

GRANT OF PRIVATE HIRE OPERATORS LICENCE

1. Applicants must read the Taxi and Private Hire Licensing Policy before completing this form.
2. Applicants must read, complete & sign *ALL* Declarations on this form.
3. Applicants must complete *ALL* sections. Incomplete forms will be returned to the applicant and not processed until such time the form is returned complete. If a section is not applicable, please insert N/A.

1. Applicant – Personal Details – Please use Capital Letters

Full Name: _____

Previous / Other Names: _____

Full address (where you currently reside): _____

Telephone/Mobile No: _____

Email Address: _____

Previous Address (if less than 5 years at current address): _____

Date of Birth: _____

Age: _____

National Insurance: _____

NHDC Taxi Drivers Licence No: _____

Current NHDC Taxi Drivers Licence Expiry Date: _____

Tax Status Reference Number: _____
(Without this number we are unable to process this application)

Date of Basic disclosure issued to applicant: _____

2. Business Details

Print full name of the Business Manager:

I, the above-named Business Manager can confirm that all the call staff have had a Basic Disclosure and Barring Services check and that they have received/attended safeguarding training. (Licensing Officer will need to see original evidence as part of the inspection)

No of call handlers: _____

I, the above-named Business Manager can confirm that I hold a Basic Disclosure and Barring Services check, I also have attended/completed NHC Safeguarding training.

Signature of Business Manager: _____

Name(s) and Address(s) of any business partners or, if the applicant is a Company, the name(s) and address(s) of all Directors and Company secretary:

Name under which the business is to trade:

Address from where the business is to operate:

Telephone No: _____

Email address: _____

Number of Private Hire Drivers you intend to employ:

Full Time: _____ **Part Time:** _____

3. Cautions, Convictions & Endorsements (including any pending).

The Question in this section is to be answered on behalf of:

- i. The applicant
- ii. Any Company for which you have been or are a Director or Company Secretary
- iii. Any other person with whom you intend to operate in partnership with
- iv. If the applicant is a Company, all directors and the Company Secretary

Details of any offences should state the following details:

Date, Court, Offence, Sentence, Any Order of the Court, Any Endorsement

Have you any cautions, convictions or endorsements, including any pending, for any offence:

4. Employment History

The Question in this section is to be answered on behalf of:

- i. The applicant
- ii. Any Company for which you have been or are a Director or Company Secretary
- iii. Any other person with whom you intend to operate in partnership with
- iv. If the applicant is a Company, all directors and the Company Secretary

Have you engaged in any trade business activities within the period of 3 years ending with the date of this application? (if so, give full details including commencement and cessation dates. If not, give full details of any other employment during this period).

5. Licence History

The Question in this section is to be answered on behalf of:

- i. The applicant
- ii. Any Company for which you have been or are a Director or Company Secretary
- iii. Any other person with whom you intend to operate in partnership with
- iv. If the applicant is a Company, all directors and the Company Secretary

Has any Private Hire Operator's Licence previously held by you been revoked or suspended by this or any other Local Authority? If so, give details of the Licensing Authority and the reason.

6. Is there any other information you consider the Council should be aware of relevant to this application?

7. Declaration 1 – Tax Status (HMRC tax regulations as of April 2022 for guidance please visit [Complete a tax check for a taxi, private hire or scrap metal licence - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/complete-a-tax-check-for-a-taxi-private-hire-or-scrap-metal-licence))

TAX status check reference number.

If your company is registered with Companies House, you need to supply your Company Registration Number below.

I understand that the Local Authority will check on both of the above numbers, if it is omitted/incorrect/not activated this application will not be processed.

I, the undersigned hereby confirm that I am aware and understand the content of HMRC guidance relating to my tax obligations.

Print Full Name: _____

Signature of Applicant: _____

Dated: _____

8. Declaration 2 – North Herts Council

I/We, the undersigned, hereby apply for a licence to act as an operator of private hire vehicles under the authority of North Herts council.

I/We declare that to the best of my knowledge and belief, the foregoing information is true and correct.

I/We understand that the making of a false statement in connection with this application is an offence and may lead to the refusal, suspension or revocation of my licence, in addition to possible prosecution for a criminal offence.

I/We hereby authorise North Herts council to check the information that I have provided with other departments within the Council or with other Councils.

I/We have read, understood and agreed to abide by all relevant legislation and Council Policy detailed within the Councils Statement of Taxi and Private Hire Licensing Policy.

Print Full Name: _____

Applicants Signature: _____

Dated: _____

9. Declaration 2 – 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 Office. We may otherwise share information with the Home Office. You must therefore provide a document or document combination that is stipulated as being suitable for this check. The list of documents is set out in the document called “Immigration Checks Leaflet” located <https://www.north-herts.gov.uk/home/licensing/taxi-licensing/taxi-licence-applications/apply-taxi-driver-licence>

You must provide the original document(s), such as your passport or biometric residence permit, as indicated in the published guidance, so that the check can take place. The document(s) will be copied, and the copy will be retrained 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 original documents(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.

I/We hereby authorise North Herts council to check the information that I have provided with the Home Office.

Print Full Name: _____

Signature of Applicant: _____

Dated: _____

10. Submitting the Application

This application, duly completed and signed, together with the appropriate fee, and relevant documents required must be sent to:

**Licensing, North Herts council
PO Box 10613, Nottingham NG6 6DW**

For further information please visit our website:

<http://www.north-herts.gov.uk/home/licensing/taxi-licensing>

If you have any questions regarding your application, please email:

licensing@north-herts.gov.uk

To make Payment, please use pay online on our website:

<https://www.north-herts.gov.uk/>