

Private Hire Operator – Application Form
Application to operate Private Hire Vehicles

Please ensure that you have read and understood the notes at the rear of this document before proceeding to complete this form.

Application Type:

New application: <input type="checkbox"/>	Renewal: <input type="checkbox"/>	Existing licence No:
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Operator Details:

Business trading name:	
Telephone number:	
Address from which the Operator's business will be conducted:	
Have you obtained the necessary planning permission to operate Private Hire Vehicles from the above address?	
Yes: <input type="checkbox"/>	No: <input type="checkbox"/>

Applicant(s) details:

1. Full name(s) and address(es) of all applicants:		
a) Full name:	b) Full name:	c) Full name:
Address:	Address:	Address:
2. Details of any trade or business carried on by the applicant(s) prior to the date of this application (see note 1):		
a)	b)	c)

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3. Details of any previous licence applications and results (see note 1):

a)	b)	c)

4. Details of any suspension, revocation, or refusal to renew a previously held licence (see note 1):

a)	b)	c)

5. Details of any convictions recorded against the applicant(s) (see notes 1, 2 & 7a)

a)	b)	c)

6. Name(s) and address(s) of any other persons who are or will be concerned in operating the vehicles:

a)	b)	c)

Confirmation of tax responsibilities (see note 6):

Please provide your HMRC tax check code(s) below:

a)	b)	c)
OR where this is your first application (with any licensing authority) each applicant must tick below to declare you are aware of the HMRC guidance:		
a) <input type="checkbox"/>	b) <input type="checkbox"/>	c) <input type="checkbox"/>

Disclosure & Barring Service – Basic Disclosure

A Basic Disclosure (DBS) certificate must be submitted (and be no more than 28 days old from the date of grant or renewal) for all applications. Where the applicant is a limited company or partnership, certificates must be provided for each director or partner of the business. Please enclose **all original** certificates with this application form.

See note 7a.

Staff Employment Procedures

You must have a written vetting procedure for all staff with any application for grant or renewal of the licence.

Changes in this policy must be notified to the licensing authority.

Where the applicant is a limited company or partnership, a person must be nominated who has day to day managerial responsibility and will be the first point of contact for the Licensing Authority. Their identify and contact details together with a deputy must be submitted.

See note 7b.

Right to Work

The Council has an obligation to ensure that every applicant for grant of a licence has the right to work with the United Kingdom. Applicants will be required to prove this entitlement before any licence will be granted or renewed.

Further guidance on how to comply with this check is available on page 6 of this document, on gov.uk or by speaking to a Council officer.

The licence will be invalid should any applicant cease to be entitled to live and work within the UK.

I/We hereby apply for the grant or renewal of a Private Hire Operator's licence and declare the information aforementioned is correct.

I/We understand it is an offence to knowingly or recklessly make a false statement or omit any material particulars in giving this information and that to knowingly withhold information or make reckless statements could result in a fine on summary conviction not exceeding £5,000.00.

I/We are entitled to work in the UK and are not subject to a condition preventing me/us from doing work relating to working in the private hire sector. I/We understand that any licence will become invalid if I/we cease to be entitled to live and work in the UK. It is an offence under section 24B of the Immigration Act 1971 to work illegally. (see page 6)

I/We confirm that I/We have received a copy of the Conditions of Applications and Licences relating to the Regulations of Private Hire Drivers, Operators and Vehicles. The licence fee is to be paid upon submission of the application.

	Applicant a.	Applicant b.	Applicant c.
Signed:			
Print Name:			
Dated:			

*See note 3

NOTES

1. In answering questions 2, 3,4 and 5 of the applicants details, the information requested should be given in respect of each person who is an applicant. Additionally, if any person who is an applicant has been or is a Director or Secretary of a Company, information should be given as to the business of, conviction against, previous licence applications by, or suspension, revocation or refusal to renew licences granted to, the Company. If the applicant is a Company, information must be given regarding these matters in respect of any person who is or has been a Director or Secretary of the Company.
2. You need not disclose matters which are exempted by the Rehabilitation of Offenders Act, 1974. See the Council website for further information.
3. The application must be signed by all applicants. If the applicant is a Limited Company, state capacity in which the application is signed.

4. The attention of applicants is drawn to the conditions of application.
5. When completed, the application should be returned to the relevant office

Allerdale Area Taxi Licensing Team, Cumberland Council, Allerdale House, Workington, Cumbria, CA14 3YJ

Carlisle Area Taxi Licensing Team, Cumberland Council, Civic Centre, Carlisle, Cumbria, CA3 8QG

Copeland Area Taxi Licensing Team, Cumberland Council, Whitehaven Commercial Park, Moresby Parks, Whitehaven, Cumbria CA28 8YD

6. You must complete a tax check to renew a private hire operator licence, or to apply for the same type of licence with a different licensing authority. Please make sure you read <https://www.gov.uk/guidance/complete-a-tax-check-for-a-taxi-private-hire-or-scrap-metal-licence>

OR

You must confirm you are aware of your tax responsibilities when you apply for a private hire vehicle operator licence for the first time. Please make sure you have read the HMRC guidance about tax registration obligations on the following pages of the gov.uk website:

<https://www.gov.uk/income-tax/how-you-pay-income-tax>

<https://www.gov.uk/register-for-self-assessment>

<https://www.gov.uk/corporation-tax>

- 7a. A basic Disclosure and Barring Service (DBS) certificate must be provided, to be no more than 28 days old at grant/renewal of licence. Where an application is made in the name of a limited company, partnership or other business structure, a basic Disclosure and Barring Service (DBS) certificate must be provided for each director or partner of the applicant organisation.
- 7b. Written details regarding a Private Hire Operator's vetting procedures for their staff, must be provided at the grant/renewal of licence and notification must be made to the Licensing Authority within the licence duration if changes to the procedure are made.
8. Once your licence is issued the licence details will appear on the public register. This will include your name, licence issue and licence expiry dates. Further information on the privacy policy can be found here: www.allerdale.gov.uk/en/licensing-and-street-trading/taxi-licensing/taxi-licensing-privacy-notice/

RIGHT TO WORK / IMMIGRATION STATUS

A private hire operator licence will not be issued to an individual or an individual in a partnership which is not a limited liability partnership who is resident in the UK who:

- does not have the right to live and work in the UK; or
- is subject to a condition preventing him or her from holding a private hire operator licence.

Applicants must demonstrate that they have the right to work in the UK and are not subject to a condition preventing them from holding a private hire operator licence.

You can do this in one of two ways:

- 1) by providing documents which demonstrate your entitlement to work in the UK as per information published on gov.uk.
- 2) by providing your 'share code' to enable the licensing authority to carry out a check using the Home Office online right to work checking service

Home Office online right to work checking service

As an alternative to providing a copy of original documents, applicants may demonstrate their right to work by allowing the licensing authority to carry out a check with the Home Office online right to work checking service.

To demonstrate their right to work via the Home Office online right to work checking service, applicants should include in this application their share code, provided to them upon accessing the service at <https://www.gov.uk/prove-right-to-work>) which, along with the applicant's date of birth, will allow the licensing authority to carry out the check.

In order to establish the applicant's right to work, the check will need to indicate that the applicant is allowed to work in the United Kingdom and is not subject to a condition preventing them from holding a private hire operator licence.

An online check will not be possible in all circumstances because not all applicants will have an immigration status that can be shared digitally. The Home Office online right to work checking service sets out what information and/or documentation applicants will need in order to access the service. Applicants who are unable to obtain a share code from the service should submit copies of documents as set out above.

Your right to work will be checked as part of your licensing application and this could involve us checking your immigration status with the Home Office. We may otherwise share information with the Home Office. Your licence application will not be determined until you have complied with this guidance.

Please contact the council on 0300 373 3730 if you require further assistance to complete this check.