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DATE STAMP

Licensing Office, Horbury Community Centre,
Cluntergate, Horbury, Wakefield, WF4 5DA

Telephone: 01924 302921 / 302923 / 302922

Fax: 01924 302928

Email: licensingoffice@wakefield.gov.uk

HOW TO APPLY FOR A:-

PRIVATE HIRE OPERATOR LICENCE

Local Government (Miscellaneous Provisions) Act 1976

Documents to be submitted:

1. **Application Form**
2. **Fee** (see fees list)
3. **DVLA Driving Licence** (see guidance notes)
4. **Birth Certificate / Current Passport / Certificate of British Nationality** or (if adopted) **Adoption Birth Certificate (Original documents required)** (see guidance notes)
5. **Planning Permission** or letter stating Planning Permission is not required (see guidance notes)
6. **Marriage Certificate** (see guidance notes)
7. **Deed Poll** (if name changed other than by marriage)
8. **Basic Criminal Record Disclosure** from the Scottish Criminal Record Office (note 9) for applicants NOT licensed Wakefield MDC Private Hire or Hackney Carriage Drivers

Refer to Guidance Notes for full details.

APPLICATION FOR PRIVATE HIRE OPERATOR LICENCE

1. **Staff are not allowed to complete or amend forms on behalf of applicants for legal reasons.**
2. Please complete the form in BLACK INK and in BLOCK CAPITALS.
3. Applicants are warned against knowingly making any false or reckless statements for the purposes of obtaining a licence. The current maximum fine on conviction is £1,000.

Type of application? <small>(Tick correct box)</small>	First Grant <input type="checkbox"/>	Renewal <input type="checkbox"/>	Additional <input type="checkbox"/>	Change of Premises <input type="checkbox"/>
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Licence Number: <small>(if previously licensed)</small>		Date of Expiry:	
Badge Numbers of Applicants <small>(if licensed)</small>			

FULL DETAILS OF APPLICANT

Surname:						Date of Birth:		
Title:	Mr	Ms	Mrs	Miss	Other	Full Forenames:		
Home Address:								
						Post Code:		
Telephone No:						Mobile Tel No:		
Email address:								

FULL DETAILS OF JOINT APPLICANT

Surname:						Date of Birth:		
Title:	Mr	Ms	Mrs	Miss	Other	Full Forenames:		
Home Address:								
						Post Code:		
Telephone No:						Mobile Tel No:		
Email address:								

Has any applicant had an application to **any** Local Authority for the grant or renewal of a Private Hire Operator/Driver or Hackney Carriage Driver licence **refused**, or had a licence **revoked or suspended**?

Yes No

(If YES, please give details)

Name of Local Authority	Date	Type of Licence	Decision & Reason for Decision

REGISTERED COMPANY DETAILS

The following questions may not be applicable to ALL applicants but the first part of each question MUST be answered.

If you answer **NO** to Part 1 of this question please proceed to Part 2.

If you answer **NO** to Part 2 of this question please proceed to Page 4

PART 1								
Is the application being made in respect of a registered company?					Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If Yes please proceed to answer the following;								
Has any director or secretary previously applied for any operator licence? If Yes, please give details					Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Has there been any revocation or suspension of any operator licence previously held? If Yes, please give details					Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Please provide details of any convictions recorded against the Director or Secretary of the company;								
Name of Company	Trade of Business	Date	Court	Offence	Sentence			
State below trade or business activities any such director or secretary has carried out in the past and now								
Name	Description of trade/business activities	Period Carried on		Position held				
		From	To					

PART 2								
Are you or have you ever been a Director or Secretary of a Company?					Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If Yes please proceed to answer the following;								
Has such company/companies previously applied for any operator licence? If Yes, please give details					Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Has there been any revocation or suspension of any operator licence previously held by such company/companies? If Yes, please give details					Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Please provide details of any convictions recorded against the Company or Companies;								
Name of Company	Trade of Business	Date	Court	Offence	Sentence			

BUSINESS PREMISES

The Operator shall not cause or permit the business premises to be used by any other person(s) for any purpose other than that connected with the conduct or operation of the Private Hire business.

Name of Firm: <i>(State exact wording to be used, this must appear on any vehicle stickers used)</i>			
Business Address:			
Post Code:		Telephone No. (s) (Land line only)	
Fax No:		e-mail address:	
The Council does not authorise the use of mobile phones for operator bookings. Bookings must be recorded at the premises on the land line			

Planning Permission or a letter stating Planning Permission is not required for a particular business premises is to be submitted as part of the application. If planning permission is required then this must be obtained before a licence can be issued. If planning permission is not required a letter stating this must be provided from the planning department.

Please tick the applicable box;

1.	The business premises I wish to be licensed has Planning Permission in force	<input type="checkbox"/>
2.	The business premises I wish to be licensed does not require Planning Permission	<input type="checkbox"/>
3.	I have made an application to Planning and will submit the relevant details once received	<input type="checkbox"/>

Identification Signs – details must be provided of the wording and colours to be used on identification signs. If you do not require any identification signs please write 'NONE REQUIRED' in the space provided for wording. Each vehicle operating through your company must apply for individual sign approval for their vehicle.

FRONT OR REAR SCREEN identification signs - please give details of wording /colours below:			
Wording:			
Colour of Lettering:		Colour Background:	
REAR PASSENGER DOORS OR MULTI SEATER VEHICLE REAR SIDE PANEL - please give details of wording / colours below:			
Wording:			
Colour of Lettering:		Colour Background:	

All convictions which are 'unspent' under the Rehabilitation of Offenders Act 1974 must be disclosed (this includes motoring offences). If you do not have any convictions please write 'NONE'. (A copy of the Rehabilitation Period Table can be obtained from the Licensing Office (if required)).

1st APPLICANT

Name			D.O.B:	
Date	Offence	Court	Sentence	
Are you aware of any ENQUIRIES OR INVESTIGATIONS of any kind or description (including motoring and/or Hackney Carriage/Private Hire) being made by the Police or any Local Authority?				
POLICE		ANY LOCAL AUTHORITY		
Yes <input type="checkbox"/> No <input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>		
(If YES, please give full details)		(If YES, please give full details)		
Have you ever had any summons served on you for any offence(s) which has NOT been heard at Court? (If YES, please give details)				
Yes <input type="checkbox"/> No <input type="checkbox"/>				
Date of Hearing		Alleged Offence		

2nd APPLICANT

Name:			D.O.B:	
Date	Offence	Court	Sentence	
Are you aware of any ENQUIRIES OR INVESTIGATIONS of any kind or description (including motoring and/or Hackney Carriage/Private Hire) being made by the Police or any Local Authority?				
POLICE		ANY LOCAL AUTHORITY		
Yes <input type="checkbox"/> No <input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>		
(If YES, please give full details)		(If YES, please give full details)		
Have you ever had any summons served on you for any offence(s) which has NOT been heard at Court? (If YES, please give details)				
Yes <input type="checkbox"/> No <input type="checkbox"/>				
Date of Hearing		Alleged Offence		

DECLARATION TO BE SIGNED BY APPLICANTS

ONCE LODGED WITH THE COUNCIL, THIS APPLICATION FORM REMAINS THE PROPERTY OF THE COUNCIL.

I DECLARE that the answers to ALL questions and all other particulars provided in connection with this application are accurate and no relevant information has been omitted either knowingly or through lack of care. **I have read the warning on Page 3 of this application.**

I have read and understand the guidance enclosed in the application pack.

Applicants Signature: _____ Date: _____

Applicants Signature : _____ Date : _____

To be signed by the applicants and all partners/directors. If more than 3 partners/directors additional copies of this part of the form may be requested.

These names will NOT appear on the licence, but will be kept on the Councils records

Signature: _____ Date: _____

Signature: _____ Date: _____

Signature: _____ Date: _____

IMPORTANT

It is an offence to operate a Private Hire Vehicle(s) unless and until a licence or any renewal thereof is issued to you. Merely submitting an application form for the grant or renewal of a licence does not entitle you to start work or, if a renewal, entitle you to continue beyond the expiry date of the licence. You must wait until the actual official licence, issued under the hand of the duly authorised Officer of the Council, is in your possession, otherwise you are liable to prosecution.

Should you require any further general information regarding completion of the form please contact the Licensing Office. In view of the possible serious consequences if incorrect information is submitted you may wish to consider consulting your Solicitor if in doubt.

DATA PROTECTION ACT 1998

The City of Wakefield MDC requires this information in order to process your application for a licence. The Council is under a duty to protect the public funds it administers and may use the information you have provided within the Authority for the prevention and detection of fraud. From time to time, as prescribed by Law, we will share your information with other Government Departments such as the Inland Revenue, Benefits Agency and the Police.