A green and black Melton Borough Council logo



# Application for a Private Hire Operator’s Licence

# Town Police Clauses Act 1847 and 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 10 working days for this application to be processed. Failure to do so may result in a delay in issuing your new licence.

# Type of application

**New**  **Renewal**

# Applicant’s details

If you are applying as an **individual** or **partnership,** please complete the table below. The applicant’s premises **must** be within the Borough of Melton. If more than one applicant, please add each applicant on a separate line.

| **Full name and date of birth** | **Home address** | **Contact details and position** |
| --- | --- | --- |
| Title:    Surname:    Forenames:    Date of Birth: |  | Telephone:    Email:    Position: |
| Title:    Surname:    Forenames:    Date of Birth: |  | Telephone:    Email:    Position: |

Please continue on a separate sheet if necessary.

If you are applying on behalf of a **limited company*,*** please complete **both** tables below.

|  |  |  |  |
| --- | --- | --- | --- |
| **Company name** | **Address of**  **Registered office** | **Company contact details** | **Company number** |
|  |  | Telephone:  Email: |  |

| **Full name of directors/ company secretaries / owners (state which)** | **DBS** | **Contact details and position** |
| --- | --- | --- |
| Title:    Surname:    Forenames:    Date of Birth: | Number:    On DBS update service?  **Y/N** | Telephone:    Email:    Position:    Badge number (if applicable) |
| Title:    Surname:    Forenames:    Date of Birth: | Number:    On DBS update service?  **Y/N** | Telephone:    Email:    Position:    Badge number (if applicable) |
| Title:    Surname:    Forenames:    Date of Birth: | Number:    On DBS update service?  **Y/N** | Telephone:    Email:    Position:    Badge number (if applicable) |

Please continue on a separate sheet if necessary.

# Contact details of the business

| **Name of Business** | **Address from which you propose to operate.** | **Contact details on which you will accept bookings.** |
| --- | --- | --- |
|  |  | Telephone:    Email: |

# Part A – Previous Operator’s Licences

| **Operator Licence Number** | **Expiry Date** |
| --- | --- |
|  |  |

**1**. Has a Private Hire Operators Licence been previously held by any person detailed above, in this or any other area?

Yes  No

If yes, please give full name, licence number and issuing authority.

| **Full Name** | **Licence Number** | **Issuing Authority** |
| --- | --- | --- |
| Title:    Surname:    Forenames: |  |  |

Please continue on a separate sheet if necessary.

**2**. Has any person listed at Questions 2 or 3 ever had a Private Hire Operators Licence refused, suspended or revoked?

Yes  No

If yes, please provide details.

……………………………………………………………………………………………………………

……………………………………………………………………………………………………………

……………………………………………………………………………………………………………

Please continue on a separate sheet if necessary.

# Part B – Further Details of the Business

1. List all the vehicles below (these are Melton Borough Council plated private hire vehicles only)

|  | **Registration Number** | **Make and Type** | **Licence number** | **Wheelchair accessible?** |
| --- | --- | --- | --- | --- |
| 1. |  |  |  | **Y/N** |
| 2. |  |  |  | **Y/N** |
| 3. |  |  |  | **Y/N** |
| 4. |  |  |  | **Y/N** |
| 5. |  |  |  | **Y/N** |
| 6. |  |  |  | **Y/N** |
| 7. |  |  |  | **Y/N** |

Please continue on a separate sheet if necessary

**4.** Do you use an App to take bookings?

Yes  No

**5**. Please state the hours that you will operate your business.

| **Day** | **Operating hours** |
| --- | --- |
|  |  |

# Part C – Convictions and Other Information

**6**. Have you or any of your partners, the Company Directors or Secretary ever been convicted or cautioned for any offence that is not spent under the terms of the Rehabilitation of Offenders Act 1974?

Yes  No

**Any individual, Partners, Company Directors or Secretary must advise the Licensing Department of any convictions received during the life of the licence as soon (as it is practicable to do so - this includes all offences including motoring ones).**

If yes, please give details in next table.

| **Full name** | **Date of conviction** | **Offence** | **Name of court** | **Penalty** |
| --- | --- | --- | --- | --- |
| Title:    Surname:    Forenames: |  |  |  |  |
| Title:    Surname:    Forenames: |  |  |  |  |

Please continue on a separate sheet if necessary.

7. In respect of the Company, has the Company ever been convicted of any offence?

Yes  No

If yes, please give details below.

| **Name of company** | **Date of conviction** | **Offence** | **Name of court** | **Penalty** |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  |  |  |  |  |

Please continue on a separate sheet if necessary

1. Have you or your partners or any Company Director or Secretary:
2. been involved with a company that has gone into insolvent liquidation?

Yes  No

1. had any anti-social behaviour order made against you?

Yes  No

1. Have you or any of your partners ever been made bankrupt?

Yes  No

1. Have you or any of the Company Directors ever been disqualified from acting as a Director or taking part in the management of a company?

Yes  No

1. Have you or your partners or any Company Director or Secretary or the Company ever had any County Court Judgements relating to sex, race or disability discrimination?

Yes  No

If you have answered Yes to any of questions 8 – 11 please give details on a separate piece of paper.

1. How many drivers do you intend to employ? (This is Melton Borough Council licensed drivers only, “self- employed” drivers, owner/drivers). If required submit further details on a separate sheet.

| **Full Name** | **Address** | **Driver Badge Number** |
| --- | --- | --- |
| Title:    Surname:    Forenames: |  |  |
| Title:    Surname:    Forenames: |  |  |
| Title:    Surname:    Forenames: |  |  |
| Title:    Surname:    Forenames: |  |  |
| Title:    Surname:    Forenames: |  |  |
| Title:    Surname:    Forenames: |  |  |
| Title:    Surname:    Forenames: |  |  |

1. Please list the members of staff you intend to employ that will have access to your booking system.

| **Full Name** | **Address** | **DBS checked date** |
| --- | --- | --- |
| Title:    Surname:    Forenames: |  |  |
| Title:    Surname:    Forenames: |  |  |
| Title:    Surname:    Forenames: |  |  |
| Title:    Surname:    Forenames: |  |  |
| Title:    Surname:    Forenames: |  |  |

If required submit further details on a separate sheet.

**I confirm that I have sight of the DBS for all staff who have access to the booking system.**

Tick box below

Yes

# A ‘Right to a Licence’ in the UK (see guidance)

As a new applicant, you **must** demonstrate that you have the right to work in the UK and are not subject to a condition preventing you from doing work relating to the carrying on work as an operator. Please refer to page 12 of the application.

If the Licensing Section have previously received documentation from List A as part of your combined Driver application, that confirms you have **indefinite** right to remain in the UK, no further action is required.

# Certificate of Good Conduct (see guidance)

Please refer to page 13 of the application. Please continue on a separate sheet if necessary.

# Part D – Other Documentation

**Your application cannot be accepted/considered until all this documentation is provided.**

Please use the checklist below to check you have submitted all the relevant documentation.

| **Checklist** | **Tick all that apply** |
| --- | --- |
| A current list of Melton Borough Council Licensed Vehicles and Drivers and staff that have access to your booking system. |  |
| Company registered number (Companies only) |  |
| Certificate of Good Conduct (for any applicant who has resided outside the UK) if applicable (see page 13 of application) |  |
| Have you spoken to Melton Borough Council Planning Department for advice as to whether planning permission is required or not?  **(New applications only)** |  |
| Statutory Declaration and a Basic Disclosure for all applicant’s and directors of the company every year, if not currently a licensed driver |  |
| Customer charge rates (‘Tariff Sheet’)  **(Required for new applications and on renewal)** |  |
| Proof of ‘Right to a Licence’ in the UK for each applicant/director (for any applicant not a licensed driver with Melton Borough Council). |  |
| All applicants/directors must undertake and pass the Safeguarding Vulnerable Passenger Training (if not a badged driver already).  **Each applicant must provide a pass certificate.** |  |
| A copy of your ‘Employing Ex-Offenders Policy’ on employing ex-offenders in roles of ‘Booking and Dispatch Staff’ **(Required for new applications and on renewal)** |  |
| Completed **HMRC** Tax Check Code  **(Included on application form. See page 15)** |  |

# Declaration

**Please read carefully before signing.** Each person/ partner or director should sign the declaration. If there is a company secretary, the company secretary should sign on behalf of the company. It is an offence to knowingly or recklessly make a false statement or to omit any material particular in completing this application.

**I/we declare that:**

1. All the answers that I/we have given in this application are true and complete as far as I/we know. I/we understand that the licence may be suspended or revoked or that I/we may be liable to prosecution, if I/we have knowingly or recklessly made a false statement or omitted any material particulars from this application.
2. I/we have read the Explanatory Notes that accompany this application.
3. I/we have read the standard licence conditions that will be attached to the licence, and I/we agree to comply with them.
4. I/we understand that this application will be determined in accordance with the Council’s Policy on Private Hire Operators.

**I/we 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 their 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. Written policies and procedures are in place to ensure criminality (DBS) checks are undertaken on all booking and dispatch staff annually in line with the statutory-taxi-and-private-hire-vehicle-standards.
7. I/we will need to provide a policy on employing ex-offenders in roles that have access to the booking system.
8. A separate application form is required for each Private Hire vehicle to be operated by my/our business.
9. I am/we are required to read and understand Section 57(2)C of the Local Government (Miscellaneous Provisions) Act 1976 relating to company involvement set out in the Explanatory Notes, and have, in this respect:

**Tick one**

**No submission to make**   **Submitted details attached**

1. I/we 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 have or will come into force.
2. I/we enclose payment for the licence.
3. I am/we are entitled to work in the UK and am not subject to a condition preventing me from doing work relating to the carrying on of a licensable activity. I/we understand that my/our licence will become invalid if I/we cease to be entitled to live and work in the UK.
4. I/we have read the Council’s Privacy Notice.

**All partners, directors, or company secretary to sign below:**

1. Signed …………………………………………………………...

Name in Capitals

…………………………………………………………...

Position in Business

…………………………………………………………...

Date

…………………………………………………………...

1. Signed ………………………………………………………...

Name in Capitals

…………………………………………………………...

Position in Business

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Date

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1. Signed

…………………………………………………………...

Name in Capitals

…………………………………………………………...

Position in Business

…………………………………………………………...

Date

…………………………………………………………...

# Right to Licence

## Right to Licence (for any applicant not a licensed driver with Melton Borough Council)

Your right to work in the UK will be checked as part of your licence application, this could include the Licensing Authority checking your immigration status with the Home Office. We may otherwise share information with the Home Office.

Applicants must demonstrate that they have the right to work in the UK and are not subject to a condition preventing them from doing work relating to the carrying on work as a Private Hire Operator.

An applicant can do this in one of two ways:

1) by providing their ‘share code’ to enable the Licensing Authority to carry out a check using the Home Office online right to work checking service (see details below); or

2) by providing a document or document combination that is stipulated as being suitable for this check. The list of documents is set out at [Employers' right to work checklist - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/right-to-work-checklist/employers-right-to-work-checklist-accessible-version#step-1-obtain)

You must provide the original document(s), such as your passport or biometric residence permit, as indicated in the 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.

## Home Office online right to work checking service.

As an alternative to providing original documents, applicants may demonstrate their right to work by allowing the Licensing Authority to carry out a check with the Home Office online right to work checking service.

To demonstrate their right to work via the Home Office online right to work checking service, applicants should include in their application their 9-digit share code (provided to them upon accessing the service at [Prove your right to work to an employer: Overview - GOV.UK (www.gov.uk)](https://www.gov.uk/prove-right-to-work) which, along with the applicant’s date of birth (provided within their application), will allow the Licensing Authority to carry out the check.

In order to establish the applicant’s right to work, the check will need to indicate that the applicant is allowed to work in the United Kingdom and is not subject to a condition preventing them from doing work relating to the carrying on of a private hire operator.

An online check will not be possible in all circumstances because not all applicants will have an immigration status that can be shared digitally. The Home Office online right to work checking service sets out what information and/or documentation applicants will need in order to access the service. Applicants who are unable to obtain a share code from the service should submit original documents as set out above.

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.’

1. Where applicable, if demonstrating a right to licence via the Home Office online right to work checking service please insert the 9-digit ‘share code’ here

**(please note this is only valid for 30 days)**

1. Where applicable, if providing documents for the Manual document – based check give details of documents to be provided. These must be **original** and **submitted** in person.

# Certificate of Good Conduct (for any applicant that has resided outside the UK)

## New Operators Licence

Have you ever resided outside the UK since the age of 10 years old, for 3 months or more? (Excluding time in the HM Forces**)**

Yes  No

If yes, please give details of the period of residency spent outside the UK, giving dates to and from, full address, Country and occupation?

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A Certificate of Good Conduct will be required from each country that you have stated that you have resided in. (Please refer to Policy). A licence will not be granted or renewed in the absence of a current Certificate of Good Conduct.

## Renewal - Operators Licence

A Certificate of Good Conduct will be required from each country that you have stated that you have resided in. (Please refer to Policy). A licence will not be granted in the absence of a current Certificate of Good Conduct.

Have you resided outside the UK for a period of 3 months since you last applied for your private hire operator’s licence? (Excluding time in the HM Forces)

Yes  No

If yes, please give details of the period of residency spent outside the UK, giving dates to and from, full address, Country and occupation?

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# HMRC Tax Check for all New or Renewal Applicants (see guidance)

The Finance Bill 2021 contained a clause that introduced a tax conditionality to licence applications **made on or after 4April 2022.**

## New Applicants

I confirm that I am aware of the content of HMRC guidance relating to **\*my/our** **(\*delete as appropriate**) tax registration obligations.

Important: Please visit the GOV.UK website for HMRC guidance about tax registration obligations:

* PAYE information: [www.gov.uk/income-tax/how-you-pay-income-tax](http://www.gov.uk/income-tax/how-you-pay-income-tax)
* Registering for Self-Assessment: [www.gov.uk/register-for-self-assessment](http://www.gov.uk/register-for-self-assessment)
* Corporation Tax information: [www.gov.uk/corporation-tax](http://www.gov.uk/corporation-tax)

Signed

………………………………………………………………… (company secretary or all directors)

Print Full Name

………………………………………………………………… (company secretary or all directors).

## Renewal Applicants

I confirm that I am aware of the content of HMRC guidance relating to **\*my/our** **(\*delete as appropriate)** tax registration obligations.

Please insert your 9-digit HMRC tax check code below (these are valid for 120 days):

……………………………………………………………………………………………

* Please insert your company number (if applicant is a company):

…………………………………………………………………………………………

* Schedule 23 to Finance Act 2011 (Data Gathering Powers) and Schedule 36 to Finance Act 2008 (Information and Inspection Powers), grant HMRC powers to obtain relevant information from third parties. This includes licensing bodies being required to provide information about licence applicants.
* I authorise Melton Borough Council Licensing department to check my HMRC code online. I understand that the Licensing Department will only receive confirmation from HMRC that I’ve completed the tax check and will not have access to information about my tax affairs.

Signed

………………………………………………………………… (company secretary or all directors)

Print Full Name

………………………………………………………………… (company secretary or all directors)

**The Air Quality (Taxi and Private Hire Vehicles Database) Regulation 2019** requires all licensing authorities in England and Wales to submit certain information about their licensed taxis/PHVs to the database.

Since the introduction of **The Air Quality (Taxis and Private Hire Vehicles Database) (England and Wales) Regulations 2019**, the Council is required to provide vehicle data to Defra following all issues, renewals, suspensions or refusals of licences.  The data shared will include vehicle registration mark, start and end date of licence, whether Taxi or PHV, licence plate number, and whether the vehicle is wheelchair accessible.

The licensing authority provides information to the **National Register of Taxi Licence Refusals, Revocations and Suspensions (NR3S).** A mechanism for licensing authorities to share details of individuals who have had a Hackney Carriage or Private Hire Driver’s licence revoked, or an application for one refused. This is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the licensing authority – that is, assessing whether an individual is a fit and proper person to hold a Hackney Carriage or Private Hire Driver’s licence.

Therefore:

* Where a Hackney Carriage/Private Hire Driver’s licence is revoked, or an application for one refused, the authority will automatically record this decision on NR3S.
* All applications for a new licence or licence renewal will automatically be checked on NR3S. If a search of NR3S indicates a match with an applicant, the authority will seek further information about the entry on the register from the authority which recorded it. Any information received as a result of an NR3S search will only be used in respect of the specific licence application and will not be retained beyond the determination of that application.