

PRIVATE HIRE OPERATOR'S LICENCE APPLICATION FORM

STATE LENGTH OF LICENCE (1 – 5 years)

Office use only

Licence No:

Expiry Date:

- PLEASE READ THE WHOLE FORM AND ENCLOSED CONDITIONS BEFORE COMPLETING. A CHECK LIST AT THE REAR OF THE FORM MAY BE OF ASSISTANCE.
- COMPLETE THIS FORM IN YOUR OWN HANDWRITING IN BLOCK CAPITALS AFTER READING THE ATTACHED CONDITIONS.
- PLEASE NOTE THAT IT IS AN CRIMINAL OFFENCE TO GIVE FALSE INFORMATION

I/We apply to North West Leicestershire District Council to grant, subject to the provisions of the Local Government (Miscellaneous Provisions) Act 1976, a licence to operate Private Hire Vehicles.

Section 1 is to be completed if the application is being made by an individual, a partnership or other unincorporated organisation.

Go to section 2 if the application is being made by a Limited Company

1. YOUR DETAILS

- 1a** Surname of First Applicant (Mr, Mrs, Miss, Ms)
 Other Names (in Full)
 Home Address
 Post Code
 Date of Birth Tel No.....
 Present Occupation
 Full names, addresses, dates of birth and trade or business of other applicants (if applicable)
 1.
 2.
 3.
- 1b** Have any of the applicants previously made an application for an operator's licence to this or any other Council?
YES / NO
 If YES, please give details
- 1c** Has any application for an operator's licence been refused or has a previous licence been suspended or revoked?
YES / NO
 If YES, please give details
- 1d** Have any of the applicants any private hire or hackney carriage licences (drivers or vehicle) with this Council?
YES / NO
 If YES, please give details.....

Now proceed to Section 3

Office use only: Grant

Date

This section is to be completed if the application is being made by a Limited Company

2. THE COMPANY DETAILS

2a	Name / Trading Name of Company..... Address of Registered Office..... Post Code..... Telephone Number.....Company Registration Number.....
2b	Name of Person Responsible for the Operational Management of PH Business Address..... Post Code..... Telephone Number.....
2c	Name Of Company Secretary (if different from above)..... Address..... Post Code..... Telephone Number.....
2d	Names and Addresses of all Company Directors 1..... 2..... 3.....
2e	Please state the trade or business carried on by the Company prior to this application
2f	Have any of the applicants previously made an application for an operator's licence to this or any other Council? YES / NO If YES, please give details.....
2g	Has any application for an operator's licence been refused or has a previous licence been suspended or revoked? YES / NO If YES, please give details
2h	Have any of the applicants any private hire or hackney carriage licences (drivers or vehicle) with this Council? YES / NO If YES, please give details..... Now proceed to Section 3

<p>3.</p>	<p>DETAILS OF PREMISES</p> <p>Address from which proposed private hire business will be operated</p> <p>.....</p> <p>Post Code Telephone No</p> <hr/> <p>Trade Name of proposed private hire business</p> <p>Is there current planning permission in respect of the use of this address for a Private Hire Operator's business? YES / NO</p> <p>If YES, please provide a copy of the planning permission.</p> <p>If NO, when will the application be made?.....</p> <p>How many private hire vehicles do you intend to operate if a licence is granted?</p> <p>How many drivers do you intend to employ? (this includes part time drivers, self employed drivers, owner/drivers etc.) </p>
<p>4.</p>	<p>CONVICTIONS</p> <p>Have you, any other applicants, your company, your company Secretary or any of your Company's Directors been arrested, cautioned, convicted for any criminal or motoring offence or subject of an Anti-Social Behaviour Order(ASBO)? YES / NO</p> <p>If the answer is YES please supply, on a separate piece of paper, details of all arrests, convictions or ASBOs.</p>
<p>5.</p>	<p>DECLARATION</p> <p>WARNING: Applicants are liable to prosecution if they knowingly make a false statement to obtain a private hire operator's licence, or do not give details of current endorsements or convictions of offences including motoring offences. So is any other person who knowingly makes a false statement to help obtain one.</p> <p>I / WE DECLARE that I / we have checked the answers given in this application, and that to the best of my / our knowledge and belief they are correct.</p> <p>I have read the Conditions of Licensing and I/we undertake, in the event of a licence being granted, to observe and perform such conditions. I / we further undertake to allow authorised officers of North West Leicestershire District Council access to the premises to determine the manner in which I / we propose to Operate Private Hire Vehicles from the premises.</p> <p>Signed Date</p> <p><i>(Applicant(s) or Director/Secretary of Company)</i></p> <p>Name in Capitals</p> <p>Signed Date</p> <p>Name in Capitals</p> <p>Signed Date</p> <p>Name in Capitals</p>

Application Check List

Please tick each box to show that you have enclosed the items which are required in support of your application:

Proof of right to work in UK – eg Passport, work permit etc. (Individuals only)

Fee enclosed

Operating base planning permission (if operating from a residential address)

Basic DBS Disclosure Certificate (unless licensed as hackney carriage or private hire driver with this authority)

If your business is part of a larger concern please supply a letter from a responsible person (company secretary) at your head office stating that you have authorisation to make this application.

Data Protection Acts 1984 and 1998

The Council has a statutory obligation to participate in the National Fraud Initiative which is run every two years by the Audit Commission.

With regard to the Data Protection Acts 1984 and 1998, the Council has a duty to protect the public funds it administers, and to this end may use the information that you have provided in respect of your licensing application and the data held within the authority for the prevention and detection of fraud. Where required, it may also share this information with other bodies administering public funds and other organisations solely for these purposes.