



PRIVATE HIRE OPERATORS LICENCE APPLICATION

Licence Number:	Expiry date:
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To avoid any delay in your application being processed please ensure that all sections of the form are fully completed

1. This application is for First application ☐ Renewal ☐

APPLICANT DETAILS

2. Name of applicant

Home address

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.....

Telephone numbers Home

Mobile

Email address

Date of birth

SSD licence number

(if applicable)

Have you been absent from the UK for a period of 3 months or more (this includes holidays)?

Yes

☐

No

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If yes, you must contact the Consulate or the Embassy of that country and obtain a Certificate of Good Conduct. When the information is received in addition to being in the native language of the country it must also be translated into English and certified as a true copy. The Certificate should be produced to the Licensing Section.

2nd APPLICANT DETAILS – if applicable

Name of applicant

Home address

.....

.....

Telephone numbers Home

Mobile

Email address

Date of birth

SSD licence number
(if applicable)

Have you been absent from the UK for a period of 3 months or more (this includes holidays)?

Yes

☐

No

☐

If yes, you must contact the Consulate or the Embassy of that country and obtain a Certificate of Good Conduct. When the information is received in addition to being in the native language of the country it must also be translated into English and certified as a true copy. The Certificate should be produced to the Licensing Section.

BUSINESS DETAILS

3. Trading name of business

4. Trading address of business

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5. Telephone numbers from which
bookings will be taken

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6. Email address of business

7. Website address (if applicable)

8. Do you intend to operate in partnership with any other persons?

Yes ☐ No ☐

If yes please provide details

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9. Has the appropriate planning permission been granted for trading use at
the trading address?

Yes ☐ No ☐ if not, please state reasons why

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Please note: for new applications you will be required to produce a copy of the
planning permission or a copy of a letter from the Planning Department confirming
that permission is NOT required.

10. Do you intend to operate from any other premises or any other location within the Halton area (usually referred to as a satellite office)?

Yes ☐ No ☐

If yes please provide addresses/details

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11. Are you familiar with and do you understand the law relating to the running of a Private Hire business?

Yes ☐ No ☐

12. Are you familiar with and do you understand the rules with regard to advertising a Private Hire business?

Yes ☐ No ☐

13. Have you ever had a Private Hire Operator's licence refused, revoked or suspended by Halton Borough Council or any other Authority?

Yes ☐ No ☐

If yes please provide dates, reasons and full circumstances

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14. Do you hold a current Private Hire Operator’s licence with any other Authority?

Yes ☐ No ☐

If yes please provide details

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15. On 1st October 2015 the law changed to establish a standard duration of 5 years for a Private Hire Operator’s licence. Halton Borough Council may issue a licence for a shorter period but only where good reason is given by the applicant.

Do you wish to request a licence for less than 5 years? Yes ☐ No ☐

If yes please state the period of licence you would prefer and provide valid reasons for consideration by the Licensing Section

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CONVICTIONS, CAUTIONS, REPRIMANDS AND WARNINGS

Important: Applicants are required to declare both current and spent convictions, cautions, reprimands, warnings and endorsable fixed penalties they have received and to provide details of all criminal matters of which they are currently the subject of criminal investigation or prosecution.

Any person applying to be a licensed driver should be aware that this role is exempt from the Rehabilitation of Offenders Act 1974. This means that no offence can be treated as ever being spent.

Should you fail to declare any matters that appear on your DBS check and/or DVLA driving record check your application will be referred to the Taxi Sub-Committee due in line with our Professional Standards Policy which can be found at the following link:
<https://www3.halton.gov.uk/Documents/business/licencing/Taxis/AssessmentofPreviousConvictions.pdf>

16A. Are you aware of any pending enquiries or investigations of any kind or description (including motoring and fixed penalties) being made at the present time by the Police or any Local Authority involving you?

Yes ☐ No ☐

If yes please provide details

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16B. Have you ever been found guilty by a Court or cautioned by the Police for any criminal offence?

Yes ☐ No ☐

If yes please provide details

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PLEASE NOTE

You are not obliged to declare spent convictions under the Rehabilitation of Offenders Act 1974. If you are in any doubt what you are required to declare please speak to a member of the Licensing Section.

17. Do you currently subscribe to the Disclosure & Barring Service Update Service (DBS) ?

Yes

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No

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If yes, please provide the original DBS Certificate to which the Update Service is linked. **Please note** that the Licensing Section will need to see the original certificate to verify what checks were requested. It may be that a new certificate is required in which case we will let you know at the earliest possible opportunity so that this can be requested. If a new DBS certificate is required you must sign up to the Update Service within 30 days of the new certificate being issued as Halton Borough Council **will not** issue a licence without this.

18. Please list below ALL the vehicles you intend to operate under the Licence. If you operate a large number of vehicles please attach a list to this application form.

Plate no

Vehicle Registration no

Make, model & colour of vehicle

19. HMRC Tax Requirements

The government has put in place new tax requirements for anyone applying to renew a licence to drive hackney carriages or private hire vehicles from 4th April 2022. This is supported by a new digital service, developed by HMRC. It helps people who drive hackney carriages and/or private hire vehicles to complete a new tax check.

Most people are registered to pay tax and this is about ensuring everyone pays the tax they should, creating a level playing field for the compliant majority. HMRC are working with industry bodies to make this as straightforward as possible. The check should take a few minutes every few years and is simply to confirm that someone is appropriately registered for tax.

Please refer to the following link to obtain your individual tax check code:

<https://www.gov.uk/guidance/complete-a-tax-check-for-a-taxi-private-hire-or-scrap-metal-licence>

Please record your tax check code here:

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DECLARATION – IMPORTANT PLEASE READ BEFORE SIGNING

I hereby declare:

- ☐ I have read and understand the Council's criteria on Private Hire Operator's licences.
- ☐ I have read and understand the Council's Private Hire Operator licence conditions.
- ☐ I have read and understand the rules with regard to the advertising of a Private Hire business.
- ☐ I acknowledge that any details disclosed by me to the Council can be used by the Council and any Government Agency in the investigation of matters involving or related to this application.
- ☐ I have read the Standard/Enhanced Check Privacy Policy for applicants <https://www.gov.uk/government/publications/dbs-privacy-policies> and I understand how DBS will process my personal data and the options available to me for submitting an application.
- ☐ Should I be refused any application for a licence or have a licence that has been granted be subsequently revoked, then my details will be recorded on the NR3 database. Full details of the Council's NR3 Policy can be found at: <https://www3.halton.gov.uk/Documents/business/licencing/Taxis/NR3%20Policy.pdf>
- ☐ I confirm that I am aware of the content of the HMRC guidance relating to my tax registration obligations.
- ☐ The information provided in this application is true and accurate.

For your information the link to the privacy notices under the General Data Protection Regulations are below:

PRIVACY NOTICE

The Council's corporate privacy notice, which includes details of the authority's Data Protection Officer and your Information Rights is available at:

<https://www4.halton.gov.uk/Documents/council%20and%20democracy/dataprotection/privacynotices/PrivacyNotice.pdf>

Details of how your data is used when applying for a licence to drive hackney carriage and private hire vehicles is available at:

<https://www4.halton.gov.uk/Documents/council%20and%20democracy/dataprotection/privacynotices/legalservicespn.pdf>

Signed

Applicant (1)

Applicant (2)

Dated

FOR OFFICE USE ONLY

DBS FORM

Date sent

Form reference number

ID documents produced/checked

Date of certificate

Certificate number

Convictions

No

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Yes

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See attached copy of result

Action required

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DBS Update Service reference number

Original DBS certificate provided

Yes

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No

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FEES PAID

Licensing fee and DBS fee

Date

Receipt number

Amount

Method of payment

Supporting documentation

- List of vehicles
- Copy Planning Permission
(If applicable)
- DBS/ID documents (if applicable)
- DBS Update Service information
- Certificate of Good Conduct
(if applicable)

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