



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

**Application for Private Hire Operator Licence**

Revised August 2013

<b>I am applying for a:</b> <i>(tick one)</i>	<input type="checkbox"/> New licence	<input type="checkbox"/> Renewal of licence
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Please write legibly in **block capitals**, and ensure that your answers are inside the boxes and written in **black ink**. 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.

<b>Section 1: Licence details</b>		<i>This section should be left blank on new licence applications</i>	
Licence number:	<b>PO</b>	Expiry date of current licence:	/ /

<b>Section 2: Booking details</b>	
Please give the name(s) by which your business is/will be known: <i>(up to 3 names)</i>	
Please list any telephone numbers advertised for the making of bookings:	
At what address(es) are telephone bookings received?	
Do you maintain any publicly accessible booking offices?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If so, where are these situated? <i>(please give all applicable addresses)</i>	
Do you provide 'freephones' for booking private hire journeys?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If so, where are these situated?	
Where are bookings received: <i>(please give address)</i>	
Do you maintain a website for the purpose of inviting bookings?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If so, please give the address:	www.
Can private hire bookings be made directly through your website?	<input type="checkbox"/> Yes <input type="checkbox"/> No

**Section 3: Applicant(s) details**The application is made by:  
(tick one)

- A single individual  
 Multiple individuals  
 A limited company

*Please give details in part A**Please give details in Parts A & B**Please give details in Part C***Part A: First individual applicant** Mr  Mrs  Ms  Other \_\_\_\_\_

Full name:

Home address:

Date of birth:

/ /

Driver's badge no:  
(if licensed)Daytime phone  
number:Mobile phone  
number:

Email address:

**Part B: Second individual applicant (if any)** Mr  Mrs  Ms  Other \_\_\_\_\_

Full name:

Home address:

Date of birth:

/ /

Driver's badge no:  
(if licensed)Daytime phone  
number:Mobile phone  
number:

Email address:

**If there are more than two individual applicants, please give the details of further individuals on a separate sheet.****Part C: Limited company applicant***Please also complete Annex C with directors details*

Registered name:

Registered office  
address:Company  
registration number:

- UK: Companies House  
 Other: \_\_\_\_\_

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:

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At what address can these records be inspected by police or authorised Council officers?

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#### Section 5: Liability insurance details

Do you hold valid liability insurance in respect of your business?

- Yes – public liability  
 Yes – employers liability  
 No

Name of insurer(s):

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Policy cover dates:

From:                     /                     /                     To:                     /                     /

#### Section 6: Premises authorisation

Has relevant planning permission for the [proposed] use of all addresses listed in section 1 been granted, or has it been confirmed that planning permission is not required for these addresses?

Yes     No

If the operator maintains CCTV in any booking office or other premises, or is the proprietor of vehicles with internal CCTV, has the operator registered with the Information Commissioner as a data handler?

Yes     No  
 Not applicable

If the operator maintains a business radio network, has the operator been granted a spectrum licence by Ofcom for this?

Yes     No  
 Not applicable

Please provide any further relevant information in respect of these matters in the space below:

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#### Section 7: Vehicle fleet details

How many private hire vehicles will be operated under this licence?

- 1-3 vehicles  
 4+ vehicles

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
- for 2 years in the case of large operators (operating 4+ private hire vehicles)

**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'?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>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.</i>	
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?	<input type="checkbox"/> Yes <input type="checkbox"/> 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)?	<input type="checkbox"/> Yes <input type="checkbox"/> 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?	<input type="checkbox"/> Yes <input type="checkbox"/> 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?	<input type="checkbox"/> Yes <input type="checkbox"/> No

If any of the above questions have been answered 'yes', please provide further details in respect of those matters in the space below:

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 Operator's licence issued by this or any other authority?	<input type="checkbox"/> Yes – Dacorum <input type="checkbox"/> Yes – another authority <input type="checkbox"/> No
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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:	
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:			<input type="checkbox"/> Chq <input type="checkbox"/> 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**

<b>Licence (badge) number</b>	<b>Driver name</b>	<b>Radio call sign <i>(if applicable)</i></b>

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.

<b>Director 1</b>		<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other _____	
Full name:			
Home address:			
Date of birth:	/ /	Driver's badge no: <i>(if licensed)</i>	

<b>Director 2</b>		<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other _____	
Full name:			
Home address:			
Date of birth:	/ /	Driver's badge no: <i>(if licensed)</i>	

<b>Director 3</b>		<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other _____	
Full name:			
Home address:			
Date of birth:	/ /	Driver's badge no: <i>(if licensed)</i>	

<b>Director 4</b>		<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other _____	
Full name:			
Home address:			
Date of birth:	/ /	Driver's badge no: <i>(if licensed)</i>	

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.