



APPLICATION FOR RENEWAL OF A PRIVATE HIRE OPERATORS LICENCE

Local Government (Miscellaneous Provisions) Act 1976

How to apply

All renewal applications must be submitted at least 4 weeks before the expiry of the current licence.

Please complete all relevant sections of the application form in BLOCK CAPITALS. Incomplete applications will be rejected.

The form must be emailed to licensing.team@threerivers.gov.uk along with all relevant documents as listed below.

What will I need to submit with my application?

- Fully completed application form
- Proof of your right to work in the UK
- Basic Disclosure certificate issued in the last 3 months
- Safeguarding training certificate (if due)
- List of current drivers and vehicles
- Booking records for last 3 months
- Licence application fee (see our website for current fees):

Payment must be made on submission of an application by calling 01923 776611

Important information:

- If any applicant does not hold a current TRDC driver licence, a current (less than 3 months old) basic DBS disclosure must be supplied to support that he/she is fit and proper. Private Hire Operators are party to a large amount of sensitive information and it is important that any applicants wishing to hold a Private Hire Operator Licence be checked appropriately. This is required for all named applicants and directors.
- HMRC TAX CHECK CODE: Individuals, companies and any type of partnership must complete a HMRC tax check and give their licensing authority a tax check code if they are:
 - renewing a licence
 - applying for the same type of licence they previously held, that ceased to be valid less than a year ago
 - applying for the same type of licence they already hold with another licensing authority

www.gov.uk/guidance/complete-a-tax-check-for-a-taxi-private-hire-or-scrap-metal-licence
- Once granted, a private hire operator's licence is not transferable. If an existing private hire business is purchased, the new applicant must still complete an application form and pay the relevant fee for a new licence. If the business moves to a new address a new licence will also be required. There is no refund due for the old licence.
- As part of a renewal application we require a list of all drivers and vehicles that are currently operating under the terms of the licence.
- Booking records for the last 3 months of trading must be submitted as part of the application to evidence what records are kept.

A. FIRST APPLICANTS' DETAILS		
1.	Title :	
	Surname:	
	Forename(s):	
	Any previous Surname(s):	
2.	Date and place of birth:	
3.	Home Address:	
4.	Contact Details: <i>It is mandatory to provide at least one contact telephone number AND email address to enable us to contact you.</i>	
	Home Tel No.:	
	Mobile No:	
	Email Address:	
5.	HMRC Tax Code: <i>See guidance note</i>	
6.	Position in company:	
7.	Do you have the right to work in the UK?	YES <input type="checkbox"/> NO <input type="checkbox"/>
	Regardless of your nationality, if you are applying for a licence you must prove your right to work in the UK . <ul style="list-style-type: none"> Applicants who hold a valid British or Irish passport must provide a copy of this document. Applicants who hold a Biometric Resident Card (BRC), Biometric Resident Permit (BRP) or Frontier Works Permit (FWP) will only be able to evidence their right to a licence by providing a 'share code' obtained through the Home Office online service. 	
	Right to Work share code:	
8.	Have you ever had: <ul style="list-style-type: none"> a Hackney Carriage or Private Hire licence, or Operator licence, or a school transport contract 	YES <input type="checkbox"/> NO <input type="checkbox"/>
	refused, suspended or revoked, by Three Rivers District Council or any other authority?	

	<i>If yes, state which authority(s), the type of licence(s)/contract and the date(s)</i>	
9.	Do you currently hold a Private Hire operator licence with any other authority?	YES <input type="checkbox"/> NO <input type="checkbox"/>
	<i>If yes, please provide details licence and of issuing authority</i>	
<p align="center">IMPORTANT:</p> <p>You must declare, in the appropriate sections below, <u>ALL</u> previous convictions, bind overs, conditional or unconditional discharges, arrests, police charges, cautions, reprimands and warnings: criminal and non-criminal, motoring offences, fixed penalties, whether spent or unspent, no matter how long ago they occurred and no matter whether they have been declared on a previous application.</p>		
10.	Have you <u>EVER</u>: <ul style="list-style-type: none"> • been cautioned or convicted of any offences, • been subject to any orders, • received any fixed penalty notices, • been arrested, • been under investigation by the police or any other Authority at any time, regardless of outcome or conviction? 	YES <input type="checkbox"/> NO <input type="checkbox"/>
	<i>Please include any offences that you may have previously declared or may consider spent including any juvenile offences, please continue on a separate sheet if necessary. It is an offence not to declare such matters.</i>	
	Date : Offence: Court (if applicable) : Details including outcome:	
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11	Do you currently have any pending: <ul style="list-style-type: none"> • court cases, • investigations, or • convictions 	YES <input type="checkbox"/> NO <input type="checkbox"/>
	<i>If yes please provide details</i>	

12.	Do you have any other information that you consider relevant that may affect your fitness to hold a Private Hire licence? i.e. addictions, your conduct etc.	YES <input type="checkbox"/> NO <input type="checkbox"/>
If yes, please provide details (continue on a separate sheet if necessary):		

B. SECOND APPLICANTS' DETAILS		
1.	Title :	
	Surname:	
	Forename(s):	
	Any previous Surname(s):	
2.	Date and place of birth:	
3.	Home Address:	
4.	Contact Details: <i>It is mandatory to provide at least one contact telephone number AND email address to enable us to contact you.</i>	
	Home Tel No.:	
	Mobile No:	
	Email Address:	
5.	HMRC Tax Code: <i>See guidance note</i>	
6.	Position in company:	
7.	Do you have the right to work in the UK?	YES <input type="checkbox"/> NO <input type="checkbox"/>
	Regardless of your nationality, if you are applying for a licence you must prove your right to work in the UK . <ul style="list-style-type: none"> Applicants who hold a valid British or Irish passport must provide a copy of this document. Applicants who hold a Biometric Resident Card (BRC), Biometric Resident Permit (BRP) or Frontier Works Permit (FWP) will only be able to evidence their right to a licence by providing a 'share code' obtained through the Home Office online service. 	
	Right to Work share code:	

8.	<p>Have you ever had:</p> <ul style="list-style-type: none"> • a Hackney Carriage or Private Hire licence, or • Operator licence, or • a school transport contract <p>refused, suspended or revoked, by Three Rivers District Council or any other authority?</p>	<p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>
<p><i>If yes, state which authority(s), the type of licence(s)/contract and the date(s)</i></p>		
9.	<p>Do you currently hold a Private Hire operator licence with any other authority?</p>	<p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>
<p><i>If yes, please provide details licence and of issuing authority</i></p>		
<p align="center">IMPORTANT:</p> <p>You must declare, in the appropriate sections below, <u>ALL</u> previous convictions, bind overs, conditional or unconditional discharges, arrests, police charges, cautions, reprimands and warnings: criminal and non-criminal, motoring offences, fixed penalties, whether spent or unspent, no matter how long ago they occurred and no matter whether they have been declared on a previous application.</p>		
10.	<p>Have you <u>EVER</u>:</p> <ul style="list-style-type: none"> • been cautioned or convicted of any offences, • been subject to any orders, • received any fixed penalty notices, • been arrested, • been under investigation by the police or any other Authority at any time, regardless of outcome or conviction? 	<p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>
<p><i>Please include any offences that you may have previously declared or may consider spent including any juvenile offences, please continue on a separate sheet if necessary. It is an offence not to declare such matters.</i></p>		
<p>Date :</p> <p>Offence:</p> <p>Court (if applicable) :</p> <p>Details including outcome:</p>		
<p>Date :</p> <p>Offence:</p> <p>Court (if applicable) :</p> <p>Details including outcome:</p>		

11	Do you currently have any pending: <ul style="list-style-type: none"> • court cases, • investigations, or • convictions 	YES <input type="checkbox"/> NO <input type="checkbox"/>
	<i>If yes please provide details</i>	
12.	Do you have any other information that you consider relevant that may affect your fitness to hold a Private Hire licence? i.e. addictions, your conduct etc.	YES <input type="checkbox"/> NO <input type="checkbox"/>
	<i>If yes, please provide details (continue on a separate sheet if necessary):</i>	

C. DETAILS OF OPERATOR BUSINESS

1.	Current licence number:	
2.	Trading name:	
3.	Address:	
4.	Contact details for operator business <i>It is mandatory to provide the contact telephone number AND email address for the company.</i>	
	Business Tel No.(s):	
	Mobile No.:	
	Email Address:	
	Website of the business:	
5.	Which booking system is used?	
6.	Is the company a limited (LTD) company?	YES <input type="checkbox"/> NO <input type="checkbox"/>
	<i>If 'Yes', give the registered office address and Companies House number:</i>	

7.	Names & addresses of <u>all</u> directors:	
	<i>Please continue on separate sheet if required:</i>	
8.	How many licensed Private Hire vehicles do you intend to operate?	
9.	Is there any other information you consider the Council should be aware of relevant to this application?	YES <input type="checkbox"/> NO <input type="checkbox"/>
	<i>Please give details:</i>	

Declaration

I, the undersigned, hereby apply for a licence to act as an operator of private hire vehicles under the authority of Three Rivers District Council.

I declare that I have read and understood this application form, and have answered all of the questions truthfully and correctly to the best of my knowledge and belief. **I also understand that if any person knowingly or recklessly makes a false statement or omits any material particularly in giving the information required, he or she will be guilty of an offence.**

I confirm that I have read and understood the Three Rivers District Council Private Hire Operator Licence Conditions.

I confirm that I have read and understood the current Hackney Carriage and Private Hire Policy.

I confirm that I am entitled to work in the United Kingdom and understand that I can be prosecuted if I make an application and I am not entitled to work in the United Kingdom.

I confirm that I am aware of the guidance about my tax obligations. Please see <https://www.gov.uk/guidance/confirm-your-tax-responsibilities-when-applying-for-a-taxi-private-hire-or-scrap-metal-licence>

I understand that in making this application, I am consenting to Three Rivers District Council Licensing Authority making any enquiry as deemed appropriate in relation to my application. I therefore acknowledge and consent to Three Rivers making enquiries with the police and fraud team and any other agency as required in relation to any investigations, arrests, non-convictions, orders or other offences or issues relating to myself and my application in order to determine my fitness to hold a licence.

Applicant 1

☐ I have read and understood the above

Signature:

Name:

Date:

Applicant 2

☐ I have read and understood the above

Signature:

Name:

Date:

DATA PROTECTION

Please see our Privacy Notice at www.threerivers.gov.uk

Please read the below checklist to ensure that you are submitting ALL the required documents

Checklist

- ☐ Fully completed application form
 - ☐ Passport style colour photo for each applicant with name printed on back (see online photo guidance)
 - ☐ Current valid passport for each applicant
 - ☐ Evidence of right to work in the UK for each applicant
 - ☐ Valid DVLA licence photo card and valid DVLA online check code for each applicant
 - ☐ Valid HMRC tax code for each applicant
www.gov.uk/guidance/complete-a-tax-check-for-a-taxi-private-hire-or-scrap-metal-licence
 - ☐ Valid basic disclosure dated within the last 3 months for each applicant
 - ☐ Taxi safeguarding course pass certificate for each applicant
 - ☐ Certificate of public liability insurance if required
 - ☐ Appropriate fee (see website)
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*Please use this section for further information: