

**EAST STAFFORDSHIRE BOROUGH COUNCIL**  
Town Hall, King Edward Place, Burton upon Trent, Staffordshire, DE14 2EB

**APPLICATION FOR A PRIVATE HIRE VEHICLE LICENCE**

NEW

RENEWAL

In accordance with the appropriate provisions of the Local Government (Miscellaneous Provisions) Act 1976, I **HEREBY APPLY** for a Private Hire Vehicle Licence.

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)**

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

**HOME ADDRESS** .....

.....

**DATE OF BIRTH** ..... **TELEPHONE NUMBER** .....

**VEHICLE REGISTRATION NUMBER** .....

**MAKE AND MODEL OF VEHICLE** .....

**CHASSIS NUMBER** .....

**YEAR OF MANUFACTURE** ..... **COLOUR OF VEHICLE** ..... **C.C.** .....

**HAS THE VEHICLE BEEN SUBJECT TO ANY MODIFICATIONS I.E: TINTED WINDOWS? YES/NO**

**IF YES PLEASE STATE** .....

**HOW LONG HAVE YOU OWNED THE VEHICLE** .....

**NAME OF INSURANCE COMPANY** .....

**NAME OF INSURANCE BROKERS** .....

**NAME OF ALL PERSONS AUTHORISED TO DRIVE THE ABOVE VEHICLE**

.....

**NAME OF PRIVATE HIRE FIRM FOR WHICH VEHICLE IS TO BE USED** .....

**SIGNATURE OF OPERATOR OF ABOVE FIRM** .....

**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.....

Surname of partner / director.....

Forename of partner / director.....

Address.....

Town/City.....

Postcode.....

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 10)**

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 11)**

YES/NO .....

Has any person above ever been **refused** 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 12)**

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 13)**

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 **10, 11, 12 & 13**

- **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).*

If you are a Licensed Driver with East Staffordshire Borough Council then please declare any driving offences. **If none, you must insert the word 'NONE'.**

|  | DATE | OFFENCES<br>CONVICTIONS | COURT | PENALTY | OFFICER  |
|--|------|-------------------------|-------|---------|--|
| <b>OFFENCES ON<br/>DRIVING<br/>LICENCE</b> |      |                         |       |         | Details:<br><br>Date D/L<br>checked:<br><br>Officer<br>Initials: |

**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) .....

**Criminality Checks for Vehicle Proprietors**

- If you are **solely** a Vehicle Proprietor with East Staffordshire Borough Council then you are required to undertake a Basic DBS check. *(The basic disclosure certificate issue date should be no older than 1 month from date of Private Hire Vehicle Application submission).*
- If applying as a Company or Partnership then all named Directors/Partners will be required to undertake a basic DBS check. *(The basic disclosure certificate issue date should be no older than 1 month from date of Private Hire Vehicle Application submission).*
- A Basic DBS check will be undertaken on a yearly basis either through the DBS Update Service or a new basic DBS certificate being generated
- If you are already a Licensed Driver with East Staffordshire Borough Council then a basic disclosure is **NOT** required

**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](http://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](mailto:licensing@eaststaffsbc.gov.uk)

**DECLARATION OF APPLICANT**

***The Council will not licence any new vehicle that since the date of first registration has been recorded by the DVLA as having sustained structural damage from a road traffic accident rendering it beyond economical repair, Category S ONLY (an insurance ‘write off’). This information can be found in the special notes of the V5 registration certificate. Upon renewal Category S write off vehicles will no longer be licensed.***

**I CONFIRM THE VEHICLE HAS NOT BEEN INVOLVED IN AN ACCIDENT AS PER THE ABOVE PARAGRAPH.**

*\*As per the policy you have 30 days to provide the full V5 Registration Document in your name. Should any discrepancies be found then this Local Authority have the authority to Suspend/Cancel the vehicle licence.*

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’.

**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 OF APPLICANT ..... 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](http://www.eaststaffsbc.gov.uk/taxis-and-private-hire)*

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

**\*\*\*\*\*ALL VEHICLES REQUIRE AN INSPECTION UPON APPLICATION\*\*\*\*\***

**GUIDANCE NOTES TO APPLICANTS**

**For renewal vehicles new plates will not be issued until the expired ones are returned.**

Before a Licence is issued to the applicant, the Licensing Authority must be satisfied as to the suitability, design, appearance, safety, comfort and mechanical condition of the vehicle.

- a) no vehicle over 7 years of age will be licensed for Private Hire purposes;
- b) all vehicles in excess of 3 years old must be tested on behalf of the Council every six months;
- c) all vehicles must have a minimum engine capacity of 1200 cc;

- d) all vehicles must have a minimum length of rear seat of 122cm in order to accommodate 3 adult passengers comfortably. Vehicles that do not comply with this requirement will only be licensed to carry 3 passengers instead of 4.

You should also note that all Private Hire vehicles **WILL** display an identification door panel on both front doors centrally where practicable giving the name of the Council including the crest and the name and telephone number of the Operator's firm and the words "advance bookings only". The acceptable size for the door panels is 35cm by 25cm. A template will be provided to all proprietors on submission of an application for a vehicle licence.

The Council also requires all Private Hire vehicles to display a green front and a rear plate giving the name of the Council, vehicle details, Licence Number and the maximum number of passengers.

### **Licence Plate / Panel Exemption**

Should you require exemption from displaying the licence plates / door panels on this vehicle then you will also need to submit a request in writing with the fee of £5.00 for the internal plates.

We will require the following details:

Letter from person/firm detailing reasons for the exemption (type of work to be carried out) and duration of the exemption

For Novelty Vehicle applications, i.e. de-commissioned emergency service vehicles or limousines then there will be no cost for the internal plate.

### **Testing Stations**

The Council has 6 approved testing stations and 1 for limousines and novelty vehicles only.

Alan's Test Centre, Unit 1/2 HCM Industrial Estate, Wetmore Road, Burton upon Trent, DE14 1QR  
Tel: 01283 510272

M & P Testing, Unit 12 Anderstaff Industrial Estate, Hawkins Lane, Burton upon Trent, DE14 1QH  
Tel: 01283 540558

BPS Commercial Ltd, Unit 25, Bramshall Industrial Estate, Bramshall, Uttoxeter ST14 8TD  
Tel: 01889 560100

Albions Test Centre, Unit 4, Maltings Industrial Estate, Derby Road, Burton upon Trent, DE14 1RN  
Tel: 01283 546075

Riverside Car Servicing, Unit 2, Nicolson Way (Off Wellington Road), Burton upon Trent, DE14 2AW  
Tel. 01283 567899

HIQ Burton, Unit 4 Crown Industrial Estate, Anglesey Road, Burton upon Trent, DE14 3NX  
Tel: 01283 561931

Limousine and Novelty vehicles only  
Jeffrey's Haulage, Swadlincote Road, Swadlincote, DE11 8DD  
Tel: 01283 817316

**This application must be returned to the Licensing Team, Town Hall, King Edward Place, Burton upon Trent, DE14 2EB together with the following:**

**Please note - The application form and all the necessary documents listed below must be in the name of the applicant (licence holder).**

1. If applying as a Company or Partnership then all relevant basic DBS check certificates need to be seen on date of application submission and should be dated no later than 1 month from date of this application submission.
2. Registration Document for the vehicle with correct name and address;  
**Novelty vehicles/limousines only** must produce full log book on application.
3. Current Certificate of Compliance;
4. Valid Certificate of Insurance or Cover Note;
5. The applicant's current Driving Licence with correct home address;
6. Fee of £164.00 for the Licence and Plate;
7. Letters / confirmation of contracts for Plate/Panel Exemption (if required).
8. Fee of £5.00 will be required for the internal plates. (Not payable for novelty vehicle applications)

**IF YOU ARE HAVING PROBLEMS COMPLETING THIS APPLICATION FORM, PLEASE CONTACT THE LICENSING OFFICE ON TELEPHONE: (01283) 508585/508310/508692/508505 AND A MEMBER OF THE LICENSING STAFF WILL BE PLEASED TO HELP YOU.**



**FOR OFFICE USE ONLY**

Document:

- Basic Disclosure/s
- Vehicle inspection
- Registration Document/V5
- MOT/Road Tax check -  
.GOV/ Vehicle smart
- Certificate of Compliance
- Insurance Document
- Driving Licence check
- Fee
- Plate Exemption Letter/Fee  
(If applicable)
  
- Passport and/or  
Residence Permit (EU Settlement)

**DOCUMENTS ACCEPTED BY .....**

**DATE ..... TIME .....**

Receipt No.

Amount    £        .        p

Debit Card/Credit Card/Cheque

**I CERTIFY THAT I HAVE HAD MY  
ORIGINAL DOCUMENTS RETURNED**

Signature .....

Date .....

**For Renewal Vehicle Inspection only:**

- |                          |                                     |
|--------------------------|-------------------------------------|
| <input type="checkbox"/> | Bodywork/ Paintwork                 |
| <input type="checkbox"/> | Windows (Tinted)                    |
| <input type="checkbox"/> | Cleanliness/Condition of upholstery |
| <input type="checkbox"/> | Fire Extinguisher/First Aid Kit     |

**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**

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.**

**Additional Notes Sheet - Company Details- Response to Question**

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**

**Additional Notes Sheet - Company Details- Response to Question**

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**