



**South  
Derbyshire  
District Council**

**RENEWAL OF A PRIVATE HIRE OPERATOR LICENCE**

- Please familiarise yourself with our terms & conditions before completing this application
- It is an offence to give false information - all questions must be answered.
- An application will not be deemed valid unless the Licensing Authority receives a Passport style photo in addition to a completed and signed application form, and the relevant fee.
- In addition to the above, any licence granted by way of this renewal application will be immediately suspended where any of the following documents have expired before or during the application period. The suspension will not be lifted until all the documents are up to date.
  1. Basic DBS certificate (less than 3 months for all operators who do not hold a private hire driver's licence. A certificate will be required from all Directors and the Company Secretary if applying as a Company. A certificate will be required from all members of staff.)
  2. Public and/or Employers Liability Insurance (if applicable)
  3. Current tariff card (if private hire vehicles will have meters)
  4. List of staff members who aren't private hire drivers
  5. Ex-offender's policy
  6. Vetting procedures for staff and private hire drivers
- A renewal form must be completed with the same ownership details as your current licence. If any details other than the business name, or contact numbers have changed then you must apply for a new operator licence.
- The fee for this application to operate 0 to 5 cars is £382
- The fee for this application to operate 6 to 20 cars is £505
- The fee for this application to operate 21 to 50 cars is £684
- The fee for this application to operate 51 plus cars is £893

Please state whether you are applying to renew a Private Hire operator's licence as:

- a) an individual  (please complete 1 to 10b, and 22 to 29)
- b) a partnership  (please complete 1 to 20b, and 22 to 29)
- c) a limited liability partnership  (please complete 1 to 29)
- d) a limited company  (please complete 1 to 29)

**1<sup>st</sup> INDIVIDUAL APPLICANT DETAILS**

1. Surname:

2. Forenames:

3. Current registered address:

Post Code:	
4. Date of Birth:	5. National Insurance number:
6. Telephone:	7. Mobile:
8. Email:	
9. Do you give permission to use your mobile number for text reminders?: Yes <input type="checkbox"/> No <input type="checkbox"/>	
10(a). Are you permitted to work in the UK?: Yes <input type="checkbox"/>	
10(b). Are there any restrictions?: Yes <input type="checkbox"/> No <input type="checkbox"/> (If yes, please detail them below)	

### 2<sup>nd</sup> INDIVIDUAL APPLICANT DETAILS

11. Surname:	12. Forenames:
13. Current registered address:	
Post Code:	
14. Date of Birth:	15. National Insurance number:
16. Telephone:	17. Mobile:
18. Email:	
19. Do you give permission to use your mobile number for text reminders?: Yes <input type="checkbox"/> No <input type="checkbox"/>	
20(a). Are you permitted to work in the UK?: Yes <input type="checkbox"/>	
20(b). Are there any restrictions?: Yes <input type="checkbox"/> No <input type="checkbox"/> (If yes, please detail them below)	

### LIMITED COMPANY OR LIMITED LIABILITY PARTNERSHIP DETAILS

21. Name of Ltd Company or LLP:
Current registered address:

Post Code:
Registration number:

<b>APPLICATION HISTORY</b>			
22. Have any of the applicants detailed had a Private Hire driver, vehicle, or operator application granted, refused, or licence suspended or revoked since completing your previous Private Hire operator's licence application form?: Yes <input type="checkbox"/> No <input type="checkbox"/> (If yes, please detail them below)			
Name of Applicant	Licensing Authority	Refused/Granted/ Suspended/Revoked	Date

<b>PENDING PROSECUTIONS</b>			
23. Do any of the applicants detailed have any foreign or domestic prosecutions pending against them?: Yes <input type="checkbox"/> No <input type="checkbox"/> (If yes, please give details and continue on separate sheet if needed)			
Name of Applicant	Date of Court hearing	Offence	Court

<b>CRIMINAL CONVICTIONS, CAUTIONS, and / or WARNINGS</b>			
24. Have any of the applicants detailed been convicted of any foreign or domestic offences, or received any Police Cautions, or Warnings since completing your previous Private Hire operator's licence application form?: Yes <input type="checkbox"/> No <input type="checkbox"/> (If yes, please give details below)			
Name of Applicant	Offence	Date of Conviction	Sentence imposed


### DETAILS OF PREMISES

25. Address from which business will be operated (this is where you will be licensed):

Postcode:

26. Trade name of business:

27. Telephone:

28. Email:

29. Will members of the public be allowed to enter the bookings office /waiting area?:      Yes     No

30. Please detail any changes in the operation of your business?

### DECLARATION

#### **Right to Work**

Your right to work in the UK will be checked as part of your licence application, this could include the licensing authority checking your immigration status with the Home 13 Office. We may also share information with the Home Office. You must either share your immigration status using the Home Office online checking service 'prove your right to work to an employer' if your status is compatible with the service, or provide a document or document combination that is stipulated as being suitable for this check. Where an online check has been carried out, the 'profile' page confirming your right to work will be copied and retained by the Licensing Authority. Where a manual check is carried out, and you have provided a document(s) set out at [www.southderbyshire.gov.uk](http://www.southderbyshire.gov.uk) you must provide the original document(s). 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 valid until all the necessary information and any original document(s) have been produced and the relevant fee has been paid. 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 the Licensing Authority. Failure to do so is a criminal offence.

**Fraud Act 2006**

I hereby declare that I fully understand, have read and checked the details and questions on this application form and that the foregoing statements are true. I understand that it is a criminal offence if I or anyone else gives false information, or makes a false representation, or fails to disclose information in order for me to obtain a private hire licence. I am fully aware that the provision of a false statement, or information, or the concealment of offences/ convictions/ cautions in order to obtain a licence is an offence under the above Act and under section 57(3) of the Local Government (Miscellaneous Provisions) Act 1976 which may result in refusal of this application. I understand that action will be taken against any licence granted as a result of breaching these Acts.

I have received and read the Private Hire Conditions for Operators, Vehicles and Drivers and I undertake, in the event of a licence being granted, to observe and perform such conditions.

**Signed by or on behalf of the applicant\*:**

Signed .....Applicant Date.....

Print Name.....Capacity.....

Signed .....Applicant Date.....

Print Name.....Capacity.....

\* If signing for a Ltd Company or LLP only one signatory is required, otherwise all applicants detailed on this application form must sign above.

**Please Note**

**If any part of this application form is not completed it will be returned to the applicant.**

**Your application will only be processed once all the necessary documents and the fee are submitted**

**Privacy Notice**

**How is your information used?**

We collect information to assess your suitability and fitness to be issued with a private hire

licence and to assist us in managing your licence. We may also use your contact details in the event that we need to contact you in relation to your licence(s).

### **Who has access to your information?**

Information is shared with other regulatory and enforcement authorities including, but not limited to, other Council services; Councillors; the Police; HM Revenues and Custom; Home Office Immigration; Cabinet Office; National Anti-Fraud Network; NHS services, and other local authorities when allowed to by law for the purposes of the administration and enforcement of authorisations, and for the purposes of the prevention and detection of crime, public safety, public health, protection of the environment and prevention of fraud.

Certain information about licences (including in particular your name and the address of any premises to which a licence applies) may be published on a public register on our website when we are required to by law. Licences that have to be determined by our Councillors will be published in exempt minutes on our website.

*For further information about your personal information will be used, please visit [www.southderbys.gov.uk](http://www.southderbys.gov.uk) where you can see a full copy of our privacy notice. Alternatively you can request a hard copy from [licensing@southderbyshire.gov.uk](mailto:licensing@southderbyshire.gov.uk)*