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Receipt No:
.....
Date.....
Income Code
C05027 I91130 9127

Grant/Renewal Application to be Licensed as a PRIVATE HIRE OPERATOR

OPERATOR DETAILS:

PARTNERS DETAILS (if applicable)

1. Operator's Name (in full)
.....

Partner's Name (in full)
.....

2. Operator's Address
.....
.....
.....

Partner's Address
.....
.....
.....

Post Code.....

Post Code.....

3. Telephone Numbers:
Business.....
Home.....
Mobile Phone.....
E-mail address

Telephone Numbers:
Business.....
Home.....
Mobile Phone.....
E-mail address

4. Date of birth
.....

Date of birth
.....

Place of Birth
.....

Place of Birth
.....

5. Present Occupation and Employer
.....
.....

Present Occupation and Employer
.....
.....

6. Previous Trade or Business
.....

Previous Trade or Business
.....

7. (a) Private Hire Trading Name
.....

(b) Address from which Private Hire Business is to be operated
.....

(c) How many vehicles do you propose to operate?

(list details of all vehicles below – continue on a separate sheet if necessary)

VEHICLE REG	PLATE NO.	MAKE	MODEL	OWNER

(d) Name and Badge No. of all persons who will be driving

.....
.....

(e) Where will the vehicle(s) be garaged or kept when not in use for private hire purposes?

.....

(f) Have you obtained planning permission in respect of the premises from which the business is to be operated? **YES/NO**

If **YES**, give date and details.....
.....

(g) (i) Are all or any of your vehicles radio controlled? **YES/NO**

(ii) If so, where will the base transmitter/receiver be sited?

.....

(iii) Name of code or call sign that will be used?

8. Will you be in charge of the daily operation of the business? **YES/NO**

If **NO**, state who will be.....

9. (a) Have you previously applied to any District Council for an Operator's Licence?..**YES/NO**
- (b) If the answer to (a) is **YES**, give name of authority and result of application?
-

10. **CONVICTIONS**

- a) You must declare any convictions or cautions you may have, unless they are regarded as "spent" under the Rehabilitation of Offenders Act, 1974. The information you give will be treated in confidence and will only be taken into account in relation to your application. A definition of spend convictions is set out on page 7).
- b) The disclosure of a criminal record or other information will not debar you from gaining a licence unless the Council considers that the conviction renders you unsuitable. In making this decision the Council will consider the nature of the offence, how long ago and what age you were when it was committed and any other factors, which may be relevant. Any applicant refused an operator's licence on the grounds that he/she is not a fit and proper person to hold such a licence has a right of appeal to a Magistrates' Court.
- c) Have you undergone a previous Police check by any other Licensing Authority or body during the last 12 months? **YES/NO** (you are not obliged to answer this question)
- d) Have you ever been convicted at a court for any offence which is not now spent under the terms of the Rehabilitation of Offenders Act, 1974? **YES/NO**

If **YES**, please complete the following:-

OFFENCE	DATE OF OFFENCE	COURT	DATE of CONVICTION	PENALTY

(Continue on a separate sheet if necessary)

11. Have you been involved in any incident which may lead to Court proceedings being taken against you? **YES/NO**

If **YES**, please supply full details (continue on separate sheet if necessary)

12. Have you been convicted of any **MOTORING** offences? **YES/NO**

If **YES**, please complete the following:-

CONVICTING COURT CODE	DATE OF CONVICTION D/M/Y	OFFENCE	DATE OF OFFENCE D/M/Y	FINE	DISQUAL PERIOD	No. of PEN PTS

(continue on a separate sheet if necessary)

13. (a) Are you or have you ever been a Director or Secretary of a Company? **YES/NO**

If the answer is **YES**, please provide the following details:

- (i) Information as to any convictions recorded against that company at any relevant time
- (ii) Any trade or business activities carried out by that company
- (iii) Any previous application made by that company for an operator's licence
- (iv) Any revocation or suspension of an operator's licence previously held by that company

(b) If the applicant is a company, please provide the following details:

- (i) Information as to any convictions recorded against a director or secretary of that Company
 - (ii) Any trade or business activities carried on by any such director or secretary
 - (iii) Any previous application made by any such director or secretary for an operator's licence.....
 - (iv) Any revocation or suspension of an operator's licence previously held by such director or secretary
- (continue on separate sheet if necessary)

(c) **Partnership** – If you propose to operate the vehicle in partnership with any other person, please provide the following details.

- (i) Information as to any convictions recorded against that person
- (ii) Any trade or business activities carried on by that person
- (iii) Any previous application made by that person for an operator's licence

(iv) Any revocation or suspension of an operator's licence previously held by him

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14. TAX CHECK (RENEWALS ONLY)

The law now prevents us from issuing a licence unless we have checked you are registered with HM Revenue and Customs (the tax office). To do this you will need to go online to <https://www.gov.uk/guidance/complete-a-tax-check-for-a-taxi-private-hire-or-scrap-metal-licence>

This will provide you with a check code, which you will need to share with us. Not dissimilar to the DVLA code.

To make it clear: we will not and cannot issue a licence unless we have received a valid check **code**.

Tax Code:

I confirm that I have received a copy of the conditions relative to this application and I have read them.

I certify that the above answers are true and understand that if there are any omissions or false statements, my application may be refused. Or if a licence has been issued it will be liable to immediate suspension or revocation, and agree that information in relation to my application may be shared with other directorates within Herefordshire Council.

Signature.....Date

Print name

In the case of a partnership the application must be signed by all persons indicated and named at Question 1.

Signature of partnerDate

Print name

ON COMPLETION PLEASE SUBMIT THIS FORM, WITH THE REQUIRED FEE AND DOCUMENTATION TO ONE OF THE HEREFORDSHIRE COUNCIL CUSTOMER SERVICE CENTRES	Any queries regarding any aspect of this application please contact the Taxi Licensing Office. Tel: 01432 261761
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<p><u>Data Protection Act 1998</u></p> <p>This policy covers the treatment of personal data that Herefordshire Council may collect when you e-mail us, complete an application form, or when you complete and submit an online form on our web site.</p> <p>When completing forms you may be asked for personal information such as name, address, postcode etc. It is only when you supply this type of information that you can be personally identified.</p> <p>Herefordshire Council is registered with 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 principles set out in the Act. Where necessary we may share this personal data with partner organisations for the protection of public funds administered which may include the prevention or detection of fraud and auditing purposes.</p> <p>Further information relating to the Data Protection Act 1998 can be sent to you on request.</p>

If you have concerns about the processing of your personal data by the Council you may contact the Council's Data Protection Officer:

Data Protection Officer,
County Secretary and Solicitor
Herefordshire Council
Plough Lane
Hereford HR4 0LE



COUNTY OF HEREFORDSHIRE DISTRICT COUNCIL

PRIVATE HIRE OPERATOR

SELF-CERTIFICATION OPERATING BASE (new)

Address of Operating Base:

.....

.....

Type of Premises: Office/House/Flat Detached/Semi-detached/Terrace

Occupancy: Sole/Shared

Present Usage: Domestic/Business

Is Property: Privately owned/Rented/Local Authority Owned/Housing Assn

Where will vehicle be garaged?

.....

Will any part of the property be altered to form Private Hire Base? **YES/NO**

Will any sign be displayed at the premises? **YES/NO**

Hours of normal operation From..... To.....

The information given above is, to the best of my knowledge and belief correct. I hereby give permission for the operating base to be inspected at any reasonable time to confirm this information is considered necessary. A copy of the notice will be sent to Planning Services for information.

Signed

Print Name.....

Date.....

THIS SELF CERTIFICATION IS DISCRETIONARY AND DOES NOT OBTAIN THE NEED FOR PLANNING PERMISSION (SEE NOTE BELOW).

Should complaints be generated as a result of this use, subsequent investigations could lead to action resulting in the cessation of the use of the premises as a private hire operating base.

THEFT ACT 1968 SECTION 16

It is an offence under the Act to obtain a pecuniary advantage. If the application form is not filled in correctly, i.e. failure to indicate any convictions subject to the Rehabilitation of Offenders Act 1974, you will have been deemed to have committed an offence and the matter may be referred to the Police.

DEFINITIONS OF SPENT CONVICTIONS:-

<u>SENTENCE</u>		<u>BECOMES SPENT AFTER</u>
Imprisonment of between 6 months and 2½ years	-	10 years
Imprisonment of up to 6 months	-	7 years
Borstal training	-	7 years
A fine or other sentence not otherwise covered by this table	-	5 years
Absolute discharge	-	6 months
Probation order, conditional discharge or bind over	-	1 year or until order expires whichever is the longer
Detention Centre Order	-	3 years
Remand Home, Attendance Centre or Approved School order	-	The period of the order and a further year after the order expires
Hospital Order under the Mental Health Act	-	The period of the order and a Further 2 years after it expires
Cashiering, discharge with ignominy or dismissal with Disgrace from the Armed Forces	-	10 years
Dismissal from the Armed Forces	-	7 years
Detention	-	5 years

Note: (i) A sentence of more than 2½ years imprisonment can never become spent.
(ii) If you were under 17 years of age on the date of conviction, please halve the period shown in the right hand column.