East Cambridgeshire
District Council

# APPLICATION FOR THE GRANT OF A PRIVATE HIRE OPERATOR'S LICENCE

- **Please familiarise yourself with our terms and conditions before completing this application**
- **It is an offence to give false information - all questions must be answered.**
- **An application will not be deemed valid unless the Licensing Authority receives the following documents in addition to a completed and signed application form, and the relevant fee:**

1. A basic Disclosure Scotland certificate or higher level DBS check (less than 3 months old for all applicants who do not hold a joint driver's licence with East Cambridgeshire District Council)[1]
2. Public and/or Employers Liability Insurance (if applicable)
3. Certificate of good conduct from your own embassy for all applicants[2]

[1] The Council recognises the DBS "Update Service" scheme, providing the certificate registered on the scheme is of an equivalent level to the DBS check conducted by the Council. For more information, please see our website www.eastcambs.gov.uk.

[2] Only required for any applicant who has not been resident in the UK for the previous 5 years.

## METHOD OF COMMUNICATION

- The Council's primary method of communication is by email.
- The Council may also communicate with you via text message to your mobile phone. As the Council is not a telecommunications company it will be necessary to use the services of a 3rd party such as BT or Virgin to provide this facility. Where text messaging is used the Council will observe the principles of the Data Protection Act 1998.
- By signing this application form you are agreeing to permit the Council to contact you using email, phone, text, and traditional paper based communication.

## LICENCE PERIOD

The Deregulation Act 2015 requires East Cambridgeshire District Council to issue 5 year operator licences as its standard policy. However, it also permits a Council to issue licences for a lesser period where it is considered appropriate to do so. The Council believes it to be appropriate to issue an annual licence where the individual has formally requested it. Further to this please indicate below the period of licence you wish to apply for:

| **One year licence fees:** | | **Five year licence fees:** | |
|---|---|---|---|
| 1 vehicle | ☐ – £114 | 1 vehicle | ☐ – £570 |
| 2 to 5 vehicles | ☐ – £134 | 2 to 5 vehicles | ☐ – £670 |
| 6 to 10 vehicles | ☐ – £154 | 6 to 10 vehicles | ☐ – £770 |
| 11+ vehicles | ☐ – £174 | 11+ vehicles | ☐ – £870 |

## APPLICANT TYPE

Please indicate who will be the private hire operator.

| | |
|---|---|
| Sole trader | ☐ (complete sections 1 to 11, and 30 onwards) |
| Partnership | ☐ (complete sections 1 to 22, and 30 onwards) |
| Limited Liability Partnership (LLP) | ☐ (complete sections 23 onwards) |
| Limited Company | ☐ (complete sections 23 onwards) |

## PROPRIETOR DETAILS

| | |
|---|---|
| 1. Surname: | 2. Forename(s) |
| 3. Current registered address:<br><br>Postcode: | |
| 4. Previous address (if not resident in current address for 5 years):<br><br>Postcode: | |
| 5. Further address (if required):<br><br>Postcode: | |
| 6. Date of birth: | 7. Telephone: |
| 8. Mobile: | 9. National Insurance number: |
| 10. Email: | |
| 11(a). Are you permitted to work in the UK?: Yes ☐ No ☐<br>11(b). Are there any restrictions?: Yes ☐ No ☐ (If yes, please detail them below) | |

## ADDITIONAL PROPRIETOR DETAILS

| | |
|---|---|
| 12. Surname: | 13. Forename(s) |
| 14. Current registered address:<br><br>Postcode: | |
| 15. Previous address (if not resident in current address for 5 years):<br><br>Postcode: | |
| 16. Further address (if required):<br><br>Postcode: | |
| 17. Date of birth: | 18. Telephone: |

| 19. Mobile: | 20. National Insurance number: |
|---|---|
| 21. Email: | |
| 22(a). Are you permitted to work in the UK?: Yes ☐ No ☐<br>22(b). Are there any restrictions?: Yes ☐ No ☐ (If yes, please detail them below) | |

## OTHER PROPRIETOR DETAILS

| 23. Ltd Company/LLP name: | |
|---|---|
| 24. Current registered address of Ltd Company/LLP:<br><br>Postcode: | |
| 25. Ltd Company/LLP registration number: | |
| 26. Mobile: | 27. Telephone: |
| 28. Email: | |
| 29. Director/ Partner/Company Secretary names:<br>(please indicate all persons registered with Companies House, in the order you would like us to contact you) | |

## APPLICANT HISTORY

30. Have any of the applicants detailed on this form held a Hackney Carriage or Private Hire driver or vehicle or Private Hire Operator licence in the last 5 years?:

Yes ☐ No ☐ (If yes, please provide details of the issuing authority and dates licensed below)

| Licensing Authority | Status (Active or Expired) |
|---|---|
| | |
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| | |

31. Have any of the applicants detailed on this form had a Hackney Carriage or Private Hire driver or vehicle or Private Hire Operator application refused, or licence suspended, or revoked in the last 5 years?: Yes ☐ No ☐ N/A ☐ (If yes, please provide details below)

| Licensing Authority | Date of refusal, suspension(s), revocation |
|---|---|
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## PENDING PROSECUTIONS

32. Do any of the applicants detailed on this form have any foreign or domestic prosecutions pending against them?: Yes ☐ No ☐

(If yes, please give details and continue on a separate sheet if needed)

| Date of Court hearing | Offence | Court |
|---|---|---|
| | | |
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## CRIMINAL CONVICTIONS, CAUTIONS, and/or WARNINGS

33. Have any of the applicants detailed on this form been convicted of any foreign or domestic offences, or received any Police cautions, or warnings?: Yes ☐ No ☐ (If yes, please give details and continue on a separate sheet if needed)

**NB: Please include all offences NOT considered "spent" under the Rehabilitations of Offenders Act 1974.**

| Date | Offence | Court | Sentence |
|---|---|---|---|
| | | | |
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## OPERATOR OFFICE DETAILS

34. Address from which the business will accept bookings:

Postcode:

35. Trade name of business (must not include the words Hackney Carriage, Taxi, or Taxi Cab, or be similar to any existing operators registered with the Council. Please provide 3 names in order of preference):

| 36. Telephone: | 37. Email: |
|---|---|

38. Will members of the public be allowed to enter the bookings office/waiting area?: Yes ☐ No ☐

39. Is there current planning permission in respect of the use of this address for a Private Hire business?: Yes ☐ No ☐

## VEHICLES OPERATED

40. Please list the vehicle licence numbers for the vehicles you operate:

| Vehicle registration: | Licence number: | Vehicle registration: | Licence number: |
|---|---|---|---|
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## SUPPORTING DOCUMENTS CHECKLIST

| | | | | | |
|---|---|---|---|---|---|
| 1. Basic Disclosure or DBS certificate (less than 3 months old or update service version) | Enclosed: ☐ | To follow: ☐ | | | |
| 2. Public liability insurance certificate | Enclosed: ☐ | To follow: ☐ | N/A: ☐ | | |
| 3. Employers liability insurance certificate | Enclosed: ☐ | To follow: ☐ | N/A: ☐ | | |
| 4. Certificate of good conduct | Enclosed: ☐ | To follow: ☐ | N/A: ☐ | | |

## DECLARATION

**Fraud Act 2006**

I hereby declare that I fully understand, have read and checked the details and questions on this application form and the foregoing statements are true. I understand that it is a criminal offence if I or anyone else gives false information, or makes a false representation, or fails to disclose information in order for me to obtain a private hire operator's licence. I am fully aware that the provision of a false statement, or information, or the concealment of offences/ convictions/ cautions in order to obtain a licence is an offence under the above Act which may result in the refusal of this licence application and any subsequent licence applications for a period of one to three years. I am also aware that any licence granted as a result of breaching the above Act will be immediately revoked. A refusal or revocation decision is not reliant on a formal conviction under the above Act being secured.

I have read the Taxi and Private Hire Guide, otherwise known as the "Blue Book" and I undertake, in the event of a licence being granted, to observe and comply with such conditions.

Signed by or on behalf of the applicant[3]

Signed (by the applicant):.....Date:.....

Print name:.....Capacity:.....

Signed (by the applicant):.....Date:.....

Print name:.....Capacity:.....

[3] If signing on behalf of a Ltd Company or LLP only one responsible person needs to sign.

## DATA PROTECTION ACT 1998

East Cambridgeshire District Council is registered under the Data Protection Act 1998. This allows it to process personal data in performing its lawful business. Information held by the Council, including personal data you provide now or in the future, will be processed in compliance with data protection principles. Your personal data may be used to manage, monitor, improve and promote the Council's services. Where delivery of services or actions is in partnership with others, or dependent on the actions

of others, it may also be shared with other persons or bodies in accordance with, and restricted to the terms of information sharing agreements and protocols. To protect public funds it may also be shared with other persons or bodies to prevent and detect fraud.

Further details are available on the Council's website www.eastcambs.gov.uk. If you have concerns about the processing of your personal data by the Council you may contact the Data Protection Officer at East Cambridgeshire District Council, The Grange, Nutholt Lane, Ely, Cambridgeshire, CB7 4EE or the Office of the Information Commissioner at Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF