


Renewal	
Lic No.	
Receipt No.	
Date	
Amount	

DRAFT

Renewal 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

Forename(s)	Last Name	Mr/Mrs/Ms/Miss
Home Address		
Post Code:		
Home Telephone No.	Mobile Telephone No.	
E-Mail Address:		

PART B - TRADING DETAILS

Trading Name of your business (please list all trading names used.)	
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PART C - SOLE TRADERS ONLY

Have you ever been cautioned or convicted for any offence			
If YES, please provide detail below			
	Offence 1	Offence 2	Offence 3
Conviction/Caution Date			
Offence			
Sentence			
Incident date, and location			
Have you made an application for a Private Hire Operators licence elsewhere in the past 12 months?	YES/ NO		
If YES give name of the Licensing authority, date and result of application			

PART D - PARTNERSHIPS AND LIMITED COMPANY'S ONLY

Registered Office Address of Limited Company		
Company Registration Number:		
Over the last 12 months have any details of the partners, directors or company secretary changed? If yes, please complete below.		
	Director/Partner 1	Director/ Partner 2
Full Name		
Home Address		
Home Telephone No.		
Date of Birth		
Place of Birth		
Have you ever been a Director/Partner in the past?	YES/ NO	YES/ NO
If YES, have you or the company or partnership ever been cautioned or convicted for any offence	YES/ NO	YES/ NO
If YES, please give brief details		
Conviction/Caution Date		
Offence		
Sentence/ Result		
Incident date and location		
Have you ever made an application for a Private Hire Operators licence to any local authority?	YES/ NO	YES/ NO
If YES give details of the Licensing authority, date and result of application		
Have you ever had an application for a Private Hire Operators licence refused?	YES/NO	YES/NO
If YES give details of the Licensing authority, date		

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

PART E – OPERATING ADDRESS (if different to A above)

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

PART F - 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 G – 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

HAVE YOU INCLUDED (TICK)

Current Employees/Public Liability Insurance.

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 Authority 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

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 are, therefore, advised 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.

Hold public liability insurance.
 - (iii)
6. Applicants currently licensed in the Central Bedfordshire Council area who wish to change their premises to be situated outside the Central Bedfordshire Council area must first make representation to the Regulation Committee.
7. The operator may only utilise drivers and vehicles also 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.