**GIVE DETAILS OF ANY CONVICTIONS NO MATTER HOW OLD, OFFENCES WAITING TO BE HEARD IN COURT AND RECENT FIXED PENALTIES RECORDED AGAINST A DIRECTOR OR SECRETARY OF THAT COMPANY**

(If neither Director nor Secretary have **NO** convictions, offences waiting to be heard in Court or fixed penalties please write "**NONE**" in each of the corresponding sections below.)

(i) **DIRECTOR**

	DATE	OFFENCES/CONVICTIONS	SENTENCE	FINE	OFFICER (admin)
OFFENCES ON DRIVING LICENCE					
COURT CONVICTIONS					
OFFENCES AWAITING COURT HEARING					

**HAVE YOU BEEN GIVEN A FIXED PENALTY TICKET FOR ANY TRAFFIC OFFENCE WHICH IS NOT SHOWN ON YOUR DRIVING LICENCE?**

**YES/NO** ..... (If **YES**, give details) .....

	DATE	OFFENCES/CONVICTIONS	SENTENCE	FINE	OFFICER (admin)
OFFENCES ON DRIVING LICENCE					
COURT CONVICTIONS					
OFFENCES AWAITING COURT HEARING					

**SECRETARY**

**HAVE YOU BEEN GIVEN A FIXED PENALTY TICKET FOR ANY TRAFFIC OFFENCE WHICH IS NOT SHOWN ON YOUR DRIVING LICENCE?**

**YES/NO** ..... (If **YES**, give details) .....

**IMPORTANT:** If any person knowingly or recklessly makes a false statement or omits any material particular in giving information under this section, or from any document submitted with this application he or she shall be guilty of an offence punishable upon conviction by a fine of up to £400.

**GIVE DETAILS OF ANY TRADE OR BUSINESS ACTIVITIES CARRIED ON BY SUCH DIRECTOR OR SECRETARY**

**DIRECTOR** ..... **SECRETARY** .....

**ANY PREVIOUS APPLICATION MADE BY SUCH DIRECTOR OR SECRETARY FOR AN OPERATOR'S LICENCE?**

**DIRECTOR: YES/NO** .....

**SECRETARY: YES/NO** .....

**ANY REVOCATION OF AN OPERATOR'S LICENCE PREVIOUSLY HELD BY SUCH DIRECTOR OR SECRETARY?**

**DIRECTOR: YES/NO** ..... (If **YES**, give details) **DATE LICENCE REVOKED** .....

**REVOKED BY WHICH LOCAL AUTHORITY?** .....

**SECRETARY: YES/NO** ..... (If **YES**, give details) **DATE LICENCE REVOKED** .....

**REVOKED BY WHICH LOCAL AUTHORITY?** .....

**ANY SUSPENSION OF AN OPERATOR'S LICENCE PREVIOUSLY HELD BY SUCH DIRECTOR OR SECRETARY?**

**DIRECTOR: YES/NO** ..... (If **YES**, give details) **DATE LICENCE SUSPENDED** .....

**SUSPENDED BY WHICH LOCAL AUTHORITY?**.....

**SECRETARY: YES/NO** ..... (If **YES**, give details) **DATE LICENCE SUSPENDED** .....

**SUSPENDED BY WHICH LOCAL AUTHORITY?** .....

**DO YOU PROPOSE TO OPERATE THE VEHICLE IN PARTNERSHIP WITH ANY OTHER PERSON?**

**YES/NO** .....

**IF YES, PLEASE GIVE DETAILS OF PARTNER**

**NAME** .....

**ADDRESS** .....

**DATE OF BIRTH** ..... **AGE** ..... **DAYTIME TELEPHONE NUMBER** .....

**GIVE DETAILS OF ALL CONVICTIONS NO MATTER HOW OLD, OFFENCES WAITING TO BE HEARD IN COURT AND RECENT FIXED PENALTIES RECORDED AGAINST THAT PARTNER**

(If the Partner has **NO** convictions, offences waiting to be heard in Court or recent fixed penalties please write "**NONE**" in each of the corresponding sections below.)

	DATE	OFFENCES/CONVICTIONS	SENTENCE	FINE	OFFICER (admin)
OFFENCES ON DRIVING LICENCE					
COURT CONVICTIONS					
OFFENCES AWAITING COURT HEARING					

**HAVE YOU BEEN GIVEN A FIXED PENALTY TICKET FOR ANY TRAFFIC OFFENCE WHICH IS NOT SHOWN ON YOUR DRIVING LICENCE?**

YES/NO ..... (If YES, give details) .....

.....

**IMPORTANT:** If any person knowingly or recklessly makes a false statement or omits any material particular in giving information under this section, or from any document submitted with this application he or she shall be guilty of an offence punishable upon conviction by a fine of up to £400.

**GIVE DETAILS OF ANY TRADE OR BUSINESS ACTIVITIES CARRIED ON BY THAT PARTNER**

.....

**ANY PREVIOUS APPLICATION MADE BY THAT PARTNER FOR AN OPERATOR'S LICENCE?**

YES/NO .....

**ANY REVOCATION OF AN OPERATOR'S LICENCE PREVIOUSLY HELD BY THAT PARTNER?**

YES/NO ..... (If YES, give details) DATE LICENCE REVOKED .....

REVOKED BY WHICH LOCAL AUTHORITY? .....

**ANY SUSPENSION OF AN OPERATOR'S LICENCE PREVIOUSLY HELD BY THAT PARTNER?**

YES/NO ..... (If YES, give details) DATE LICENCE SUSPENDED .....

SUSPENDED BY WHICH LOCAL AUTHORITY? .....

**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.

**DECLARATION OF PERSON APPLYING TO BECOME AN OPERATOR**

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 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 relating to this application. I also understand that if I infringe or do not comply with any of the conditions or provisions in the Act subject to which the Licence is to be held, or if any of 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.

**SIGNATURE OF APPLICANT** ..... **DATE** .....

**INFORMATION FOR APPLICANTS**

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

<b>REQUIRED</b>		<b>FOR OFFICE USE ONLY</b>
<input type="checkbox"/>	Licence Fee – New or Renewal Application <b>£452.00 (5 Yearly)</b>	<input type="checkbox"/>
<input type="checkbox"/>	If new application satisfactory evidence containing a photograph (eg passport)	<input type="checkbox"/>
<input type="checkbox"/>	Your driving licence showing your correct home address	<input type="checkbox"/>
<input type="checkbox"/>	Proof of Public Liability Insurance	<input type="checkbox"/>
<input type="checkbox"/>	If you are not a current driver information to complete a Criminal Records disclosure <b>(Please see enclosed leaflet for more details)</b>	<input type="checkbox"/>

**PLEASE NOTE** if you are currently licensed as either a Private Hire or Hackney Carriage Driver you do not need to produce a Criminal Record Search

**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 £  
                    Debit Card/Credit Card/Cheque

Original documents returned

I certify that I have had my documents returned

Signed .....