



LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976

APPLICATION FOR A PRIVATE HIRE OPERATOR'S LICENCE

Complete the section(s) applicable

INFORMATION NOTES

PLEASE USE THIS FORM IF YOU WOULD LIKE TO APPLY FOR A PRIVATE HIRE OPERATOR LICENCE
BEFORE COMPLETING THIS FORM, APPLICANTS ARE ADVISED TO CAREFULLY READ THE
ACCOMPANYING GUIDANCE NOTES

PLEASE COMPLETE IN BLOCK CAPITAL LETTERS IN BLACK INK

Any person wishing to submit an application must attend the Bassetlaw District Council, Queens Buildings,
Potter Street, Worksop, S80 2AH

Licensing Officers and Enforcement Officers are not permitted to complete or amend forms on behalf of
applicants for legal reasons.

GENERAL

1	Applicant's full name	
2	Applicants Date of Birth	
3	Applicants National Insurance Number	
4	Address	
	Postcode	
5	Applicants Telephone Number(s)	
6	Do you have the right to live and work in the UK? (proof is required)	<input type="checkbox"/> Yes <input type="checkbox"/> No
7	Licence Length (please select)	
	3 Years	<input type="checkbox"/>
	5 Years	<input type="checkbox"/>

Licence History

8	Are you the current holder/ have you ever held either a Hackney Carriage or Private Hire licence with Bassetlaw District Council or any other Local Authority?	<input type="checkbox"/> Yes <input type="checkbox"/> No
---	--	--

If Yes, please give details;

Local Authority	Type of Licence	Badge Number/Ref	Dates Held	Expiry Date

9	Have you engaged in any trade or business activities before seeking this application	<input type="checkbox"/> Yes	<input type="checkbox"/> No
---	--	------------------------------	-----------------------------

If Yes, please give full details, including dates when the business was operative;

Business Activity	Date From and To	Position/Role

10	Have you made a previous application for an Operator licence with Bassetlaw District Council or any other Local Authority? If YES please provide details	<input type="checkbox"/> Yes	<input type="checkbox"/> No
11	Have any previous operator's licence (at any authority) held by you been revoked or suspended? If YES please provide details	<input type="checkbox"/> Yes	<input type="checkbox"/> No
12	Have you ever had an Operator licence refused/ revoked/ suspended by Leeds City Council or any other Local Authority? If YES please provide details	<input type="checkbox"/> Yes	<input type="checkbox"/> No

13	Please give details of your CURRENT EMPLOYMENT (if applicable).	
----	---	--

Convictions

14	Are you aware of any enquiries or investigations of any kind or description (including motoring and/ or Hackney Carriage/ Private Hire) being made at the present time by the Police or any Local Authority involving you or any company director, secretary, partner or interested party? If YES please provide details	<input type="checkbox"/> Yes <input type="checkbox"/> No
15	Have you ever had any summons served on you or any company director, secretary, partner or interested party for any offence(s) which has NOT been heard at Court? If YES please provide details (including future hearing dates)	<input type="checkbox"/> Yes <input type="checkbox"/> No
16	Have you or any company director, secretary, partner or interested party ever been given any WRITTEN WARNING by the Police or Local Authority? If YES please provide details (including reasons for the warning and who the warning was given by)	<input type="checkbox"/> Yes <input type="checkbox"/> No
17	Have you or any company director, secretary, partner or interested party ever been convicted or cautioned for any offence? If YES please provide details below	<input type="checkbox"/> Yes <input type="checkbox"/> No

If you have answered YES to any of the questions listed above please use a continuation sheet to provide full details if there is insufficient space

MOTORING Convictions (including Fixed Penalties). If none, write NONE below

Name of Defendant	Date of Conviction	Offence	Fine (£)	Disqualification Details	Penalty Points

CONVICTIONS other than Motoring (including any Binding Overs). If none, write NONE below				
Name of Defendant	Date of Conviction	Offence	Court	Sentence/Order

CAUTIONS, WARNINGS and REPRIMANDS. If none, write NONE below				
Name of Defendant	Date of Caution/ Warning/ Reprimand	Offence	Police Force/ Issuing Body	State whether Caution/ Warning/ Reprimand

18	Have you or any company director, secretary, partner or interested party ever been the Director or Secretary of a Company? If YES please provide details (including dates from and to):	<input type="checkbox"/> Yes <input type="checkbox"/> No
19	Are there any convictions recorded against that/those Company/Companies? If YES please provide details (including company name, date of conviction, Offence, Court and Sentence):	<input type="checkbox"/> Yes <input type="checkbox"/> No
20	Has the Company/Companies made a previous application(s) for an Operator licence? If YES please provide details (including the name of the Local Authority and Licence Number)	<input type="checkbox"/> Yes <input type="checkbox"/> No
21	Has the Company/Companies ever had an Operator licence refused/ revoked/ suspended by Bassetlaw District Council or any other Local Authority? If YES please provide details (including the name of the Local Authority and Licence Number)	<input type="checkbox"/> Yes <input type="checkbox"/> No

Details of Company Applicant

22	Do you intend to operate the business as a Company?	<input type="checkbox"/> Yes <input type="checkbox"/> No If no please go to Question 28
23	If YES please give the details of each director and secretary <input type="checkbox"/> Director <input type="checkbox"/> Secretary	
24	Title	Mr/Mrs/Dr/Miss/ Other.....
25	Name	
26	Previous Names or Alias	
27	Address	
	Postcode	
If there are numerous directors please use a continuation sheet to provide full details of all directors		

The Director and/ or Secretary must sign the application form.

The Director and/ or Secretary must undertake a satisfactory DBS check and provide documentation relating to their right to work in the UK

Details of a Partnership/ Interested Party

28	Do you intend to operate the business in partnership with any other person? If YES please give the details below:	<input type="checkbox"/> Yes <input type="checkbox"/> No If no please go to Question 33
29	Title	Mr/Mrs/Dr/Miss Other.....
30	Name	
31	Previous Names or Alias	
32	Address	
	Postcode	

The Partner/ Interested Party must sign the application form.

The Partner/ Interested Party must undertake a satisfactory DBS check and provide documentation relating to their right to work in the UK

Full Details of Proposed Premises

33	Trading Name	
34	Address of Booking Office/Business	
	Postcode	
35	Telephone number(s)	
36	Fax Number(s)	
37	Email address(es)	
38	Is this address which you intend to operate (a) Privately owned by yourself (b) Rented	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No

39	Is there a current planning permission for the use of these premises for office/business purposes? If so, state reference number and date of the Permission If not, when will an application be made?	<input type="checkbox"/> Yes <input type="checkbox"/> No
40	Is this office to be used for personal visits and telephone bookings?	<input type="checkbox"/> Yes <input type="checkbox"/> No
41	What is your V.A.T. Registration No.? (If VAT registered)	
42	How many private hire vehicles will you operate if granted a licence? (Append list if necessary)	
43	Is off-street parking accommodation available for vehicles to be nominated on this licence? If YES please give details of parking location(s) and number of spaces	<input type="checkbox"/> Yes <input type="checkbox"/> No
44	How many persons do you intend to employ in making provision for the invitation or acceptance of bookings for private hire and in what capacity?	

References

The name and address of two referees (for new applications only) must accompany this application. Please see the guidance notes for a list of acceptable references	
Reference Number One Details	
Reference Number Two Details	

Applicant Declaration

1. I have read the conditions subject to which this application will be considered and confirm that I comply with all the requirements set out therein.
2. I declare that the answers to all questions are true to the best of my knowledge and belief.
3. I agree to abide by the rules of Bassetlaw District Council Licensing Conditions.
4. I understand that if there are any omissions or incorrect statements, my application may be refused without further consideration or if a licence has been issued it will be liable to immediate suspension
5. I understand that I may be liable to prosecution if I have knowingly or recklessly made a false statement or omitted any material particular from this application.
6. I have read and understand the Bassetlaw District Council Hackney Carriage and Private Hire Vehicle Licensing Policy
7. I consent to the result of my DBS disclosure being shown to members of any relevant council committee, if necessary to determine my application.

Principal Applicants Signature.....

Date.....

Company Secretary Signature.....

Print Name.....

Date.....

(1) Directors/Partner/Interested Party Signature.....

Print Name.....

Date.....

(2) Directors/Partner/Interested Party Signature.....

Print Name.....

Date.....

(3) Directors/Partner/Interested Party Signature.....

Print Name.....

Date.....

(4) Directors/Partner/Interested Party Signature.....

Print Name.....

Date.....

(5) Directors/Partner/Interested Party Signature.....

Print Name.....

Date.....

How we will use your information

The purpose for collecting your personal details on this form is to allow Bassetlaw District Council to process your application for the licence you are applying for. This could include collection of irrelevant details of criminal records. Once the form has been completed the Licensing department will store the details securely and confidentially. Access to the information you provide will be on a strictly need to know basis and the information will be retained for the period that you are licensed by Bassetlaw District Council and up to 6 years after that time, before being securely disposed of / deleted from our systems.

The information may be shared with other council departments or external partners/agencies when the law allows. The council will need to share information with the Audit Commission in order to protect public funds and prevent/detect fraud.

All information sharing will be conducted securely in line with the council's policies.

Application Checklist

Before you submit your application, tick the following boxes to ensure you have included and read all the necessary documentation.

Any omissions will result in the return of your application and further delay.

Only original documents will be accepted and these must reflect the same spelling of names and addresses of those contained on the application form.

I have read and understand the Bassetlaw District Council Hackney Carriage and Private Hire Vehicle Licensing Policy	<input type="checkbox"/> Yes	<input type="checkbox"/> No
--	------------------------------	-----------------------------

I submit the following in support of the application;

Application form Fully completed and signed	<input type="checkbox"/> Yes	<input type="checkbox"/> No
DBS Standard Disclosure Certificate	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Criminal Records Check from outside the UK if you were born outside of the UK you must provide a Criminal Record Check from the country(s) that you have lived in	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Documentary evidence of Entitlement to work as a Private Hire Operator in the UK	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Application Fee	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Employee Insurance Certificate	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Public Liability Insurance Certificate	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Vehicle Insurance Certificate	<input type="checkbox"/> Yes	<input type="checkbox"/> No

For Office Use Only

The details in this box are to be completed by authorised staff only.

Safeguarding Training Attended Yes No

Safeguarding Assessment Passed Yes No

Fee Paid Yes No Amount £.....

Licence Length 3yrs 5yrs

Employee Insurance Details

Insured By	
Policy/Cover Note Number	
Insured From	
Insured to	

Public Liability Insurance Details

Insured By	
Policy/Cover Note Number	
Insured From	
Insured to	

Vehicle Insurance Details

Insured By	
Policy/Cover Note Number	
Type of Cover	
Insured From	
Insured to	

DBS Information for all parties

Viewed DBS Certificate	
Is the certificates issued in the full name of the relevant individual?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the Exemption Apply? (The applicant holds a current enhanced Disclosure and Barring Service Certificate, which has been issued more than two months before the date on which the application for an Operator's for an Operator's licence is made AND was obtained in support of a private hire or hackney carriage driver's licence issued by Bassetlaw District Council)	<input type="checkbox"/> Yes <input type="checkbox"/> No

Date of DBS Certificate	
Has the certificate been issued no earlier than 2 months before the date on which the application was made.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the applicant had a period of residence outside of the UK?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If YES has a certificate of good conduct and/or statutory declaration been provided?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has conviction been revealed? If YES refer to Principal Solicitor (Licensing & Regulatory or Council Solicitor)	<input type="checkbox"/> Yes <input type="checkbox"/> No

Proof of Entitlement to Work as a Private Hire Operator in the UK for all parties

Has documentation of right to work in the UK been provided?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Type of document	
Nationality	
Right to work as a Private Hire Operator Established?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Any restrictions of the right to work? If YES please give details	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the licence need to be granted for a limited duration due to restriction of period of work? If YES Licence granted until date	<input type="checkbox"/> Yes <input type="checkbox"/> No

Reference's

Has reference one been returned	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the person providing reference two suitable (see list of persons allowed to give references)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the content of the reference satisfactory? Consult Principal Solicitor (Licensing & Regulatory or Council Solicitor if required)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has reference two been returned	<input type="checkbox"/> Yes <input type="checkbox"/> No

Is the person providing reference two suitable (see list of persons allowed to give references)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the content of the reference satisfactory? Consult Principal Solicitor (Licensing & Regulatory or Council Solicitor if required)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do further references need to be requested? If YES please provide details	<input type="checkbox"/> Yes <input type="checkbox"/> No