



**Melton  
Borough  
Council**

**APPLICATION FOR A  
PRIVATE HIRE OPERATOR'S LICENCE**

**TOWN POLICE CLAUSES ACT 1847  
LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976**

Please read the application form carefully before completing it. All boxes must be completed where applicable. If you are completing this form by hand please write legibly in BLOCK CAPITALS. Please use additional sheets if necessary and attach them to this application form.

**Please allow 5 working days for this application to be processed. Failure to do so may result in a delay in issuing your new licence.**

<b>1. Name of applicant</b>		
TITLE (mark X as appropriate): Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other (please state):		
Surname		
Forenames		
Date of birth (dd/mm/yyyy) : _ / /		

  

<b>2. Your Residential Address</b>		

  

<b>3. If operating as a business please state the business name</b>		

  

<b>4. From what address will the business operate? (see notes 1 &amp; 2)</b>		

  

<b>5. Contact telephone numbers</b>		
Home:	Business:	Mobile:

6. Is this a licence renewal or new licence application (see note 3) (Mark X)	
Renewal (please state licence number: _ )	<input type="checkbox"/>
New	<input type="checkbox"/>

7. Have you ever been convicted by the Courts of any offence?			
You must detail all prosecutions/convictions/cautions and/or endorsements, including traffic offences.			
YES <input type="checkbox"/> / NO <input type="checkbox"/> (mark as applicable).			
If YES please give details below:			
Date of conviction, caution or endorsement	Title of conviction	Nature of conviction	Penalty

8. Has any previous Operator's Licence held by you been revoked or suspended?
YES <input type="checkbox"/> / NO <input type="checkbox"/> (mark as applicable).
If YES please give details below:
Name of Council:
Date:
Reasons:

9. Do you hold a full British passport?
YES <input type="checkbox"/> / NO <input type="checkbox"/> (mark as applicable).

10. Do you have the right to live and work in the UK?
You may be asked for documentary evidence if you do not hold a full British Passport.
YES <input type="checkbox"/> / NO <input type="checkbox"/> (mark as applicable).

11. Please list the Private Hire vehicles that will operate under this licence:	
Registration Number	Make & type

**12. Please list the drivers currently registered with you:**

Name	Address

**13. Declarations**

I understand that:

1. An operator's licence is not transferable to any other person. It relates only to the address of the applicant shown and any other change must be notified immediately.
2. Application for the renewal of a licence, if issued, must be made **at least** 28 days before expiry of the current licence.
3. Any licence must be produced on request by an authorised officer of the Council or a Police Constable.
4. It is a condition of an operator's licence that a record shall be kept of every contract for hire of a vehicle made by the operator to whom this licence is granted, to include the date and time of booking and the date, time and places of the start and finish of the journey, the identity of the driver, licence number of the vehicle making the journey and the number of passengers carried. This record must be produced on request by an authorised officer of the Council.
5. The premises from which the holder of this licence operates his/her business must have planning permission for office or commercial use, and the operator must comply in every respect with the requirements of current Town Planning legislation.
6. A separate application form is required for each Private Hire vehicle to be operated by my business.
7. I am required to read and understand Section 57(2)C of the Local Government (Miscellaneous Provisions) Act 1976 relating to company involvement set out overleaf, and have, in this respect

no submission to make / submitted details attached \*

\* Delete as applicable

8. I understand that any licence issued will be subject to the provisions of the Local Government (Miscellaneous Provisions) Act 1976 and to any other relevant laws, byelaws or regulations which come into force.
9. I enclose payment of the fee of £160. (Please note we are unable to accept any payments by cash)

Signed .....

Date .. ..

## Notes

1. PLANNING PERMISSION - The building or land from which you will operate may need planning permission for this use. It is your responsibility to check with the Council's Planning Department at the Council Offices and submit a planning application if necessary.
2. OPERATING FROM A COUNCIL HOUSE - If you wish to operate from a Council house, you will need a separate written permission from the Social and Economic Development Department.

### **YOU SHOULD NOT OPERATE WITHOUT THESE PERMISSIONS IF THEY ARE NEEDED**

3. Licences are issued for a period of two years after which they must be renewed.
4. Any change whatsoever in the above particulars must be notified in writing to the Licensing Officer within seven days.

### **Local Government (Miscellaneous Provisions) Act 1976** **Section 57 (2)C**

"A District Council may require an applicant for an operator's licence to submit to them:-

- (i) if the applicant is or has been a director or secretary of a company, information as to any convictions recorded against that company at any relevant time; any trade or business activities carried on by that company; any previous application made by that company for an operator's licence; any revocation or suspension of an operator's licence previously held by that company;
- (ii) if the applicant is a company, information as to any convictions recorded against a director or secretary of that company; any trade or business activities carried on by any such director or secretary, any previous application made by any such director or secretary for an operator's licence; and any revocation or suspension of an operator's licence previously held by him;
- (iii) if the applicant proposes to operate the vehicle in partnership with any other person, information as to any convictions recorded against that person; any trade or business activities carried on by that person; any previous application made by that person for an operator's licence; and any revocation or suspension of an operator's licence previously held by him;
- (iv) if any person knowingly or recklessly makes a false statement or omits any material particular in giving information under this section, he shall be guilty of an offence."

### **DATA PROTECTION ACT**

*The Act entitles individuals to a copy of any personal data held about them and gives the individuals the right to have incorrect data corrected or erased (subject to the restrictions of the Act).*

*The Council receives requests to disclose information held by them to third parties, for example, insurance companies specialising in insurances for taxis, private hire vehicles and drivers. If you wish your personal data to be disclosed to third parties, please tick the box.*

**This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.**