**APPLICATION FOR RENEWAL OF PRIVATE HIRE OPERATORS LICENCE**

**Please note this form will NOT be processed unless ALL sections below are completed**

**Your licence number**

|  |  |
| --- | --- |
| Private Hire Number e.g. PHO |  |

|  |  |  |  |
| --- | --- | --- | --- |
| OPERATING AS AN INDIVIDUAL (Complete Part A and C) |  | OPERATING AS A LIMITED COMPANY (Complete Part B and C) |  |

**Part A - Individual Applicants. Please complete all sections.**

|  |  |
| --- | --- |
| Applicant Name: |  |
| Trading Name: |  |
| Date of Birth: |  |
| Place of Birth: |  |
| National Insurance Number: |  |
| Contact Number: |  |
| Email Address: |  |
| Current Residential Address: |  |
| Postcode: |  |
| Address from which you are carrying out the business e.g. take bookings: |  |
| Is there a customer waiting area: | Yes…………………No…………………. |
| Have you been convicted or cautioned for any Offence since your last renewal? | Yes…………………No………………….. |
| If you have answered YES Please give full details of the offence including detail of any conviction or caution: |  |
| Are you currently being investigated for any offence by any agency such as the Police, Benefits, Customs, Immigration since your last renewal? | Yes…………………No…………………….. |
| If you have answered YES please give details of the investigation and the stage that the investigations has reached, such as awaiting Court date or Investigating Authority: |  |

**Part B – Applicants operating as a Limited Company Please complete all sections**

|  |  |
| --- | --- |
| Operating Name of Company: |  |
| Company Registration Number: |  |
| Address of company head office if different from operating base: |  |
| Contact Telephone Number: |  |
| Address of operating base at which bookings are to be taken: |  |
| Provision of customer waiting area: | Yes……………………No……………………. |
| List all telephone numbers by which bookings can be made: |  |
| Contact email address for Bookings: |  |
| Name and Address of all Directors. Use separate sheet of paper if insufficient space: |  |

**Tax Check**

After 4th April 2022, The Council will need to obtain confirmation from HMRC that applicants who renew their Private Hire Operators licence will have completed a tax check.

You can obtain your Tax code at <https://www.gov.uk/guidance/complete-a-tax-check-for-a-taxi-private-hire-or-scrap-metal-licence>

Schedule 23 to Finance Act 2011 (Data Gathering Powers) and Schedule 36 to Finance Act 2008 (Information and Inspection Powers), grant HMRC powers to obtain relevant information from third parties. This includes licensing bodies being required to provide information about licence applicants.

Enter your HMRC check code below exactly as it is shown

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**DBS Check**

Please note that applicants may be required to complete a Basic Disclosure from the Disclosure and Barring Service. Checks can be completed online at <https://www.gov.uk/government/organisations/disclosure-and-barring-service>

Such a check will not be required where the applicant holds either a Private Hire Vehicle or Hackney Carriage driver’s licence issued by this authority. If the individual applicant is a licensed driver with this Authority then they will need to supply the Council with their DBS Update Service Number:

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In the case of a company a Basic Disclosure will be required for each director of the company and company secretary.

A local authority shall not grant a Private Hire Operator’s Licence unless they are satisfied that the applicant is a fit and proper person to hold such a licence. Please provide any additional information that you consider the local authority may wish to take into account. Such information should be provided on a separate sheet of paper.

**Length of Licence**

How long do you want to renew your licence for, please select an appropriate duration based on the maximum length available and number of vehicles:

PRIVATE HIRE OPERATOR’S LICENCE FEES

Micro Operator (Up to 3 vehicles) £ 306.00 £ 1,224.00

Small Operator (4-10 vehicles) £ 632.00 £ 2,530.00

Medium Operator (11-30 vehicles) £ 1,020.00 £ 4,080.00

Large Operator (31 + vehicles) £ 1,530.00 £ 6,120.00

Please specify your reason for choosing a 1 year Operator’s Licence:

………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………….

**You can make payment online at** [Pay for it - Gloucester City Council](https://www.gloucester.gov.uk/contact-us/pay-for-it/)

**Declaration**

Please read this section carefully and only sign it if you understand it and it is true.

(1) I make this declaration in the knowledge that if I have knowingly or recklessly made a false statement or make a misleading omission, I shall be liable to prosecution and that my licence (if granted) will be liable to be suspended or revoked.

(2) I consent to the Council retaining my application and details on its database(s). I understand that the Council is obliged to pass on information to other statutory/partner bodies if so requested.

(3) I read the Council’s General Conditions for Hackney Carriage and Private Hire Licensing and understand them and undertake to comply with them if a licence is granted.

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

**How we use your information**

**Your information may be shared internally and with external partners who provide services on our behalf.**

**We may share your information with other organisations where we need to verify the information provided by you or where allowed by law and for the purposes of prevention and detection of crime and/or fraud.**

**We may contact you using the details you have provided. For further information about how we use your information and how long we keep it for, please see our data protection webpage under the 'About the council section' on our website.**

<https://www.gloucester.gov.uk/about-the-council/data-protection-and-freedom-of-information/data-protection/>’

|  |  |
| --- | --- |
| Signature: |  |
| Print name: |  |
| Date: |  |

Please send your completed application form with the above supporting documents and payment to licensing@gloucester.gov.uk

**Please now complete the attached tables relating to vehicles operated/to be operated under this licence**.

**LIST OF VEHICLES OPERATED UNDER THIS LICENCE**

|  |  |  |
| --- | --- | --- |
| **Plate Number of Vehicle** | **DVLA Registration Number of Vehicle** | **Vehicle Proprietor** |
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**LIST OF LICENSED DRIVERS OPERATED UNDER THIS LICENCE**

|  |  |
| --- | --- |
| **Private Hire Driver Number** | **Name of Driver** |
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