



## Application for a Private Hire Operator's Licence (New & Renewal)

Local Government (Miscellaneous Provisions) Act 1976  
Rother District Council Byelaws and Licence Conditions

Ref:  Licence No:  Expiry:

### INFORMATION NOTES – Please complete in BLOCK CAPITALS and use black ink

Please read the Rother Hackney Carriage and Private Hire Policy & Guidance document before completing the application form. If you need to provide additional information, please add a supplementary sheet. Please note that if you give misleading or untruthful information on this form it is a criminal offence under section 57(3) of the Local Government (Miscellaneous Provisions) Act 1976.

**IMPORTANT** – All applicable sections of this application must be completed; failure to do so may result in it being rejected. Applicants are reminded that it is an offence to undertake hackney carriage or private hire work without the benefit of the required licences. The payment of a licence fee and submission of an application form confers no rights in this respect.

### 1. Applicant's Details

**Give the name and address of each partner or member of the organisation.** Continue on a separate sheet if necessary.

#### A.

1) Title: Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other.....

2) First Name.....

3) Family Name.....

4) Home Address.....

.....Postcode .....

5) Home ..... 6) Work ..... 7) Mobile .....

8) Email .....

9) Have you ever held an Operator licence with this or any other local authority? **YES / NO**

If **YES**, please state where and give licence numbers and dates.....

10) Have you ever been refused an Operator licence or had a licence suspended or revoked with this or any other local authority? **YES / NO**

If yes, give details.....

#### B.

1) Title: Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other.....

2) First Name.....

3) Family Name.....

4) Home Address.....

.....Postcode .....

5) Home ..... 6) Work ..... 7) Mobile .....

8) Email .....

9) Have you ever held an Operator licence with this or any other local authority? **YES / NO**

If **YES**, please state where and give licence numbers and dates.....

10) Have you ever been refused an Operator licence or had a licence suspended or revoked with this or any other local authority? **YES / NO**

If yes, give details.....

**C.**

1) Title: Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other.....

2) First Name.....

3) Family Name.....

4) Home Address.....

.....Postcode .....

5) Home ..... 6) Work ..... 7) Mobile .....

8) Email .....

9) Have you ever held an Operator licence with this or any other local authority? **YES / NO**

If **YES**, please state where and give licence numbers and dates.....

10) Have you ever been refused an Operator licence or had a licence suspended or revoked with this or any other local authority? **YES / NO**

If yes, give details.....

**2. Company Details**

1) Please give the company name under which you intend to operate .....

2) Address from which the private hire business will be operated .....

3) Telephone Number..... 4) Email.....

5) Has planning permission for the use of a private hire booking office been obtained for this address?  
**YES / NO**

If the answer is **YES**, give the date planning permission was granted and a copy or serial number of the permission.

If **NO** you should either provide written confirmation that permission is not required or you must contact the council's planning office and obtain planning permission.

6) Has planning permission for the use of a radio mast been obtained for this address? **YES / Not Applicable**

7) Has a radio licence been obtained for this address? **YES / Not Applicable**

If the answer to question 6 and/or 7 is **YES**, give the date planning permission was granted and a copy or serial number of the permission and/or licence details.

8) How many Private Hire Vehicles will you be operating under this licence? .....

### 3. Limited Company Details (only to be completed by a limited company)

1) The name of the company secretary and registered office address.....

2) Telephone Number..... 3) Email .....

### 4. Criminal Offences

1) Are there any prosecutions pending against any of the applicants (including the company secretary if applicable)? **YES / NO**

If Yes please complete the table below. If No please insert the word Nil or None below

Name	Alleged Offence	Date of Court Hearing

2) Do any of the applicants (including the company secretary if applicable) have **ANY** cautions or criminal convictions recorded against them? In determining your application, the Council is entitled to consider all convictions, spent or otherwise. **YES / NO**

If Yes please complete the table below. If No please insert the word Nil or None below

Name	Date	Court	Offence	Sentence

**5. The following documents are required** (Applicants who already hold, or have applied for a Dual Drivers Licence, are not required to submit a standard disclosure)

- ☐ Completed Application form
- ☐ Application for standard disclosure from the Disclosure and Barring Service for all applicant's (and supporting documents)
- ☐ Licence fee
- ☐ HMRC Tax Conditionality code (renewal only)

### Payment

Private Hire Operator's Licence (3 years)	£320
Private Hire Operator's Licence (5 years)	£520
Private Hire Operator's Licence over 20 vehicles (3 years)	£640
Private Hire Operator's Licence over 20 vehicles (5 years)	£1000
Disclosure & Barring Service (CRB) Fee	£71

Please note that payment can only be accepted by cheque or on-line, we cannot accept cash. To pay on-line visit <http://www.rother.gov.uk/MakeATaxiPayment> (if you do not have your own facilities, please use the computers in Reception at the Town Hall).

**Note:** fees for ALL licences are payable at the time of making an application. An application made without payment of the correct fee is not valid, and will not be processed. Applications which are withdrawn during the application process or are ultimately refused, will have the fee refunded, but an administrative fee to cover the Council's costs will be charged.

## Declaration

### Data Protection:

Rother District Council is committed to ensuring that your privacy is protected and will only use and store your personal data in line with the General Data Protection Regulation 2016 and the Data Protection Act 2018. The data collected from this form will be used for the purposes of processing and administering your application. We may share your personal data with other Council departments in order to provide the service you have requested and to ensure that the information we hold about you is accurate and up to date. For further information and your rights on how the Council uses your personal information, please view our full Privacy Policy, including our Licencing Privacy Notice, available on our website using the following link:

<http://www.rother.gov.uk/privacypolicy>

### Audit Commission Act 1998:

The Council is under a duty to protect the public funds it administers and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may share this information with other departments within the Council or external organisations responsible for auditing and administering public funds for these purposes.

### Disclosure and Barring Service – Privacy Policy:

Applicants are required to have read the DBS Enhanced Check Privacy Policy before making an application for disclosure.

<https://www.gov.uk/government/publications/dbs-privacy-policies>

Filtering rules relating to the Rehabilitation of Offenders Act can be found at:

<https://www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates>

DBS code of Practice: <https://www.gov.uk/government/publications/dbs-code-of-practice#Overview>

### Public Register of Licences:

We keep a public register of all dual driver, hackney & private hire vehicle, and private hire operator licences issued and held within the Rother district. In addition, we keep a register of licensed wheelchair accessible vehicles.

<http://www.rother.gov.uk/article/13198/Hackney-Carriage-and-Private-Hire-Public-Registers>

For further information, see: [www.rother.gov.uk](http://www.rother.gov.uk) or contact the Licensing Department on 01424 787550.

**I understand that the information that I have given in this form and in any other form completed in respect of my application will be taken into account by the Council when determining the application. I declare that all such information is true and complete to the best of my knowledge and belief and acknowledge that I shall be liable to prosecution if I have made a false statement or omitted any relevant fact.**

**I confirm that I have read and understood the conditions booklet supplied to me by the Council relating to this application. I understand I must comply with the conditions that will be attached to the licence if it is granted.**

A. Signature ..... Date .....

B. Signature ..... Date .....

C. Signature ..... Date .....

### How to Contact us:

**T:** 01424 787550 **E:** [licensing@rother.gov.uk](mailto:licensing@rother.gov.uk)

**W:** [www.rother.gov.uk](http://www.rother.gov.uk)

**Address:** Licensing Team, Rother District Council, Town Hall, Bexhill-on-Sea, TN39 3JX.

## Reference Guidance Note

***(NB: Applicants who hold an Operator Licence or Dual Drivers Licence, or are applying for a Dual Drivers Licence are not required to submit further references)***

The reference form (see reverse) should be completed by people who have known the applicant for at least twelve consecutive months.

The referees should complete and sign the form. In doing this, the referee will be recommending the applicant to the Council as a Dual Driver (Hackney Carriage/Private Hire) within Rother.

**NB: Relatives will not be considered acceptable as referees**

### Referee 1

This section should be completed by a present employer. If a present employer is not available, then a previous employer will be adequate. If an employer is not available, e.g. the applicant was previously self-employed, then a second professionally qualified person as listed below, will be acceptable.

### Referee 2

This should be signed by one of the people below who has known the applicant personally for at least one year:

Member of Parliament

Justice of the Peace

Minister of Religion

Local Councillor

Bank Officer

Established Civil Servant

Police Officer, or

Any other professionally qualified person (engineer, lawyer, teacher, etc)

## CERTIFICATE OF CHARACTER

We, the undersigned, hereby certify that the Applicant

Whose name is:	
Who resides at:	

has been personally known to me and I have observed his/her conduct during the period stated below. I believe the applicant to be sober, honest and well-behaved, and fully competent to drive. Accordingly I recommend him/her to the Council as a proper person to be licensed as a driver of a Hackney Carriage/Private Hire Vehicle within Rother District.

### Referee 1

Name: ..... Signature: .....  
Status: ..... Business Name: .....  
Address: .....  
..... Postcode .....  
Known From: ..... Known To: .....

### Referee 2

Name: ..... Signature: .....  
Profession: .....  
Address: .....  
..... Postcode .....  
Known From: ..... Known To: .....