

## Licence to operate private hire vehicles



Westmorland and Furness Council

## Application for a licence to operate private hire vehicles

# Application for a licence to operate private hire vehicles

## Local Government (Miscellaneous Provisions) Act 1976

You are advised to read the guidance notes at the end of the form.

<b>1. Applicant details</b>			
Full name(s)		Date of birth	
Home address			
Postcode			
Home telephone no.		Mobile no.	
Email			
<b>2. Business details</b>			
a) What is the name of business?			
b) What is the address from which the business will be carried out?			
c) No. of vehicles operated (or intend to operate)			
<b>3. If you are intending to operate the business from a council house or ex-council house, you will need to obtain the Housing Department consent to do so.</b>			
a) Have you obtained this permission? (See note (i))	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
	If no, please state reason:		
<b>4. Depending on the scale of your proposed venture you may need planning permission prior to commencing any business activity from the address given at 2. above (See note (i)).</b>			
a) Have you checked with the Planning Officer (for the appropriate Authority) whether this permission will be required?	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
	If no, please state reason:		
b) Have you obtained any necessary permissions?	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
	If no, please state reason:		
<b>5. Please give details of any trade or business activity in which the applicant(s) was/were involved in prior to making this application. (See note (ii))</b>			

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6. Have you applied for any Private Hire or Hackney Carriage licences before? (See note (ii))	Yes <input type="checkbox"/>	No <input type="checkbox"/>
7. If the answer to 6, above is “yes” what was the result of your application? (See note (ii))		
8. Please give details of any suspension or revocation of any previous licence(s) or of any conviction(s) recorded against the applicant(s). (See notes (ii) and (iii))		
9. State the name(s) and address(es) of any other persons who are or will be concerned in operating the vehicles.		
10. If this application is for the RENEWAL of an existing licence, please state:	Licence number:-	
	Date of expiry:-	
From 4 April 2022, if you renew or apply for a subsequent licence, you will have to do a tax check and provide Westmorland and Furness Council with your tax check code (issued within the last 120 days). A tax check confirms that you are registered for tax.		
Tax check code:		
If you require further guidance on completing a tax check use the following link: <b><a href="http://www.gov.uk/guidance/complete-a-tax-check-for-a-taxi-private-hire-or-scrap-metal-licence">www.gov.uk/guidance/complete-a-tax-check-for-a-taxi-private-hire-or-scrap-metal-licence</a></b> Failure to provide a tax check code will result in your renewal application being refused.		
<b>11. If this application is for the FIRST time grant of a licence. Please read the following statement:</b> <b>From 4 April 2022, the rules are changing in relation to your tax responsibilities when applying for a taxi, private hire or scrap metal licence for the first time.</b> <b>Complete a tax check guidance: <a href="http://www.gov.uk/guidance/confirm-your-tax-responsibilities-when-applying-for-a-taxi-private-hire-or-scrap-metal-licence">www.gov.uk/guidance/confirm-your-tax-responsibilities-when-applying-for-a-taxi-private-hire-or-scrap-metal-licence</a></b>		
You must confirm that you are aware of your tax responsibilities by ticking this box. If you do not confirm that you are aware of the guidance, you will not be issued with a licence.		<input type="checkbox"/>
A basic DBS check which is due annually throughout the duration of the licence, applies to proprietors who do not hold a hackney carriage or private hire drivers licence with the authority.		

I/We hereby apply for the grant of a Private Hire Vehicle Operator's licence and declare that the above information is correct. The following are enclosed:-

- (a) the licence fee – see attached list;
- (b) a statutory declaration with regard to any criminal offences including motoring offences, duly completed. Where joint applications are made, a statutory declaration must be completed by all applicants;
- (c) one passport sized colour photograph of applicant(s).

**NB Failure to answer all questions will cause a delay in processing your application.**

Signed:		Date:	
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## Statutory Declaration

To be completed by persons applying for a licence to (1) Drive a hackney carriage and/or private hire vehicle  
(2) Operate private hire vehicles.

**NB: The Rehabilitation of Offenders Act 1974 does not apply to Hackney Carriage/Private Hire Drivers - convictions are never "spent" by virtue of the (Exceptions) (Amendment) Order 2002.**

I (full name):			
Of (full postal address):			
Date of birth:			
<b>Hereby declare that: (tick either declaration 1 or 2 as appropriate):</b>			
1. I have never been convicted of any offence and I have never been cautioned* by the Police for any offence and I am not subject to any pending prosecution.			<input type="checkbox"/>
2. I list here full details of every offence for which I have been convicted, together with full details of every offence for which I have been cautioned* by the Police, and full details of every offence for which I am currently being prosecuted.			<input type="checkbox"/>
*Please note that references to Police cautions include warnings and reprimands issued under Section 65 of the Crime and Disorder Act 1998			

Convictions, Cautions and Pending Prosecutions Details (Including Motoring and Criminal)			
Date of conviction/ Caution/Pending hearing	Offence	Court	Sentence

**If necessary, please continue on reverse of sheet.**

I understand that any information about convictions and Police cautions provided in this application or during the currency of the licence to which this application relates, may be disclosed to a public meeting of the Council's Licensing Sub-Committee, and I consent to such disclosure.

I understand that if I knowingly or recklessly make a false statement or omit any material particulars in giving the above information, I may be liable to prosecution under Section 57 of the Local Government (Miscellaneous Provisions) Act 1976.

Signed:		Date:	
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## Application for a licence to operate private hire vehicles

Convictions, Cautions and Pending Prosecutions Details (Including Motoring and Criminal) (cont.)			
Date of conviction/ Caution/Pending hearing	Offence	Court	Sentence

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### Notes

- (i) The applicant must consult the appropriate Housing/Planning Department or Authority and obtain any necessary permissions prior to the submission of the licence application. This may be requested by this Department before the issue of the licence.
- (ii) In answering questions 5 to 8 inclusive, the information requested must be given in respect of each person who is an applicant. If any applicant is or has been a Director or Secretary of a Company, information should also be given as to the business of, convictions against, previous licence applications by, or suspension or revocation of licences granted to, the Company. If the applicant is a Company, information must also be given regarding these matters in respect of any person who is, or has been, a Director or Secretary of the Company.
- (iii) A basic DBS check which is due annually throughout the duration of the licence, applies to proprietors who do not hold a hackney carriage or private hire drivers licence with the authority.
- (iv) The application must be signed by all persons who are named in the answer to question 1. If the applicant is a Limited Company, state capacity in which the application is signed.
- (v) The attention of applicants is drawn to the attached Conditions of Application.
- (vi) When completed, this application should be returned to the Public Protection Group, Licensing Team, Westmorland and Furness Council, South Lakeland House, Lowther Street, Kendal, Cumbria, LA9 4DQ. Any telephone enquiries should be made to **0300 373 3300**, Email: **taxi@westmorlandandfurness.gov.uk**.

# Application for a licence to operate private hire vehicles

## Private hire vehicle operator's licences

### Conditions of application

Before an operator's licence is issued by South Lakeland District Council in respect of a Private Hire Vehicle the following conditions must be satisfied:-

1. The applicant must satisfy the council that he is a fit and proper person to hold an operator's licence.
2. The applicant must provide the following information in his application:-
  - (a) his full name and address;
  - (b) the address or addresses, whether within the area of the council or not, from which he intends to carry out the business in connection with Private Hire Vehicles;
  - (c) details of any trade or business activities he has carried on before making the application;
  - (d) details of any previous applications made for an operator's licence;
  - (e) details of the revocation or suspension of any operator's licence previously held by him;
  - (f) details of any convictions recorded against him; and
  - (g) any other information that the council may consider reasonably necessary to enable it to determine whether to grant the licence.
3. If the applicant for an operator's licence is, or has been, a Director or Secretary of a company the information must be provided as to:-
  - (a) any convictions recorded against that company at any relevant time;
  - (b) any trade or business activities carried on by that company;
  - (c) any previous application made by that company for an operator's licence; and
  - (d) any revocation or suspension of an operator's licence previously held by that company.
4. If the applicant for an operator's licence is a company then information must be provided as to:-
  - (a) any convictions recorded against any person who is a director or secretary of that company;
  - (b) any trade or business activities carried on by any such director or secretary;
  - (c) any previous application made by any such director or secretary for an operator's licence; and
  - (d) any revocation or suspension of an operator's licence previously held by any such director or secretary.
5. If the applicant for an operator's licence proposes to operate the vehicle in partnership with any other person information must be provided as to:-
  - (a) any convictions recorded against that person;
  - (b) any trade or business activities carried on by that person;
  - (c) any previous application made by that person for an operator's licence; and
  - (d) any revocation or suspension of an operator's licence previously held by that person.
6. To satisfy the conditions of application, a basic DBS check which is due annually throughout the duration of the licence, applies to proprietors who do not hold a hackney carriage or private hire drivers licence with the authority.

### Westmorland and Furness Council

Public Protection Group, Licensing Team, South Lakeland House, Lowther Street, Kendal, Cumbria LA9 4DQ

Tel: **0300 373 3300** Email: [taxis@westmorlandandfurness.gov.uk](mailto:taxis@westmorlandandfurness.gov.uk)

Website: [www.westmorlandandfurness.gov.uk](http://www.westmorlandandfurness.gov.uk)

#### OFFICE USE ONLY

Type of application		Date received		Stat dec		Photos recieved/scanned	
Entered on system		Issue date		Fee rec no			

