



# APPLICATION FOR A PRIVATE HIRE OPERATOR'S LICENCE

New licence application

The following sections should be completed by the applicant

Operator number, if this is a renewal

Individual

Joint ownership

As a company

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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List any previous addresses you have lived at in the last five years

List the name, address and date of birth of all managers who will control the booking of Private Hire vehicles and drivers in your absence.

List your current occupation, trade or business and all others in the last five years.

**Have you or anyone named on this application ever been granted a Private Hire Operator's licence or any other licence by this or another council?**

Yes  No

If Yes then complete the following details:-

Local authority name

Badge number and type of licence from the Council

Date of issue  Date of expiry

**Have you, or anyone named on this form, ever been refused a Private Hire Operator's Licence or any other licence, or had a licence suspended or revoked by this or another council?**

Yes  No  If Yes state the type of licence, the name of the council, the date of refusal, revocation or suspension and the name of the operation or proposed operation:-

Name of council and type of licence

Name of your operation

Date your operation was suspended or revoked

**Have you or anyone named on this form, including your companies, ever been convicted of any offence within the United Kingdom?**

Yes  No  If Yes complete the boxes below:-

Name of council

Type of licence

Name	Date	Court	Offence	Sentence
<input type="text"/>	<input type="text"/>	<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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<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Name of operator base

Address of operating base

Post code

State all telephone numbers for the operating base and addresses, if different from the ones listed above.

**Are you the sole owner of the operation stated above?**

Yes

No

If no, please confirm the details of ownership including any partners in the business. This includes names, addresses and dates of birth of anyone involved or who may have an influence in the business. Please attach a letter from them, stating their interest in the business to this application.

**What is the maximum number of vehicles you intend to operate?**

**Applications must be accompanied by original documents.** Photocopies are not accepted. You must bring original documents to your appointment or your application will not be accepted. Check that you have these now.

**Declaration to be completed by all applicants**

I certify that the information provided in this application is correct and that I consent to this being exchanged with other agencies in the interests of enforcement and the protection of public funds.

Signed

Date

Your full name

## Do you have planning permission?

Although planning permission isn't needed as part of your application for an Operator's Licence, you should make sure that when operating Private Hire and Hackney Carriage vehicles you are not contravening any planning regulations. This can be done by contacting the Planning Department at Newcastle-under-Lyme Borough Council, Castle House, Barracks Road, Newcastle-under-Lyme, Staffordshire, ST5 1BL, by telephone on 01782 717717 or by e-mail at [planningapplications@newcastle-staffs.gov.uk](mailto:planningapplications@newcastle-staffs.gov.uk)

Please note that it is an offence under section 57(3) of the Local Government (Miscellaneous Provisions) Act 1976 to make a false statement in this form or to not include any relevant information.

## Your Check list

1. Completed application form.
2. Fee. <https://www.newcastle-staffs.gov.uk/all-services/business/licensing/private-hire-and-hackney-carriage-licence-fees>
3. Basic DBS certificate.
4. Original document to confirm your right to a licence and a right to work. <https://www.gov.uk/government/publications/dbs-identity-checking-guidelines/id-checking-guidelines-for-dbs-check-applications-from-3-september-2018>
5. Check planning permission with Planning Department, Newcastle-under-Lyme Borough Council.

## For office use only – not to be completed by the applicant

Applicant check with Planning  Basic DBS checked  Application checked

Date application received  New application  Renewal application

Amount paid  Receipt number  Card  Cheque

DBS issue date  Right to work checked

Convictions