



APPLICATION FOR A PRIVATE HIRE OPERATOR LICENCE

New and renewal licence application

Please read and complete all of the fields in this application form. For further information on this process please go to <https://www.newcastle-staffs.gov.uk/taxi-licence/hackney-carriage-vehicle-licences>

Only completed application forms that are accompanied by the following original documentation will be accepted.

1. The fee. <https://www.newcastle-staffs.gov.uk/taxi-licence/hackney-carriage-vehicle-licences/2> You will need to call 01782 717717 to make this payment.
2. A Basic Disclosure certificate issued within the last 12 months or a DBS certificate registered on the Update Service for all directors, partners and company secretaries
3. A valid Safeguarding Training certificate for each director, company secretary and employees that are not NULBC licensed drivers
4. Any fleet insurance with an accompanying schedule of the vehicles and named drivers disclosed to the insurance company (if applicable)
5. Any premises that provide access to members of the public must provide an insurance certificate for public liability to a minimum value of £5million
6. Provide a list of current vehicles detailing the registration, make and model
7. Provide a list of current drivers detailing their full name, badge number and date of birth
8. Provide a Tax Check Code <https://www.gov.uk/guidance/complete-a-tax-check-for-a-taxi-private-hire-or-scrap-metal-licence#how-to-complete-a-tax-check>

Operator Base Location

All new applicants must have a base within the administrative area of Newcastle-under-Lyme Borough in order to ensure that the Council can inspect the base and associated operator records to check compliance with the licence conditions.

Private Hire Operators that hold a licence with the authority and operate their businesses from premises located outside of the Borough at the time of the 1st November 2019 policy implementation will continue to be licensed from that premises providing that they renew their licence prior to it expiring.

Data Protection Act 2018

Newcastle under Lyme Borough Council is registered as a Data Controller under the General Data Protection Regulation 2018. Further details can be found at <https://www.newcastle-staffs.gov.uk/privacy-notices>

Where necessary for the Council's Regulatory, Public Health and Community Safety functions, e.g. Building Control, Environmental Health, Licensing, Planning, Anti-Social Behaviour, Crime Prevention and Reduction, Safeguarding; information obtained about you and persons connected with you may be held and processed by the Council. This may also be shared with others under information sharing protocols or where required or allowed by law. Such information will only be held by the Council for as long as necessary and in line with our published Retention Policy.

National Fraud Initiative

The Council is required under Section 6 of the Audit Commission Act 1988 to participate in the National Fraud Initiative data matching exercise. Information provided to determine Licensing Applications will be supplied to the Audit Commission and used for cross system, cross authority and other comparison purposes for the prevention and detection of fraud.

Renewal Applications

To allow the operator's licence to be renewed, a renewal application form must be received by the Council in full and in good time to allow the Council sufficient time to process the renewal application. Once a licence expires, is revoked (subject to a statutory appeal process) or is surrendered, it ceases to exist and applicants will not be required to make a new application and any rights to use premises located outside of the borough will be lost. You will also be unable to take bookings in this intervening period.

SECTION A – Base Details

Operator Number, if this is a renewal

Individual

Joint ownership

as a company

Registered Company Name

Registered Address

Base Address (If different)

Base Telephone Number

Base Email

Does the operator base have access to the public?

Yes No

If Yes, public liability insurance will be required

Do you have they correct Planning Permissions for your operator base?

Yes No

SECTION B – Applicant Details

To be completed by the lead applicant

Name

Address

Post code

E-mail

Telephone number

Mobile number

Date of birth

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Have you **ever** been convicted of a criminal offence, received a caution, reprimand, warning or been convicted of any road traffic offence including penalty points on your DVLA driving licence (including spent convictions and pending charges)? This also includes any warnings or cautions issued to you by this or any other council and attendance at speed awareness courses?

Yes No

If Yes please give details

Signature of Applicant

Date Signed

If there is more than one partner, director or company secretary please provide these details on a separate sheet. The Section B continuation sheet can be printed from <https://www.newcastle-staffs.gov.uk/downloads/download/251/private-hire-vehicle-operator-form>

SECTION C – Staff Details

Please list ALL staff employed by this operator (not including NULBC licensed drivers)

Name	Date of Birth	Job Role	Safeguarding Completed	Fit and Proper Person Checked

If you require additional sheets, a Section C continuation sheet can be printed from <https://www.newcastle-staffs.gov.uk/downloads/download/251/private-hire-vehicle-operator-form>

SECTION D - Applicant History

Have any of the partners, directors or company secretaries named on this application ever been granted a Private Hire Operator licence with this or any other Council?

Yes No

If Yes then complete the following details for ALL licenses held

Local Authority Name

Operator Number

Date of Issue Date of Expiry

Have any of the partners, directors or company secretaries named on this application ever had a licence refused, revoked or suspended?

Yes No

If Yes please give details

SECTION E – Private Hire Operator Licence

Please indicate the number of Vehicles that the licence is required for?

1 vehicle	<input type="text"/>	2-5 vehicles	<input type="text"/>	6-15 vehicles	<input type="text"/>
26-35 vehicles	<input type="text"/>	36-50 vehicles	<input type="text"/>	51+ vehicles	<input type="text"/>

If you have indicated more than 50 vehicles please state the number required

SECTION F – Checklist and Declaration

Please tick the following boxes to confirm you have submitted the following documents with your application.

- Application completed in full
- Correct Fee <https://www.newcastle-staffs.gov.uk/taxi-licence/private-hire-operator-licence/2>
- Current Basic Disclosure certificate or DBS certificate registered on the Update Service for all partners, directors and company secretaries
- Safeguarding certificates for all staff excluding NULBC licensed drivers
- List of licensed vehicles intended for use under this licence
- List of drivers who will be operating under this licence
- Public Liability Insurance
- Fleet or other relevant insurance for all licensed vehicles and drivers
- Tax Check Code

Declaration to be completed by all applicants

- I certify that the particulars of the application are correct and that I consent to the information in this application being exchanged with other agencies in the interests of enforcement and the protection of public funds.
- I declare that to the best of my knowledge and belief that the answers given with regards to this application are true. If a licence is granted I undertake to comply with the general law and the Council's operator conditions attached to the licence and I understand that it is a criminal offence to provide a false statement.

Signed	<input type="text"/>	Date	<input type="text"/>
Full name	<input type="text"/>		
Capacity	<input type="text"/>		