



**South  
Derbyshire  
District Council**

**APPLICATION FOR THE GRANT OF A PRIVATE HIRE  
OPERATOR'S LICENCE**

- **Please note that it is an offence to give false information - all questions must be answered.**
- **An application will not be deemed valid until the Licensing Authority have received all documents in addition to a completed and signed application form, and the relevant fee:**
  1. Basic criminal record check certificate (less than 3 months old for all applicants 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. Proof of right to work in the UK i.e. passport/visa (individuals only)
  5. Proof of contract in relation to the proposed base
  6. Planning permission or confirmation that planning permission not required
  7. List of staff members who aren't private hire drivers
  8. Ex-offender's policy
  9. Vetting procedures for staff and private hire drivers
  10. DVLA driving licence (licence needed for all Directors and the Company Secretary if applying as a company)
  11. DVLA Check Code (licence needed for all Directors and the Company Secretary if applying as a company)
  12. Tax check code (if applicable, see question 25)

• **The fee for this application to operate:**

- 0 to 5 cars - £382**
- 6 to 20 cars - £505**
- 21 to 50 cars - £684**
- 51 plus cars - £893**

<b>1<sup>st</sup> INDIVIDUAL APPLICANT DETAILS</b>	
1. Surname:	2. Forenames:
3. Company Name:	4. Company Number:
5. Current registered address:	
Post Code:	
6. Date of Birth:	7. National Insurance number:

8. Telephone:	9. Mobile:
10. Email:	
11. Do you give permission to use your mobile number for text reminders?: Yes <input type="checkbox"/> No <input type="checkbox"/>	
12(a). Are you permitted to work in the UK?: Yes <input type="checkbox"/> No <input type="checkbox"/>	
12(b). Are there any restrictions?: Yes <input type="checkbox"/> No <input type="checkbox"/> (If yes, please detail them below)	

<b>2<sup>nd</sup> INDIVIDUAL APPLICANT DETAILS</b>	
13. Surname:	14. Forenames:
15. Company Name:	16. Company Number:
17. Current registered address	
Post Code:	
18. Date of Birth:	19. National Insurance number:
20. Telephone:	21. Mobile:
22. Email:	
23. Do you give permission to use your mobile number for text reminders?: Yes <input type="checkbox"/> No <input type="checkbox"/>	
24(a). Are you permitted to work in the UK?: Yes <input type="checkbox"/> No <input type="checkbox"/>	
24(b). Are there any restrictions?: Yes <input type="checkbox"/> No <input type="checkbox"/> (If yes, please detail them below)	

## TAX CONDITIONALITY CHECK

25. If you currently hold, or have held in the last 12 months before this application, the same type of licence with one or more licensing authority (including South Derbyshire District Council) **please provide your 9-character check code**

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The link to generate the tax code can be found on the Council's private hire webpage.

If you have never held a licence before or it has been longer than 12 months you do not need to complete a tax check but please be aware of the following GOV.UK website addresses for HMRC guidance about tax registration obligations:

- PAYE information: [www.gov.uk/income-tax/how-you-pay-income-tax](http://www.gov.uk/income-tax/how-you-pay-income-tax)
- registering for Self Assessment: [www.gov.uk/register-for-self-assessment](http://www.gov.uk/register-for-self-assessment)
- Corporation Tax information: [www.gov.uk/corporation-tax](http://www.gov.uk/corporation-tax)

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

## APPLICATION HISTORY

26. Have any of the applicants detailed held a Hackney or Private Hire driver's, vehicle or private hire operator's licence before with this or any other Council: Yes  No

(If yes, please provide details of issuing authority and dates licensed below)

Name of Application	Licensing Authority	Status (Expired/Live/Revoked)

27. Have any of the applicants detailed had a private hire or hackney carriage driver or vehicle or private hire operator application refused, or licence suspended or revoked by this or any other Council?: Yes  No

(If yes, please detail them below)

Name of Applicant	Licensing Authority	Refused/Suspended/Revoked	Date

## PENDING PROSECUTIONS

28. Do any of the applicants detailed have any foreign or domestic prosecutions pending against them?: Yes  No

(If yes, please give details and continue on separate sheet if needed)

Name of Applicant	Date of Court hearing	Offence	Court


**CRIMINAL CONVICTIONS, CAUTIONS, and / or WARNINGS**

29. Have any of the applicants detailed been convicted of any foreign or domestic offences, or received any Police cautions, Warnings or Postal Requisition Notices of Summons/Charges?: Yes  No   
 (If yes, please give details below)

**Please include all offences even those considered "spent" under the Rehabilitation of Offenders Act 1974.**

Date	Court	Offence	Decision of Court

**DETAILS OF PREMISES**

30. Address from which business will be operated

Postcode:

31. Trade name of business:

32. Telephone:

33. Email:

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

35. Is there current planning permission in respect of the use of this address for a private hire business?: Yes  No

Please provide a copy of the planning permission or a copy of the letter from planning department informing you that planning permission is not required)

36. Please provided details of how you propose to operate the business?

i.e. the days and hours the base will be staffed, details of any app used by the public for booking a vehicle, type of work undertaken e.g. contract work only or 'cash' jobs, how complaints will be dealt with, what fare structure is in place and how is this publicised, what measures are in place regarding data protection. Please include any other information that you believe would assist your application.

**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.south-derbys.gov.uk](http://www.south-derbys.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)*