

Application for the Grant/ Renewal of a Private Hire Operator's Licence

Office use:

Please ensure that all parts of this form are completed or marked 'Not Applicable'. The licence application fee should be paid with the completed form. Please ensure you have all that is required for your new / renewal application, see below checklist:

- Previous Private Hire Operator's Licence (renewal application only)
- Licence application fee
- Public Liability Insurance (If the operating premise is open to the public)
- Employers Liability Insurance (if yes, please provide a copy)
- Basic Disclosure and Barring Service certificate (non-licensed drivers only)
- Proof of right to work in the UK

I hereby make an application to South Gloucestershire Council for the Grant/Renewal of a Private Hire Operator's Licence and if the same is granted, I undertake to comply with the Acts, Byelaws and Regulations relating thereto and for the time being in force.

I further agree that if I infringe or neglect to comply with any of the conditions subject to which the Licence is issued or held, the same shall be liable to be revoked or suspended by the Council.

Operating as an **INDIVIDUAL** (Please complete Parts A & C)

Operating as a **LIMITED COMPANY** (Please go to and complete Parts B & C)

SECTION A – Individual applicants, please complete all sections

Title	Mr	Mrs	Miss/Ms	Other (Please state)
First name				
Surname/family name				
Trading name / advertise your service(s)				
Date of birth (DD/MM/YYYY)				

Current residential address		
Personal contact tel no.		
Business tel no.		
Personal email address		
Do you have right to work in the UK?	Yes	No
<p>Your right to work in the UK will be checked as part of your licence application, this could include this Licensing Authority checking your immigration status with the Home Office. This Licensing Authority may otherwise share information with the Home Office. You must therefore provide a document or documents combination that is stipulated as being suitable for this check. You must provide the original document(s), such as your passport or biometric resident permit, as indicated in the published guidance, so that the check can take place. The document(s) will be copied and the copy retained by the licensing authority. The original document will be returned to you. Your application will not be considered properly made until all the necessary information and original document(s) have been produced and the relevant licence application fee has been paid.</p> <p>If there are restrictions on the length of time you may work in the UK, your licence will not be issued for any longer than this period. In such circumstances the check will be repeated each time you apply to renew or extend your licence. If during this period, you are disqualified from holding a licence because you have not complied with the UK's immigration laws, your licence will lapse and you must return it to this Licensing Authority. Failure to do so is a criminal offence.</p>		
Do you hold a vehicle / driver licence issued by this or any other Licensing Authority?	Yes	No If yes, please provide issuing authority, licence type and number:
Have you ever been cautioned, found guilty or convicted of ANY offence or been made the subject of an Order, by a court in the UK or abroad? This means ALL offences.	Yes	No If yes, please give full details of the date, the offence/s, the method (e.g. Court conviction, Penalty Notice, Written Caution) and where relevant, which Court (please use an additional sheet, if necessary):

<p>Operating address: (Where the applicant intends to operate from their home address, they are advised to contact the Planning Authority to ascertain whether or not planning permission is required)</p>	<p>Postcode:</p>
<p>Do you have employer's liability insurance?</p>	<p>Yes No If yes, please provide a copy of the certificate. If yes, please provide issuing authority, licence type and number:</p>
<p>Is the operating premise open to the public?</p>	<p>Yes No If yes, please provide a copy of the public liability insurance certificate.</p>
<p>How many private hire vehicles do you intend to operate?</p>	
<p>Please list all the private hire vehicles that you wish to operate under the Private Hire Operator's Licence: (please include the make, model and registration number).</p> <p>Please use an additional sheet, if necessary.</p>	

SECTION B – Applicants operating as a limited company - please complete all sections

Operating name of the company (advertise service(s))	
Company registration number	
Address of operating premise at which bookings are to be taken	
	Postcode:
Provision of customer waiting area	Yes No
Contact person name	
Contact person tel no	
Business tel no	
Business email address	
Address of company head office if different from operating premise	
	Postcode:
Contact telephone number	
Name of company secretary: (A basic Disclosure and Barring Service (DBS) check will be required)	

<p>Name of company director(s) and address(es): (A basic DBS check will be required for all Company Directors)</p> <p>Please use an additional sheet, if necessary.</p>	
<p>Have any convictions been recorded against the company or company director(s) / secretary?</p>	<p>Yes No</p> <p>If yes, please give full details of the reason and when (please use an additional sheet, if necessary):</p>
<p>Do you have employer's liability insurance?</p>	<p>Yes No</p> <p>If yes, please provide a copy of the certificate</p>
<p>Is the operating premise open to the public?</p>	<p>Yes No</p> <p>If yes, please provide a copy of the public liability insurance certificate</p>
<p>How many private hire vehicles do you intend to operate?</p>	
<p>Please list all the private hire vehicles that you wish to operate under the Private Hire Operator's Licence: (please include the make, model and registration number)</p> <p>Please use an additional sheet, if necessary.</p>	

SECTION C – Declaration

Have you ever had an application refused for a Private Hire Operator's Licence or had a Private Hire Operator's Licence revoked by this or any other Licensing Authority?

Yes No
If yes, please give full details of the reason and when:

This Licensing Authority shall not grant a Private Hire Operator's Licence unless they are satisfied that the applicant is a fit and proper person to hold such a licence. Please provide any additional information that you consider this Licensing Authority may wish to take into account, such information should be provided on a separate sheet of paper.

This Authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form within the Authority for the prevention and detection of fraud. It may also share this information with other bodies administering public funds solely for these purposes.

Failure to report any changes to the details given in this application form prior to or after the issue of the licence may result in the suspension or revocation of the licence.

Where an e-mail address has been provided the Licensing Service may send licence renewal reminders through this communication method, it is therefore important that if you change your e-mail address that you must inform the Licensing Service at the earliest opportunity in writing to licensing@southglos.gov.uk.

I hereby make an application for the GRANT/ RENEWAL of a Private Hire Operator's Licence. I also hereby certify that all statements made in this application are true and correct and that I have not withheld any relevant information.

Signed

Date (DD/MM/YYYY)

Printed Name

Position in Company

NB: Section 57(3) of the 1976 Act provides that "if any person knowingly or recklessly makes a false statement or omits any material particular in giving information he or she shall be guilty of an offence".

Should any statement made in this application subsequently be found not to be true or correct, any licence granted on the basis of any answers given may be revoked.