

**TOWN POLICE CLAUSES ACT 1847
LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976**

**APPLICATION FOR A LICENCE TO OPERATE PRIVATE HIRE VEHICLES
(NEW APPLICANTS)**

Which District are you applying to?

Bromsgrove District Council

Malvern Hills District Council

Redditch Borough Council

Worcester City Council

Wychavon District Council

Wyre Forest District Council

Applicant details

First name:

Surname:

Date of birth:

National Insurance Number:

Residential address:

Telephone number:

Contact email:

Applicant business details

Are you are applying on behalf of a limited company or partnership?

If yes, complete the following section:

Business name:

Business address:

Registered number (where applicable):

Description (for example, limited company, partnership, etc.)

Details of the premises from where you will operate private hire vehicles

Address of premises:

Business telephone number:

Business email address:

Details of the vehicles you intend to operate

Please provide details of ALL the vehicles you intend to operate below:

Registration number	PH plate number	Registration number	PH plate number
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Please provide details of additional vehicles on a separate sheet.

Criminal matters

Have you EVER been convicted of an offence or received a formal caution?

If you have answered 'Yes' to the above question please provide details in the following table of ALL convictions, formal cautions and charges made against you in respect of ALL criminal offences. If you have not received any convictions, formal cautions or have never been charged with a criminal offence enter 'I have never been convicted, formally cautioned or charged of any criminal offences' in the table below. If you need more space, continue on a separate sheet.

IMPORTANT: YOU MUST LIST ALL YOUR CONVICTIONS, CAUTIONS AND CHARGES WHETHER SPENT OR NOT. REHABILITATION OF OFFENDERS ACT 1974 DOES NOT APPLY TO THIS APPLICATION.

IF YOU HAVE RECEIVED ANY CONVICTIONS, CAUTIONS OR CHARGES, FIXED PENALTY NOTICES OR ANTI-SOCIAL BEHAVIOUR ORDERS (ASBO) AND FAIL TO DECLARE THEM ON THIS FORM YOUR APPLICATION WILL BE REFERRED TO THE LICENSING SUB-COMMITTEE WHO MAY REFUSE YOUR APPLICATION.

Date of conviction	Offence	Sentence
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Do you know of any pending criminal charges or investigations against you? Yes No

If you have answered YES, please provide full details here:

Is there any other incident which may lead to Court proceedings against you? Yes No

If you have answered YES, please provide full details here:

General matters

Do you currently have the right to work in the United Kingdom? Yes No

Are there any restrictions on your right to work in the United Kingdom? Yes No

If you have answered YES to the previous question, provide details here:

Do you hold a licence to operate private hire vehicles with another authority? Yes No

If you answered YES, provide details below:

Licensing authority	Licence number	Date issued	Date of expiry
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Have you ever had a licence to operate private hire vehicles refused, revoked, or suspended?

Yes No

If you answered YES, provide details below:

Declarations on making your application

I am applying for a licence to operate private hire vehicles.

I declare that the information given above is true to the best of my knowledge and that I have not wilfully omitted any necessary material. I understand that if there are any wilful omissions, or incorrect statements made, my application may be refused without further consideration or, if a licence has been issued, it may be liable to immediate suspension or revocation.

I understand that it is an offence under Section 57 of the Local Government (Miscellaneous Provisions) Act 1976 to knowingly or recklessly make a false statement or omit any material particular in giving information.

I understand that the Authority is collecting my data for the purposes described on this form and will not be used for any other purpose, or passed on to any other body, except as required by law, without my consent.

I understand that the Authority is under a duty to protect the public funds it administers, and to this end may use the information I have provided on this form for the prevention and detection of fraud. I understand that it may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

Signature:

Print Name:

Date:

Tax registration declaration

As someone applying for a licence to operate private hire vehicles, you must confirm that you are aware of the content of HMRC guidance relating to your tax registration obligations (see Notes).

Please note that Schedule 23 to Finance Act 2011 (Data Gathering Powers) and Schedule 36 to Finance Act 2008 (Information and Inspection Powers), grant HMRC powers to obtain relevant information from third parties. This includes licensing bodies being required to provide information about licence applicants.

I confirm that I am aware of the content of HMRC guidance relating to my tax registration obligations.

Signature:

Print Name:

Date:

Privacy Notice

We are collecting your information in order to process your licence application. For more information on how we use your information, please refer to the Privacy Notice on our website: www.worcsregservices.gov.uk/about-us

Application checklist*

Fully completed, signed and dated application form

Proof of right to work in the UK (required by the Immigration Act 2016)

Proof of payment of fee (include a receipt for telephone/online payments)

Disclosure and Barring Service (DBS) basic check certificate**

* ALL items in **bold** must be provided AT THE TIME OF APPLICATION. Incomplete applications may be returned to you and delay your application.

** Applicants who are currently licensed as a hackney carriage or private hire vehicle driver do not need to provide a basic check certificate.

Submitting your application

Return this form with all relevant documents and proof of payment of the appropriate fee to: enquiries@worcsregservices.gov.uk

Notes

Making your application

It is YOUR responsibility to make sure your application is made to the right district Council and is complete. Incorrect and incomplete applications may not be accepted for processing and in this case will be returned to you for resubmission. In particular:

- Answer ALL the questions on the form or mark them as “not applicable”;
- Sign and date the form;
- Include ALL the supporting documents AT THE TIME OF APPLICATION. A checklist is included on the application form to help you with what you must include. Original documents must be produced when specified;
- Provide payment or proof of payment of the required fee. Current fees are on each Council’s website (see 'Licence fees', below).

Applications are processed in the order they are received, and applications received earlier will be processed sooner. We accept no responsibility for delays in issuing a licence due to the late submission of an application or the return of an incomplete application.

The Hackney Carriage and Private Hire Licensing Policy

Each Council’s Hackney Carriage and Private Hire Licensing Policy sets out the requirements and standards that must be met by the drivers, vehicle proprietors and operators it licenses.

As a licensed operator, you need to be familiar with the policy that applies to your licence and its requirements.

All policies are available online at the Worcestershire Regulatory Services website:
<https://www.worcsregservices.gov.uk/all-services/licensing/new-hackney-carriage-and-private-hire-policies/>

National Register of Refusals and Revocations (NR3)

The details of any decision to refuse, suspend or revoke a licence will be added to the national register of hackney carriage and private hire licence refusals and revocations (also known as NR3). We will use NR3 to check whether any applicants for licences appear on the register as having had a licence refused, suspended, or revoked by any other licensing authority.

Tax registration obligations

HMRC guidance on your tax registration obligations can be found online:

If you are going to be an employee paying tax on your income via PAYE:

www.gov.uk/income-tax/how-you-pay-income-tax

If you are going to be self-employed:

www.gov.uk/register-for-self-assessment

If you are going to pay tax on your profits by operating as a company:

www.gov.uk/corporation-tax

Licence fees

Your licence fee is payable to the Council that issues the licence. More information is on each Council's website:

Bromsgrove District Council

<https://www.bromsgrove.gov.uk/business/starting-a-business/licensing/licensing-fees-and-charges/>

Malvern Hills District Council

<https://www.malvern hills.gov.uk/licensing/licensing-fees>

Redditch Borough Council

<https://www.redditchbc.gov.uk/business/starting-a-business/licensing/licensing-fees-and-charges/>

Worcester City Council

<https://www.worcester.gov.uk/business/licensing/licensing-fees>

Wychavon District Council

<https://www.wychavon.gov.uk/business/licensing/licensing-fees>

Wyre Forest District Council

<https://www.wyreforestdc.gov.uk/business-and-work/licensing-and-registration/licensing-fees/>