

Licensing, Dacorum Borough Council, Civic Centre, Marlowes, Hemel Hempstead, HP1 1HH

### **Local Government (Miscellaneous Provisions) Act 1976**

## **Application for Private Hire Operator Licence**

Revised August 2013

(tick one)	☐ New licence		Renewal of licence			
Please write legibly in <b>block capitals</b> , and ensure that your answers are inside the boxes and written in <b>black ink</b> . All questions must be answered. Incomplete applications will not be processed.  Please familiarise yourself with our Private Hire Operator Licensing Policy, before completing this form.						
You may wish to keep a copy of the completed form for your records.						
Tod may with to keep a copy of the completed form for your records.						
Section 1: Licence details		This section should	be left blank on r	new licence applications		
Licence number:	РО	Expiry date of current licence:	/	1		
Section 2: Booking details						
Please give the name(s) by which your business is/will be known: (up to 3 names)						
Please list any telephone numbers advertised for the making of bookings:						
At what address(es) are telephone bookings received?						
Do you maintain any publicly acce	ssible booking office	es?	☐ Yes	☐ No		
If so, where are these situated? (please give all applicable addresses)						
Do you provide 'freephones' for bo	ooking private hire jo	urneys?	☐ Yes	☐ No		
If so, where are these situated?						
Where are bookings received: (please give address)						
Do you maintain a website for the	purpose of inviting b	oookings?	☐ Yes	☐ No		
If so, please give the address:	www.					
Can private hire bookings be made directly through your website?						

Section 3: Applicant	(s) details				
The confidential is used by		A single individual		Please give details in part A	
The application is made by: (tick one)		☐ Multiple individuals		Please give details in Parts A & B	
		A limited co	mpany	Please give	details in Part C
Part A: First individu	ial applicant		Mr N	Mrs ☐ Ms	Other
Part A. First mulvidu				VIIS   IVIS	
Full name:					
Home address:					
Date of birth:	1 1	Driver'	s badge no:		
Daytime phone number:		Mobile numbe	phone er:		
Email address:					
Part B: Second indiv	ridual applicant (if any	0	Mr N	Mrs Ms	Other
Full name:					
Home address:					
Date of birth:	1 1	Driver'	s badge no:		
Daytime phone number:		Mobile numbe	phone er:		
Email address:		,	'		
If there are more than to	vo individual applicants,	please give the de	tails of further ir	ndividuals on	a separate sheet.
Part C:Limited comp	oany applicant	F	lease also comp	olete Annex C	with directors details
Registered name:					
Registered office address:					
Company registration number:				□ UK □ Oth	: Companies House ner:
Daytime phone number:					
Email address:					

Section 4: Record keeping						
Please describe your arrangements for keeping records of bookings, and of the vehicles and drivers you operate, in accordance with the Council's standard conditions for operators licences:						
At what address can thes	se records be in	spected	by police or aut	horised C	ouncil office	rs?
Section 5: Liability insu	rance details					1.12 - 12 - 12 - 12 - 12 - 12 - 12 - 12
Do you hold valid liability	insurance in res	spect of	your business?			ıblic liability nployers liability
Name of insurer(s):						
Policy cover dates:	From:	1	1	To:	/	1
	1					
Section 6: Premises au	thorisation					
Has relevant planning pe section 1 been granted, of required for these address	or has it been co					☐ Yes ☐ No
If the operator maintains proprietor of vehicles with Information Commissione	n internal CCTV	, has the				☐ Yes ☐ No ☐ Not applicable
If the operator maintains spectrum licence by Ofco		o netwo	rk, has the opera	ator been	granted a	Yes No
Please provide any furthe	er relevant infor	mation i	n respect of thes	e matters	in the spac	e below:
. ,			<u> </u>			
Section 7: Vehicle fleet	details				□ 4 2 ··- L¹	
How many private hire ve	ehicles will be op	perated	under this licence	e?	☐ 1-3 vehic☐ 4+ vehic	
Please complete Annexes A and B with details of the vehicles and drivers to be operated under this licence.						
A flat application fee will be payable regardless of fleet size. Please note that licences will typically be issued:  for 3 years in the case of small operators (operating 1-3 private hire vehicles): or						
<ul> <li>for 3 years in the case of small operators (operating 1-3 private hire vehicles); or</li> <li>for 2 years in the case of large operators (operating 4+ private hire vehicles)</li> </ul>						

Section 8: Suitability of applicant(s)						
Does the applicant (or do any of the applicants, or any of the directors/company officers of a limited company applicant) have any convictions or cautions for any offence, which are not considered to be 'spent'?	☐ Yes ☐ No					
Convictions and cautions which are considered 'spent' under the provisions of the Rehabilitation of Offenders Act 1974 need not be disclosed. Driving licence endorsements are also not relevant.						
Has/have the applicant(s) (or any of the directors/company officers of a limited company applicant) been charged with an offence and is currently awaiting the outcome of those proceedings?	☐ Yes ☐ No					
Is the applicant (or are any of the applicants, or any of the directors/company officers of a limited company applicant) currently subject to an undischarged bankruptcy order, or similar insolvency proceedings (including IVA's)?	☐ Yes ☐ No					
Is the applicant (or are any of the applicants, or any of the directors/company officers of a limited company applicant) currently disqualified from being a company director?	☐ Yes ☐ No					
Has/have the applicant(s) (or any of the directors/company officers of a limited company applicant) ever been refused a Private Hire Operator's Licence, by this or any other authority, or had such a licence suspended or revoked?	☐ Yes ☐ No					
If any of the above questions have been answered 'yes', please provide further details those matters in the space below:	in respect of					
Please note that any applicant (or director of a limited company applicant) who does not hold a	valid hackney					
carriage / private hire driver's licence issued by the Council, or who is not currently applying for such, will be required to submit a Basic Disclosure certificate, obtained in that individual's name and issued within the last 3 months, at the same time as this application is made.						
Section 9: Other licences						
Does the applicant (or do any of the applicants or directors/company officers of a limited company applicant) hold a valid Private Hire	acorum other authority					
If a licence is also held in another authority's area, please outline the steps taken to ensure that bookings received by the Dacorum operator are only fulfilled by vehicles/drivers licensed by Dacorum:						
Section 10: Application fee(s)  Please tick one	of the following options					
☐ I enclose a cheque for £, payable to Dacorum Borough Council.						
☐ I wish to pay the application fee(s) by credit or debit card – please contact me to arrange payment.						

#### **Section 11: Declaration and signatures**

Every applicant must sign the form

- I/We hereby apply for a Private Hire Operator's licence, and declare that to the best of my/our knowledge and belief, the above particulars are true in every respect.
- I/We understand that it is an offence for any person knowingly or recklessly to make a false statement or to omit any material particular in giving information required in this form.
- I/We consent to further background checks, including searches of the disqualified directors and individual insolvency registers, being carried out by the Council, in support of this application.
- I/We have read the Licence Conditions and undertake in the event of a licence being granted to observe and adhere to such Conditions.
- I have enclosed the following documents:

  Annex A, completed with details of all of the vehicles to be operated under the licence, if granted (or an acceptable substitute)

  Annex B, completed with details of all of the drivers to be operated under the licence, if granted (or an acceptable substitute)

  (limited companies only) Annex C, completed with details of every director of the company

  Basic disclosure certificates, issued in the individual's name within the last 3 months, for any applicant (or company director) who is not currently licensed by the Council as a driver

  Signed:

  Print name:

  Date:

If there are more than two applicants, a copy of this page should be taken to allow all applicants to sign. Where the application is made by a limited company, the form should be signed by an officer of the company.

Completed application forms should be submitted, along with the above documents and payment of the appropriate fee(s), to:

Licensing, Dacorum Borough Council, Civic Centre, Marlowes, Hemel Hempstead, HP1 1HH

#### **Data Protection - PLEASE READ THIS NOTICE CAREFULLY**

We will use the information you provide in this form and in any supporting documents to process and determine your application for a licence, including carrying out searches and background checks. The information will be held on file and on an internal database, and such public registers as the Council may be required to maintain.

The information supplied may be passed to other bodies, including law enforcement agencies and government departments, as allowed by law. We may check information you have provided, or information about that that another person has provided, with other information we hold. We may also obtain information about you from, or provide information to, organisations such as government departments, law enforcement agencies, other local authorities, and private sector organisations such as banks, insurance companies or legal firms, to:

- · Verify the accuracy of information,
- · Prevent or detect crime, or
- Protect public funds.

We will not give your information to anyone else, or use information about you for other purposes, unless the law requires us to.

Dacorum Borough Council is the data controller for the purposes of the Data Protection Act. If you would like to know more about what information we hold about you, or the way we use it, please contact us.

Office use only		
Date received:	Fee received:	
Receipt number:		☐ Chq ☐ Card
Appn complete:	Lic. approved:	
Licence valid from:	Licence expires:	

## Annex A

# List of vehicles to be operated under the licence

Licence (plate) number	Vehicle registration number	Proprietor name	Radio call sign (if applicable)

N.B. A printout or similar copy from the operator's records which contains the requested information will be an acceptable substitute for this annex.

# Annex B List of drivers to be operated under the licence Radio call sign Licence (badge) **Driver name** (if applicable) number

N.B. A printout or similar copy from the operator's records which contains the requested information will be an acceptable substitute for this annex.

# Annex C **Details of limited company directors** Please complete the following details for each director of the company. Use additional sheets where necessary. **Director 1** ☐ Mr ☐ Mrs ☐ Ms ☐ Other Full name: Home address: Driver's badge no: / Date of birth: / (if licensed) **Director 2** ☐ Mr ☐ Mrs ☐ Ms ☐ Other \_ Full name: Home address: Driver's badge no: Date of birth: 1 (if licensed) **Director 3** ☐ Mr ☐ Mrs ☐ Ms ☐ Other ☐ Full name: Home address: Driver's badge no: / Date of birth: (if licensed) **Director 4** ☐ Mr ☐ Mrs ☐ Ms ☐ Other Full name: Home address: Driver's badge no: Date of birth: / (if licensed)

Please note that a Basic Disclosure, issued within the last 3 months, must be submitted for any director who does not hold a valid hackney carriage / private hire driver's licence issued by the Council.