



**APPLICATION FOR A
PRIVATE HIRE OPERATOR'S
LICENSE**

Information contained in this form
may be passed to other
Departments of the Council

FOR OFFICIAL USE ONLY

Date of Application			Basic Disclosure Check	
Licence Fee 1yr / 5yr	£	£	Right to Work Check	
Fee Date / Ref:			Op. Base Contract Doc.	
Licence Issue No.			From	To

**APPLICANTS ARE REQUIRED TO PROVIDE ALL DOCUMENTATION AND PAYMENTS IN
ACCORDANCE WITH THE ENCLOSED PROCESS GUIDANCE**

Applicant Details

Name

Address

Telephone Number

Email

Company Details

Trading Name

Registered Office Address

Telephone Number

Email

Directors/Partners in Company – Continue on a separate sheet if required

Name

Address

Name

Address

Name

Address

Are you eligible to work in the UK?

Yes

No

Please see the Process Guidance Document for details of eligible documentation required

Convictions

Have you, the company, your partners or directors any convictions, which are not spent?

Yes No

If Yes, please provide details

DECLARE ONLY THOSE CONVICTIONS WHICH OCCURRED DURING THE LAST 5 YEARS AND WHICH ARE NOT SPENT IN RESPECT OF THE REHABILITATION OF OFFENDERS ACT 1974

Have you, the company, your partners or directors previously held any Taxi or Private Hire Licences? Yes No

If Yes, when and which Local Authority issued the licence(s)?

Have you, the company, your partners or directors ever had an application for a licence refused by any other Local Authority? Yes No

If yes, please give details of Local Authority and reason for refusal:

Has any previously held Taxi or Private Hire Licence been:

Suspended Yes No

Revoked Yes No

If yes for either suspended or revoked please give details of Local Authority and reason;

Operating Office Details

Address

Telephone Number(s) and Number of Lines for Public Bookings

Do you have a Waiting Room at the premises? Yes No

If Yes, what Hours is the Waiting Room open to the Public?

Do you have Public Liability Insurance in force for these Premises? Yes No

Do you have Planning Consent to operate a business from these premises?
Yes No

How many hire vehicles do you intend to operate?

Has Planning Permission been granted for the above premises? Yes No

Vehicle Details

Private Hire Licence Numbers	Name of Proprietors

Will these vehicles operate from the Office given above? Yes No

If No, please specify alternate Operating Base

Maintenance

What is your inspection protocol?
Vehicles are inspected at periods of _____ miles and/or _____ months

Will you or your staff carry out inspections? Yes No

Where will these inspections take place?

If the maintenance work relating to your vehicles is not to be carried out by you or your staff, on your premises, please enclose copy(s) of agreement between yourself and your agents indicating type of work, periods of time (where applicable), estimated cost of work and showing a firm promise of intent to abide by the agreement as inspected by this authority.

Finance

During the last three years:

Have you, or any of your partners/directors, been made bankrupt? Yes No

Have you, or your partners/directors, been involved with a company which has gone into insolvency? Yes No

Have you, or any of your directors, been disqualified from acting as a director or taking part in the management of a company?

Yes No

If you have answered YES to any of these statements, please give further information on a separate sheet

Please attach details to show you have sufficient financial resources to maintain a suitable operating centre.

You should provide evidence to support your application such as: Bank Statements of assets in respect of references/Accountant certificate or (if already in business) audited accounts.

HMRC Tax Check Code: (please enter your 9 digit Tax Check Code here);

For more information, go to <https://www.staffs Moorlands.gov.uk/article/464/Private-hire-operators-licence>

Declaration of Intent

I declare that to the best of my knowledge and belief that the answers given above are true. If a licence is granted I undertake to comply with the general law and the Council's conditions attached to the licence.

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. As part of these checks we will also need to retain a copy of your Basic Disclosure for the term of your licence.

Your right to work in the UK will be checked as part of your licensing application, this could include the licensing authority checking your immigration status with the Home Office. You must therefore provide a document or document combination that is stipulated as being suitable for this check. The list of documents is set out in our guidance. You must bring the original document(s), such as a passport or biometric residence permit as indicated in our published guidance, so that the check can take place. The document(s) will be copied and the copy retained by the licensing authority. The original document will be returned to you.

If there are restrictions on the length of time you may work in the UK, your licence will not be issued for any longer than this period. In such circumstances, the check will be repeated each time you apply to renew or extend your licence. If, during this period, you are disqualified from holding a licence because you have not complied with the UK's immigration laws, your licence will lapse and you must return it to the licensing authority, failure to do so is a criminal offence.

APPLICANTS ARE ADVISED THAT TO KNOWINGLY MAKE A FALSE STATEMENT IS A CRIMINAL OFFENCE PUNISHABLE ON CONVICTION BY A FINE.

Signed	Date
Print Name	Position in Business

SMDC Privacy Policy- How we use your data

I have read the Council's Privacy Policy for applicants at <https://www.staffsmoorlands.gov.uk/YourData> and I understand how the Licensing Service will process my personal data and the options available to me for submitting an application.

Name:

Date:

Signature:.....