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Local Government (Miscellaneous Provisions) Act 1976, Part II

APPLICATION FOR PRIVATE HIRE OPERATOR LICENCE

Please write legibly in block capitals in the space provided and on a continuation sheet if necessary. All questions must be answered. Incomplete applications will not be processed.

Please familiarise yourself with the Hackney Carriage and Private Hire Licence Policy before completing this form. www.hertsmere.gov.uk/hcphlicensingpolicy2017-2022

Section 1: Licence details

I am applying for a:	<input type="checkbox"/> New Licence	<input type="checkbox"/> Renewal of licence Licence No: _____
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Section 2: Applicant(s) details

The Application is made by: (tick one)	<input type="checkbox"/> A single individual <input type="checkbox"/> Multiple individuals <input type="checkbox"/> A limited company	Please give details in part A Please give details in parts A&B Please give details in part C & D
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Part A: First individual applicant Mr Mrs Ms Other _____

Full Name:	
Home Address:	
Date and Place of Birth:	
Home & Mobile Tel. N ^o s:	
E-mail Address:	
NI N ^o :	
Driver Badge N ^o : (if licensed)	

Part B: Second individual applicant (if any)	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other _____
Full Name:	
Home Address:	
Date and Place of Birth:	
Home & Mobile Tel. N ^o s:	
E-mail Address:	
NI N ^o :	
Driver Badge N ^o : (if licensed)	
If there are more than two individual applicants, please give details on a separate sheet.	

Part C: Limited company applicant	
Registered Name:	
Registered Office Address:	
Company Registration N ^o	
Daytime Telephone N ^o :	
E-mail Address:	

Part D: Details of Limited company directors	
Please complete the following details for each director of the company. Use additional sheets where necessary	
Director 1	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other _____
Full Name:	
Home Address:	
Date of Birth	
Driver Badge N ^o : (if licensed)	

Director 2	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other _____
Full Name:	
Home Address:	
Date of Birth	
Driver Badge N ^o : (if licensed)	

Have you / any joint applicant ever been a Director or Secretary of any company before?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If YES please provide Details of any companies you and any joint applicants have ever been or currently are a director / secretary of including the name of the company, position held, dates and what trade / business activities were / are carried out by that company- <i>continue on a separate sheet if necessary.</i>	

Section 3: Booking details	
Please give the name by which your business is/will be known:	
Please list any telephone numbers advertised for the making of bookings	
At what address(s) are telephone bookings received?	

Do you maintain any publicly accessible booking offices?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If so, where are these situated? (please give all applicable addresses)			
Do you provide 'freephones' for booking private hire journeys?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If so, where are they situated?			
Where are bookings received: (please give address)			
Do you maintain a website for the purpose of inviting bookings?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If so, please give the address:		www.	
Can private hire bookings be made directly through your website?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you have an app based booking system?		<input type="checkbox"/> Yes	<input type="checkbox"/> No

Section 4: Record keeping

Please describe your arrangements for keeping records of bookings, and of the vehicles and drivers you operate, in accordance with the Council's Hackney Carriage and Private Hire Licensing policy:

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At what address can these records be inspected by police or authorised Council officers?

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Section 5: Liability insurance details

Do you hold valid liability insurance in respect of your business

Yes- Public liability
 Yes- employers liability
 No

Name of insurer(s):			
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Policy cover dates:	From:	/	/	To:	/	/
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Section 6: Premises authorisation	
Has relevant planning permission for the (proposed) use of all addresses listed in section 2 been granted, or has it been confirmed that planning permission is not required for this/ these addresses?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If the operator maintains CCTV in any booking office or other premises, or is the proprietor of vehicles with internal CCTV, has the operator registered with the Information Commissioner as a data handler.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable
Please provide any further relevant information in respect of these matters in the space below:	

Section 7: Suitability of applicant(s)	
Does the applicant (or do any of the applicants, or any of the directors/ company officers of a limited company applicant) have any convictions or cautions for any offence?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has/ have the applicant(s) (or any of the directors/ company officers of a limited company applicant) been charged with an offence and is currently awaiting the outcome of those proceedings?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the applicant (or are any of the applicants, or any of the directors/ company officers of a limited company applicant) currently subject to an undischarged bankruptcy order, or similar insolvency proceedings (including IVA's)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the applicant (or are any of the applicants, or any of the directors/ company officers of a limited company applicant) currently disqualified from being a company director?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the applicant (or are any of the applicants, or any of the directors/ company officers of a limited company applicant) currently prohibited from working in the UK by reason of immigration status?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has/ have the applicant(s) (or any of the directors/ company officers of a limited company applicant) ever been refused a Private Hire Operator Licence, by this or any other authority, or had such a licence suspended or revoked?	<input type="checkbox"/> Yes <input type="checkbox"/> No

If any of the above questions have been answered 'yes', please provide further details in respect of those matters in the space below: *continue on a separate sheet if necessary.*

Please note that any applicant (or director of a limited company applicant) who does not hold a valid hackney carriage / private hire driver licence by the Council, or who is not currently applying for such, will be required to submit a Basic Disclosure certificate, obtained in that individuals name and issued within the last 2 months, at the same time as this application is made.

Section 8: Other Licenses

Does the applicant (or do any of the applicants or directors/ company officers of a limited company applicant) hold a valid Private Hire Operator licence issued by this or any other authority?

- Yes - Hertsmere
- Yes-another authority
- No

If yes please give details of all operator licence(s) that have been / are currently held including: the licensing authority, date held from and to and the licence number:

If a licence is also held in another authority's area, please outline the steps taken to ensure that bookings received by the Hertsmere operator are only fulfilled by vehicles / drivers licensed by Hertsmere:

Section 9: Any other information

Is there any other information that you think the Council should be made aware of? This is your opportunity to declare anything else not covered in the application form, omitting this information may affect the grant of your licence.

Yes No

If yes, please provide further details in the space below:

Section 10: Vehicle fleet details

How many private hire vehicles will be operated under this licence?

Please complete Annex A with the details of the vehicles and drivers to be operated under this licence.

Section 11: Application Fee(s)

The fee for the grant of a Hertsmere private hire operator licence is £320 plus £30 per vehicle operated.

- I enclose a cheque for £_____, payable to Hertsmere Borough Council
- I wish to pay the application fee by credit / debit card on collection of the Private Hire operator licence.

Section 12: Declaration and signatures

Every applicant must sign the form

- I / We the undersigned have read the Guidance issued by Hertsmere Borough Council with this form.
- I / We hereby apply for a Private Hire Operator Licence within the Borough of Hertsmere and declare that to the best of my / our knowledge and belief, the above particulars are true in every respect.
- I / We understand that it is an offence for any person to knowingly or recklessly to make a false statement or to omit any material particular in giving information required in this form.
- I /We consent to further background checks, including searches of the disqualified directors and individual insolvency registers, being carried out by the council, in support of this application.
- I/We have read the Hackney Carriage and Private Hire Licensing Policy www.hertsmere.gov.uk/hcphlicensingpolicy2017-2022 and undertake in the event of a licence being granted to observe and adhere to the policy.
- I have enclosed the following documents:
 - Annex A, completed with details of all the drivers and vehicles operated under the licence, if granted (or an acceptable substitute).
 - Basic disclosure certificate, issued in the individuals name within the last 2 months for any applicant (or company director) who is not currently licensed by the council as a driver.
 - Evidence of right to work in the UK for every applicant (passport, residence permit, etc).

Signed:		Print name:		Date:	
Signed:		Print name:		Date:	

If there are more than two applicants, a copy of this page should be taken to allow all applicants to sign. Where the application is made by a limited company, the form should be signed by an officer of the company.

Completed application forms should be submitted, along with the above documents and payment of the appropriate fee (payment by debit card or credit card can be made at the council offices. cheques should be made payable to Hertsmere Borough Council and submitted with the application) and sent to:

The Licensing Section, Environmental Health, Hertsmere Borough Council, Civic Offices, Elstree Way, Borehamwood, Herts, WD6 1WA.

Data Protection- PLEASE READ THIS NOTICE CAREFULLY

We will use the information you provide in this form and in supporting documents to process and determine your application for a licence. The information will be held in paper form, on internal databases and electronic document management systems, and be included in such public registers as the council may be required to maintain.

The information supplied may be passed to other bodies, including law enforcement agencies and government departments, as allowed by law. We may check information you have provided, or information about another person that has been provided, with other information we hold. We may also obtain information about you from or provide information to organisations such as government departments, law enforcement agencies, other local authorities and private sector organisations such as banks, insurance companies or legal firms, to:

- Verify the accuracy of information,
- Prevent or detect crime, or
- Protect public funds.

We will not give your information to anyone else, or use information about you for other purposes, unless the law requires us to.

Hertsmere Borough Council is the data controller for the purposes of the Data Protection Act. If you would like to know more about what information we hold about you, or the way we use it, please contact us.

Department contact details:

Telephone : 020 8207 2277 (ask for licensing when prompted)
Email: licensing.taxis@hertsmere.gov.uk
Web Address: www.hertsmere.gov.uk/introductiontolicensing

Legislation and policy:

Hackney Carriage and Private Hire Licensing Policy- www.hertsmere.gov.uk/hcphlicensingpolicy2017-2022

Town Police Clauses Act 1847- <https://www.legislation.gov.uk/ukpga/Vict/10-11/89>

Local Government (Miscellaneous Provisions) Act 1976 Chapter 57 Part II
Hackney Carriages and Private Hire Vehicles-<https://www.legislation.gov.uk/ukpga/1976/57>

