


<b>New</b>		
<b>Lic. No.</b>		
<b>Receipt No.</b>		
<b>Date</b>		
<b>Amount</b>		

## DRAFT – APPENDIX A

### Application for Private Hire Vehicle Operator’s Licence

*Please read guidance notes before completing*  
Complete in Block Capitals/Delete where appropriate

#### PART A - APPLICANT’S DETAILS

<b>Forename(s)</b>		<b>Last Name</b>		<b>Mr/Mrs/Ms/Miss</b>	
<b>Home Address</b>					
<b>Post Code:</b>					
<b>Home Telephone No.</b>				<b>Mobile Telephone No.</b>	
<b>Age:</b>		<b>Date of Birth:</b>		<b>National Insurance No.</b>	

#### PART B – PAST EMPLOYMENT DETAILS

<b>Employment History covering the last 5 years is required</b>		
<b>Period Employed (month/year only)</b>	<b>Name and Address of Employer</b>	<b>Position Held</b>

#### PART C - TRADING DETAILS

<b>Trading Name of your business (please list all trading names used)</b>	
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#### PART D - SOLE TRADERS ONLY

<b>Have you ever been a Director/Partner in the past?</b>	<b>YES/ NO</b>		
<b>If YES, have you or the company or the partnership ever been cautioned or convicted for any offence</b>			
<b>If YES, please provide detail below</b>			
	<b>Offence 1</b>	<b>Offence 2</b>	<b>Offence 3</b>

<b>Conviction/Caution Date</b>			
<b>Offence</b>			
<b>Sentence</b>			
<b>Incident date and Location</b>			
<b>Have you previously ever made an application for a Private Hire Operators licence?</b>	<b>YES/ NO</b>		
<b>If YES give name of the Licensing authority, date and result of application</b>			
<b>Have you ever had an application for a Private Hire Operators licence revoked or refused?</b>	<b>YES/NO</b>		
<b>If YES give details of the Licensing authority, date and reason for refusal.</b>			

**PART E - PARTNERSHIPS AND LIMITED COMPANIES ONLY**

<b>Registered Office Address of Limited Company</b>		
<b>Company Registration Number:</b>		
<b>If the applicant is a Partnership or Limited Company please complete full names and addresses of all partners, or directors and Company Secretary.</b>		
	<b>Director/Partner 1</b>	<b>Director/ Partner 2</b>
<b>Full Name</b>		
<b>Home Address</b>		
<b>Home Telephone No.</b>		
<b>Date of Birth</b>		
<b>Place of Birth</b>		
<b>Have you ever been a Director/Partner in the past?</b>	<b>YES/ NO</b>	<b>YES/ NO</b>
<b>If YES, have you or the company or partnership ever been cautioned or convicted for any offence</b>	<b>YES/ NO</b>	<b>YES/ NO</b>
<b>If YES, please give brief details</b>		
<b>Conviction/ Caution Date</b>		
<b>Offence</b>		
<b>Sentence/ Result</b>		
<b>Incident date and location</b>		

<b>Have you ever made an application for a Private Hire Operators licence to any local authority?</b>	<b>YES/ NO</b>	<b>YES/ NO</b>
<b>If YES give details of the Licensing authority, date and result of application</b>		
<b>Have you ever had an application for a Private Hire Operators licence refused?</b>	<b>YES/NO</b>	<b>YES/NO</b>
<b>If YES give details of the Licensing authority, date and reason for refusal.</b>		
	<b>Director/ Partner 3</b>	<b>Company Secretary</b>
<b>Full Name</b>		
<b>Home Address</b>		
<b>Home Telephone No.</b>		
<b>Date of Birth</b>		
<b>Place of Birth</b>		
<b>Have you ever been a Director/Partner in the past?</b>	<b>YES/ NO</b>	<b>YES/ NO</b>
<b>If YES, have you or the company or partnership ever been cautioned or convicted for any offence</b>	<b>YES/ NO</b>	<b>YES/ NO</b>
<b>If YES, please complete the section below</b>		
<b>Conviction/ Caution Date</b>		
<b>Offence</b>		
<b>Sentence/ Result</b>		
<b>Incident date and Location.</b>		
<b>Have you ever made an application for a Private Hire Operators licence to any local authority?</b>	<b>YES/ NO</b>	<b>YES/ NO</b>
<b>If YES give details of the Licensing authority, date and result of application</b>		
<b>Have you ever had an application for a Private Hire Operators licence refused?</b>	<b>YES/NO</b>	<b>YES/NO</b>

**PART F – OPERATING ADDRESS** (if different to A above)

Address of Premises from which you will operate	
Telephone No	
Fax No.	
E Mail address	

**PART G – OPERATING PREMISES**

Do you have Planning Permission to use the premises for your business	YES/NO
If YES, state Reference Number of permission and date granted	Ref No. Date
If NO, when will an application be made	

**PART H - PRIVATE HIRE VEHICLE DETAILS**

Number of vehicles to be operated from the Operating Address (Please provide additional vehicle details on a separate piece of paper)		
Plate Number	Vehicle Reg No.	Owner/Driver

**PART I – PRIVATE HIRE DRIVER DETAILS**

Number of Private Hire Drivers you will/do employ (include Self Employed Drivers) (Please provide additional drivers details on a separate piece of paper)			
Name & Initials	Address	Badge No.	Expiry Date

**PART J – IDENTIFICATION VERIFICATION**

All new Private Hire Operator Applicants, including part owners or other persons with an interest in the Operators' licence, are required to submit a Certificate of Good Conduct, or equivalent, if they have not been resident in the UK for the previous 5 years. This can be obtained from the appropriate Embassy or Consulate at the applicant's expense (a translation will be required if not provided in English).

All new Private Hire Operator applicants, including part owners or other persons with an interest in the Operators' licence are required to submit a signed Statutory Declaration, listing all convictions, with their application form (unless they are already in possession of a hackney carriage / private hire driver licence in which case an Enhanced Criminal Record Bureau check will already have been carried out)

All new Private Hire Operator applicants, including part owners or other persons with an interest in the Operators licence, must submit two passport type photographs with their application form.

Have You Included (Tick)

Two current full face colour passport type photographs minimum size 1¼" x 1¼

Signed Statutory Declaration if necessary

Current Employers/Public Liability Insurance.

Certificate of Good Conduct if necessary

Two of the following documents

Current UK Driving Licence. The counterpart must accompany all Photo Card licences.

Valid Passport

Original UK Birth Certificate (full or short)

Two of the following documents

P45/P60\*\*

Bank or Building Society statement\*

Utility Bill (Electricity, gas, water, telephone, inc mobile)\*

Credit Card statement\*

Mail Order catalogue statement\*

Mortgage statement\*\*

Store card statement\*

Correspondence or a document from: the Benefits Agency, the Employment Services, the Inland Revenue.\*

Financial statement (eg. pension, endowment, ISA)\*\*

Valid TV Licence

\* document should be less than 3 months old

\*\* issued within 12 months

## PART K - PAYMENT

A remittance of £                      MUST ACCOMPANY the completed application.

Cheques should be payable to "Central Bedfordshire Council". If you require any documents to be returned using Special Delivery Post please add the necessary fee.

## DECLARATION

I/We have answered all the questions above and declare that the answers given and all other particulars entered on this Application Form are true to the best of my/our knowledge and belief.

I/We understand that to knowingly or recklessly give any false information may lead to the suspension and/or revocation of any Operator Licence granted, and/or prosecution and that any/all information given may be shared with other Agencies in the interest of preventing/detecting crime.

I/We confirm that I/we have read the Private Hire Operator Conditions as issued/adopted by Central Bedfordshire Council and fully understand the contents and agree to abide by these Conditions.

I/We understand that no part of the Fee is refundable in the event the Licence being subsequently suspended or revoked by the Council.

I/We understand the failure to provide all the information required will delay the processing of this Application and that to operate Private Hire Vehicles without a valid Private Hire Operators Licence is illegal.

**Name**  
**(please print)**

Signature

Date:

**Name 2 (if applicable)**  
**(please print)**

Signature

Date:

**Name 3 (if applicable)**  
**(please print)**

Signature

Date:

**Name 4 (if applicable)**  
**(please print)**

Signature

Date:

You should be aware that information obtained from this application is held on computer and registered under the terms of the Data Protection Act.

Central Bedfordshire Council is registered under the Data Protection Act 1998 for the purpose of processing personal data in the performance of its legitimate business. Any information held by the Council will be processed in compliance with the eight principles of the Act. This authority is under duty to protect the public funds it administers, and to this end may use the information you have provided on this form within this authority for the collection of funds and the prevention and detection of fraud. It may also share this information with other bodies administering public funds solely for these purposes.

## **APPLICATION GUIDANCE NOTES FOR THE ISSUE OF A PRIVATE HIRE OPERATOR LICENCE**

Applicants must ensure that they have read and are fully conversant with the Conditions that accompany this document. The information below forms part of the Conditions and contain a summary of the Licensing process.

1. Anyone who makes provision for the invitation or acceptance of bookings must hold a Private Hire Operators licence. This means that any individual (group or company) which advertises the services of any vehicle with the services of a driver for hire and reward or has a mobile telephone or pager which is carried within a licensed vehicle then that driver and vehicle have made provision for the acceptance of bookings for hire and reward, and will be required to hold a private hire operators licence.
2. The grant of an Operator's Licence does not allow the use of the premises as a Private Hire Operator's base in the absence of planning permission. You may wish, therefore, to contact the Planning Officer before submitting your application for an Operator's Licence. It is the applicant's responsibility to satisfy themselves as to whether planning permission is required or not and to ensure that any permission required is granted.
3. The completed application form, all relevant documents and the licence fee must be submitted to one of Central Bedfordshire Council's offices. Delays may occur if you fail to submit all the information requested.
4. All applicants will be checked to ensure they are a fit and proper person to hold a private hire operator's licence.
5. In the case of operators who invite the public to make bookings in person at a premises, the prospective premises will be inspected to ensure compliance with the following:-
  - (i) clean, adequately heated, ventilated and lit, both for bookings and waiting.
  - (ii) waiting area has adequate seating facilities.
  - (iii) Hold public liability insurance.
6. The operator premises to be licensed must be situated within the Central Bedfordshire Council area. Applicants who wish their premises to be situated outside the Central Bedfordshire Council area must make representation to the Regulation Committee.
7. The operator may only utilise drivers and vehicles licensed by the Central Bedfordshire Council.
8. No licence will be issued until all licence requirements are met to the satisfaction of the Authorised Officer and the appropriate fee has been paid.
9. All operators premises to which the public have access must be covered by public liability insurance to cover all risks.