

**PRIVATE HIRE OPERATOR'S LICENCE
APPLICATION (RENEWAL)
Local Government (Miscellaneous Provisions) Act 1976**

INFORMATION NOTES

PLEASE USE THIS FORM WHEN APPLYING FOR RENEWAL OF A PRIVATE HIRE OPERATOR'S LICENCE.

PLEASE NOTE SECTION 57(3) OF THE LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976 STATES: IF ANY PERSON(S) KNOWINGLY OR RECKLESSLY MAKES A FALSE STATEMENT OR OMITTS ANY MATERIAL PARTICULAR IN GIVING INFORMATION UNDER THIS SECTION, HE SHALL BE GUILTY OF AN OFFENCE.

IT IS AN OFFENCE UNDER THE ABOVE ACT TO OPERATE WITHOUT A LICENCE, FOR WHICH ENFORCEMENT ACTION CAN BE TAKEN.

This reminder has been sent out approximately **8 WEEKS** before your licence is due for renewal.

You are reminded that this is a courtesy service only, and that it is ultimately your responsibility for ensuring your licence does not expire. If you allow your licence to expire you will need to begin the process again with a New Application.

Completed applications can be submitted electronically or in person. You must make an appointment for your application to be processed by contacting the Licensing Section on 01629 761345, preferably **4 weeks before** expiry or in any event at least **10 WORKING DAYS** before your licence is due to expire. You will need to bring with you your completed application form, together with the documents stated overleaf and the appropriate fee.

Before completing this form, applicants should ensure that they have read the District Council's Hackney Carriage and Private Hire Vehicle Licensing Policy supplied previously. Please pay particular attention to the application procedures and conditions of licences detailed in it. (If you require another copy of the Policy please contact the Licensing Team as above).

In the event of you selling the business at anytime, you must notify the Licensing Section and provide documentation confirming the sale. **Please note that you cannot sell or transfer an operator's licence.** Anyone buying the business must apply for and be granted an operator's licence before commencing business.

PLEASE NOTE THAT IT IS THE COUNCIL'S POLICY NOT TO LICENCE A PRIVATE HIRE VEHICLE OPERATOR WHOSE OPERATING BASE IS OUTSIDE THE DERBYSHIRE DALES DISTRICT COUNCIL AREA.

FEES

See list of Fees and Charges.



YOU MUST BRING ALL THE DOCUMENTS LISTED BELOW TO YOUR APPOINTMENT. IF YOU DO NOT THEN YOUR APPLICATION CANNOT BE PROCESSED.

1. Criminal Records Bureau Check – if required.
2. Written confirmation that the operation will be solely as one operation. (Only one operating name is allowed).
3. A list of all drivers and vehicles operated by you. (You are required to keep this up to date with us over the duration of the licence).
4. Operator's Public Liability Insurance – if premises are used by members of the public.
5. Motor vehicle Insurance Policy for every vehicle operating under this licence.
6. Booking records for the 6 month period prior to renewal.

Please complete in BLOCK CAPITALS and in black ink

SECTION 1 – DETAILS OF APPLICANT AND OTHERS

Mr Mrs Ms Other

A: Full Forenames

B: Surname

C: Previous Names or Aliases

D: Current Home Address (Full Postal Address)

<input type="text"/>	
<input type="text"/>	Post Code

E. E mail address

F: Telephone Number (Home)

Mobile Telephone Number:

<input type="text"/>	<input type="text"/>
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G: Date of Birth:

H: Please provide telephone numbers where you can be contacted during normal office hours and when you will not be present on the premises.

Office No:

Other Contact Nos:

I: Please provide the name(s) and address(es) and dates of birth of all the managers who will assume control of the booking of Private Hire Vehicles and drivers in your absence, or details of other arrangements for bookings in your absence.

J: Have you or anyone named on this form been granted a Private Hire Vehicle Operator's Licence, or any other licence by this or any other Council?

Yes

No

If "YES" please state:

Type of Licence:

Name of Council:

Date Licensed from: _____ to: _____

Type of Licence:

Name of Council:

Date Licensed from: _____ to: _____

K: Have you or anyone named on this form ever been REFUSED a Private Hire Vehicle Operator's Licence, or any other licence, or had a licence SUSPENDED or REVOKED.

Yes

No

If "Yes" please state:

Type of Licence, Name of Council, Date of Refusal/Revocation/Suspension, Name of Operation/Proposed Operation (if applicable)

L: Have you or anyone named in **Section 2** question D or anyone mentioned in this form, including any Companies referred to, ever been convicted of ANY offence?

Yes

No

If "YES" please complete below. If "NO" please insert the word "NIL" or "NONE" in the box below.

Name	Date	Court	Offence	Sentence

PLEASE CONTINUE ON A SEPARATE SHEET IF NECESSARY

LIST OF DRIVERS AND VEHICLES

	Name	Badge No	Reg No.	Plate No.
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

SECTION 2 – DETAILS OF OPERATION/COMPANY

A: Business Name of the Operation

B: Address of Operation

C: Please state all telephone numbers to be used in the operation, (which must be in the applicant's name) and the address they are located in, if different from above. **(Renewal applicant must produce a recent telephone bill/statement for each number used that should be in the Licensee's name)**

D: Do you personally own the Operation stated above? Yes No

If "NO" please confirm details of ownership, including any partners in the business, including names and addresses and dates of birth of anyone involved or who may have an influence in the business. (Please provide a letter from them stating their interest in the business. This must be attached to this application).

Please see **Section 1** Question K – re-convictions

E: Is the application being made on behalf of a Limited Company?

Yes

No

If "YES" please provide the following details:

Name of Limited Company/or other incorporated body:

Address of Registered Office of Company:

Your position with the Company:

Full Name(s) and Private/Home address(es) of Director(s)

F: Has planning permission been obtained for the use of the premises as a Private Hire Operation?

Yes

No

If "YES" please state date permission was approved and planning reference:

G: How many vehicles will you operate under this licence?

SECTION 3

I declare that to the best of my knowledge and belief that the statements in this application are true and correct. I understand that if there are any omissions, false statement(s) or I omit any material particular, my application may be refused without further consideration or if a licence has been issued, I shall be liable to immediate suspension. I also consent to the result of my Criminal Record Bureau disclosure being shown to members of any relevant Council Committee, if necessary to determine my application.

If it comes to light after the licence has been granted that I have made omissions, false statements or omitted any material particular, I understand that I shall be liable for prosecution.

In the event of a licence(s) being granted to me, I undertake to fulfil all reasonable obligations to the public to comply with all the rules, orders, regulations and conditions at the time being in force.

Applicant(s) signature(s)

Signature

Date

Print Name

Signature

Date

Print Name

Signature

Date

Print Name

YOUR GUIDE TO DATA PROTECTION

All personal information provided to Derbyshire Dales District Council will be held and treated in confidence in accordance with the Data Protection Act 1998. It will only be used for the purpose for which it was given and may be shared with other Council departments or third party organisations.

The personal information that you provide to Derbyshire Dales District Council will be used for the purpose of processing your licence application. Your personal information will only be shared with other authorities or organisations where appropriate or legally required; for example, these could include Police Authority, Gambling Commission, Immigration Authority, Disclosure and Barring Service, DVLA, HMRC. Personal data can be used for data matching purposes to detect and prevent fraud.

We will not share your information with third parties for marketing purposes or any other reason unless required to do so by law.

Further information on how we process your personal information can be found on our website a <https://www.derbyshiredales.gov.uk/your-council/data-information>

WHAT INFORMATION DO WE HOLD AND HOW DO WE OBTAIN IT?

In addition to the information that you provide to us, we may also receive information about you from one or more of the following sources:

Police Authorities
Local Government Departments
Other Government Agencies

FOR WHAT PURPOSE DO WE HOLD THE INFORMATION?

We use your information for either one or more purpose, outlined below:

To process your licensing application, enforcement and issue a licence

To maintain a public register where appropriate

We must protect the public funds that we handle, so we may use the information you have provided on this form for the prevention and detection of fraud and crime and to confirm foreign nationals entitlement to work in the UK. We may also share this information for the same purpose with other organisations that handle public funds, and bodies involved in the investigation and detection of crime.

CARING FOR YOUR DATA

We undertake that we will have in place a level of security appropriate to the nature of the data and the harm that might result from a breach of security.

We further undertake that we will:

Not hold information about you which is excessive in relation to the purpose for which it is processed.

Keep any information about you accurate and, where necessary, up to date.

(To help us do this, please keep us informed if any of your details change).

Not keeping processed data for any purpose longer than necessary.

Process your information in accordance with your rights under the Data Protection Act 1998.

YOU HAVE CERTAIN RIGHTS UNDER THE DATA PROTECTION ACT IN RELATION TO THE INFORMATION THAT WE HOLD ABOUT YOU. IF YOU REQUIRE FURTHER INFORMATION ABOUT THESE RIGHTS PLEASE WRITE TO:

The Licensing Section, Derbyshire Dales District Council, Town Hall, Matlock, DE4 3NN or e mail: licensing@derbyshiredales.gov.uk.