

APPLICATION FOR A PRIVATE HIRE OPERATOR LICENCE

LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976



Please read the council's licensing policy and guidance notes before completing this form.

NOTICE TO APPLICANTS

1. If you knowingly or recklessly make any false statement or omit any material information on this form, you may be prosecuted for an offence and your application may be refused or your licence may be revoked.
2. Tewkesbury Borough Council is under a duty to protect the public funds it administers, and it 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.
3. Tewkesbury Borough Council may share relevant information to other bodies and authorities for prevention or detection of crime, apprehension or prosecution of offenders and assessment or collection of tax, duty or imposition of similar nature.
4. UK Immigration legislation, in particular the Immigration, Asylum and Nationality Act 2006, is designed to prevent illegal working in the UK. To prevent illegal working, the authority will carry out necessary document checks on all applicants. These checks are required to ensure applicants demonstrate that they are eligible to work in the UK.
5. The council shall not grant a licence unless they are satisfied that the applicant is a fit and proper person to hold an operator's licence.

APPLICATION CHECKLIST

Basic disclosure certificate (does not apply if you are a licensed driver) (You can apply online by visiting www.disclosurescotland.co.uk/apply)	<input type="checkbox"/>
Application fee (paid online)	<input type="checkbox"/>
Your original passport or birth certificate and/or right to work in the UK (does not apply if you are a licensed driver)	<input type="checkbox"/>

Section 1: Application Type

Application for a new licence <input type="checkbox"/>	Application for renewal of an existing licence <input type="checkbox"/>
Application to operate 1 private hire vehicle <input type="checkbox"/>	
Application to operate 2-3 private hire vehicles <input type="checkbox"/>	
Application to operate 4-10 private hire vehicles <input type="checkbox"/>	
Application to operate 11-25 private hire vehicles <input type="checkbox"/>	
Application to operate more than 25 private hire vehicles <input type="checkbox"/>	

Section 2: Applicant's Details

Full Name:				
	<i>Title</i>	<i>First Name</i>	<i>Middle Name</i>	<i>Surname</i>
Permanent Address:				
Date of Birth:		Place of Birth:		
Telephone:		Mobile:		
Email Address:				
Are you a hackney carriage or private hire driver licensed by Tewkesbury Borough Council?				
<input type="checkbox"/> YES <input type="checkbox"/> NO				

Section 3: Other Applicants

Please give details of any persons who will be responsible for operating the vehicles, such as your Business Partner/Company Director or Secretary: *(please continue on a separate sheet if you require more space)*

Name:	Name:
Address	Address:
Telephone Number:	Telephone Number:
Email:	Email:
Designation:	Designation:

Section 4: Premises Details

Please complete the following details regarding the premises:

Operator Licence Number *(if Renewing)*:

Trading Name:

Premises Address:

Postcode:

Telephone Number:

Email Address:

Website:

Section 5: Convictions

Please give details of all unspent offences or convictions, warnings, reprimands, Criminal Behaviour Orders, injunctions, cautions, Community Service Orders, Restraining Orders and fixed penalties (including traffic offences). Please ensure that you also list any pending prosecutions, licensing hearings or appeals.

Offence	Sentence (including suspended sentences, points and fines)	Dates

If you fail to include any item on this section that is subsequently declared on your DBS check, DVLA Check or court records check, this will be considered as dishonesty and may adversely affect your application and your licence may be revoked or refused.

Section 6: Previous Licences

Have you or your associates previously been licensed by any licensing authority (including Tewkesbury Borough Council) in any capacity? YES NO

If YES, Please give details below:

Have you or your associates ever had an application or a licence refused, revoked or suspended by any licensing authority? YES NO

If YES, Please give details below: *(please Include dates and name of authority)*

Section 7: Tax Check

This section must be completed for all applications submitted on or after 4 April 2022

You will need to complete a tax check if you:

- you are renewing a licence, and/or
- you have previously held a private hire operator licence, which ceased being valid less than a year ago, and/or
- already hold a private hire operator licence with another licensing authority

To carry out your tax check, go to www.gov.uk/guidance/complete-a-tax-check-for-a-taxi-private-hire-or-scrap-metal-licence and enter below the 9 digit tax check code that HMRC will give you, which we will then use to confirm the check has been carried out:

Tax Check Code									

For multiple applicants, for example each partner in a partnership, we will need a separate code for each person. You should add these on a separate sheet and include with your application form.

If the above statements **do not** apply to you, and:

- you are applying for a licence for the first time, and/or
- you have previously held a private hire operator licence, which ceased being valid over a year ago

you will need to confirm you are aware of your tax responsibilities by ticking the box to confirm your understanding of this declaration:

I confirm that I am aware of the content of HMRC guidance relating to my tax registration obligations

The links to this guidance can be found in the guidance notes at the start of this application form.

Please note that in the case of multiple applicants, for example a partnership, by ticking the above box you are confirming that each partner in the partnership is aware of the guidance about their tax obligations.

Section 8: Declaration

I declare that the information given by me in this application is correct in every respect. I will inform Tewkesbury Borough Council of any changes to my circumstances that may affect my application.

If granted a licence, I further declare that I will comply with such Acts, Byelaws and conditions as are in force in the borough. I understand that I shall be liable to prosecution if I have knowingly or recklessly made a false statement or omitted any relevant information.

I declare that I have read and completed this application myself and I have read and understand the council's hackney carriage and private hire licensing policies and council's driver and vehicle licence conditions.

Please tick the box if you have read and understand the above statements and that all of the above information contained in this application is correct.

SIGNATURE

PRINT NAME:

DATE:

We cannot accept incomplete application forms, such forms will be returned unprocessed.

Our Contact Information

Licensing Section
Tewkesbury Borough Council
Gloucester Road
Tewkesbury
GL20 5TT

Telephone: 01684 295010
Email: licensing@tewkesbury.gov.uk

www.tewkesbury.gov.uk/licensing