

APPLICATION FORM FOR GRANT OF PRIVATE HIRE OPERATOR LICENCE

The council will not grant a Private Hire Operator Licence unless they are satisfied that the applicant is a fit and proper person. The applicant must complete a Basic Criminal Records Disclosure application and produce the certificate to the Licensing Authority showing photographic identification.

Date: Operator No:

1. Applicant's Surname / Previous Surname / Maiden name:

Applicant's Forenames:

Date of Birth: Place of Birth:

What is your e-mail address? (this must be completed).....

Present Home Address:

.....

Postcode: Tel No.

Address from which Operating from if different:

.....

Postcode: Tel No.

2. Name of Private Hire Operation:

3. Names of other drivers and vehicles to be working under this Operators Licence: *(Complete overleaf)*

4. Have you ever had a Private Hire Operators Licence or application for a Private Hire Operators Licence refused or revoked. If yes, give details:

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5. Are you currently a member of a Trade Association? If so please indicate which:.....

From 1st October 2015 the Deregulation Act 2015 changed the standard duration of a Private Hire Operators licence to five years. It specifies that an Operator's licence may be granted for a period less than five years but only if the Council think that it is appropriate in the circumstances of an individual case. If it is your intention to go with the one year option you will need to specify the reasons why this is the case. The Council will consider these reasons before deciding to grant a one year Operators licence.

PRIVATE HIRE OPERATOR'S LICENCE FEES	1 Year	5 Years
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.....
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.....
.....

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/>

DECLARATION:

- I declare that the information given by me in this application is correct, and that I have not withheld any relevant information.
- I have read the Council's conditions, rules and policies relating to Private Hire and Hackney Carriage Licensing. I have read and understand them.
- 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 bodies if requested to do so.
- I confirm that I am aware of the content of HMRC guidance relating to my (our) tax registration obligations. <https://www.gov.uk/guidance/changes-for-taxi-private-hire-or-scrap-metal-licence-applications-from-april-2022>

Please tick the box if you do want the Council to publish your company contact details on the public register

Your right to work in the UK will be checked as part of your licensing application, this could include the licensing authority checking your immigration status 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 Annex A You can find this information by clicking the following link [taxi licensing guidance \(publishing.service.gov.uk\)](https://publishing.service.gov.uk). You must bring the original document(s), such as a passport or biometric residence permit as indicated in our published guidance, so that the check can take place. The document(s) will be copied and the copy retained by the licensing authority. The original document will be returned to you.

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.

If the applicant fails to provide document(s) as specified in Annex A [taxi licensing guidance \(publishing.service.gov.uk\)](https://publishing.service.gov.uk) that demonstrates a right to a licence in accordance with your published application process, you should consider whether to offer a further opportunity to provide the document before refusing the application.

Applicants are advised that to make knowingly or recklessly a false statement or omit any information from this application is a criminal offence.

Applicants Signature: Date:

Receipt No.:

Date:

IMPORTANT INFORMATION

HMRC

for HMRC guidance about tax registration obligations:

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

