



**PRIVATE HIRE OPERATOR APPLICATION**  
Local Government (Miscellaneous Provisions) Act 1976

Please write in **BLOCK CAPITALS** and answer all questions.

<b>PRIVATE HIRE OPERATOR LICENCE APPLICATION</b>	
I /we (Name of applicant):	
Trading as	
Make this application for a new, or to renew a, private hire operator licence as indicated:	
<input type="checkbox"/> NEW	<input type="checkbox"/> RENEW      Existing licence number:

<b>OPERATOR OFFICE ADDRESS</b>
<b>NOTE:</b> This is where you will keep your records, accept bookings and despatch vehicles from.

<b>ADDITIONAL OPERATOR PREMISES</b>	
Will any of your records be kept at any other premises or location?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Will telephone calls, emails or similar be answered at any other location?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Will vehicles be despatched or allocated to a booking at any other location?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If you have answered yes to any of the above, please state the address below or provide further details:	

<b>APPLICANT TYPE</b>
Individual/Sole Trader <input type="checkbox"/> Partnership <input type="checkbox"/> Limited Company <input type="checkbox"/> Limited liability partnership <input type="checkbox"/>
Partnership HMRC, or LTD or LLP registration no. <span style="border: 1px solid black; display: inline-block; width: 150px; height: 20px;"></span>
Registered address: <span style="border: 1px solid black; display: inline-block; width: 200px; height: 20px;"></span>

<b>NAME OF ALL APPLICANTS, PARTNERS OR DIRECTORS.</b>
If applying as partnership, or limited company please state then names of all partners, directors and company secretaries.

<b>Each person named above must complete a convictions and character declaration.</b>	
Does any other company hold shares or have a financial interest (such as a loan) in the applicant's business?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is there any other person, not named above, that has a financial or operational interest in the business?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If you have answered yes to the above please provide the name and further details:	

## OPERATIONAL MATTERS

### The Invitation and acceptance of bookings

Please confirm the means by which you will invite and accept bookings for private hire vehicles. If you do not intend to use any of the methods please select as N/A.

Telephone number(s) used	N/A <input type="checkbox"/>
Website(s) used	N/A <input type="checkbox"/>
Email address(es) used	N/A <input type="checkbox"/>
App(s) used	N/A <input type="checkbox"/>
Freephones located in the Borough (please state where):	N/A <input type="checkbox"/>

## COMPUTER SYSTEMS AND RECORD KEEPING

If you use any automated computer systems as part of your operation, please indicate what function they are used for, the name of the software and where the server is kept by completing the table below. If cloud-based systems are used you may need to confirm with your software supplier as to the location of the server:

Function	Used	Name of Software	Location of server
Receive bookings	<input type="checkbox"/>		
Process bookings	<input type="checkbox"/>		
Despatch vehicles	<input type="checkbox"/>		
Calculate cost of customer journey's	<input type="checkbox"/>		
Storing records of journey's.	<input type="checkbox"/>		
Storing customer data	<input type="checkbox"/>		
Storing documents related to the compliance of drivers/vehicles operated	<input type="checkbox"/>		

## RECORD KEEPING ARRANGEMENTS

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. You should include where they are kept and how they can be accessed 24 hours a day, 7 days a week.

### SUB-CONTRACTING ARRANGEMENTS

Do you, or do you intend to sub-contract bookings received under a Hertsmere operator licence to another licensed operator (including any licence held by you, granted by another council)?

YES  No

Do you, or do you intend, to receive bookings via another licensed operator in order to despatch a vehicle licensed by Hertsmere borough Council?

YES  No

Do you hold any licence to operate private hire vehicles with any other local authority? If yes, please confirm:

YES  No

Operator name: \_\_\_\_\_

Operator address: \_\_\_\_\_

Licence number: \_\_\_\_\_ Licensing Authority: \_\_\_\_\_

Please confirm what measures you have in place to ensure compliance with both Section 55 and 55A of the Local Government (Miscellaneous Provisions) Act 1976 and the Council's conditions for private hire operators.

### YOUR OFFICE AND STAFF

Do your premises have the appropriate planning permission? Yes  No

**You are responsible for complying with all other regulations applicable to your premises, including planning permission. The Council will not check this on your behalf. Non-compliance with any other regulatory permission may however be considered to determine if you are fit and proper to be licensed.**

Do you/ will you have parking arrangements or space available to allow private hire vehicles to park outside your premises whilst waiting for jobs? Yes  No

Do you hold valid liability insurance in respect of your business? Yes  No

**Please confirm the insurance certificates that you hold.**

Insurance Type	Insurer	Expiry Date	Copy Enclosed
Public liability			<input type="checkbox"/>
Employers' liability			<input type="checkbox"/>

**You should confirm your insurance needs with a specialist. The Council will not expect to see public liability insurance if members of the public are not invited on to your premises nor employers' liability if you do not employ anyone.**



## **INDIVIDUAL CRIMINAL CONVICTION AND CHARACTER DECLARATION**

This part of the form must be completed by the applicant - if an individual. If the application is made by joint applicants, a limited company or partnership this part of the form should be completed by the individual taking responsibility for the application. Each other individual, director or partner must complete and additional supplementary declaration.

### **IMPORTANT WARNING**

You must **declare all convictions that are not yet spent** - even if you have told us before. Answers such as "As on the attached DBS", "As previously advised" etc. will not be accepted and will delay your application. The Rehabilitation of Offenders Act 1974 applies and you do not need to declare any conviction that is spent.

<b>Individual applicant / director or partner details</b>	
Forename(s):	Surname:
<b>Home Address:</b>	
<b>Town:</b>	<b>Postcode:</b>
Date of birth:    D D M Y Y Y	Place of Birth:
Tel/Mob:	E-mail:
NI Number:	Do you have the right to work in the UK <input type="checkbox"/>

<b>Section 2: Right to Work in the UK (NOT NEEDED IF APPLICANT IS A LTD COMPANY)</b>	
The Council is required by the Immigration Act 2016 to check that you have the right to work in the UK as an operator.	
<b>Section 2A: British and Irish Citizens</b>	<input type="checkbox"/>
You must provide one of the following: Passport <input type="checkbox"/> Birth or Adoption Certificate <input type="checkbox"/> Certificate of registration or naturalisation <input type="checkbox"/>	
<b>Section 2B: All other citizens</b>	<input type="checkbox"/>
No additional documents are needed but you must obtain a right to work share code from <a href="https://www.gov.uk/view-prove-immigration-status">https://www.gov.uk/view-prove-immigration-status</a> and enter it in the box below:	
Right to work share code	

<b>Driving Offences</b>	
Have you been disqualified from driving?	Yes <input type="checkbox"/> No <input type="checkbox"/>
What is the current number of penalty points on your DVLA licence?	

<b>PENDING CRIMINAL MATTERS</b>	
<b>NOTE:</b> Pending matters relate to any action or investigation currently being carried out in respect to you that you are expected to be reasonably aware of occurring.	
Are you aware of any pending matter against you?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you agree to notify the Council should you become aware of any pending matter against you, are arrested, charged, bailed, questioned under caution or voluntarily about any matter	Yes <input type="checkbox"/> No <input type="checkbox"/>

### CRIMINAL RECORD

**NOTE:** You must provide evidence of your criminal record.

If you are a current Hertsmere licensed driver and have an enhanced DBS certificate registered on the DBS update service you can consent to us checking it.

If not you can provide us with a basic criminal record check dated within the last calendar month which you can obtain from the government website: <https://www.gov.uk/request-copy-criminal-record>

**Please Confirm if you are:**

a) An existing licensed driver consenting to us checking your criminal record via the DBS update service

Yes  No

b) Providing a basic criminal record disclosure dated within the last calendar month:

Yes  No

### CRIMINAL CONVICTIONS

If you have been convicted of any criminal offence that is unspent, please provide the details below (continue on a separate sheet if necessary).

Date (i.e. 1/1/11)	Offence (i.e.) Theft	Sanction/sentence

### LICENSING HISTORY:

Have you previously held, or currently hold, a licence to drive, operate or own a private hire or hackney carriage vehicle?

Yes  No

If yes please confirm the details of the licence(s) held:

Type of licence	Licence Number	Issuing authority	Date Granted	Expiry Date

Have you had an application for a licence (including renewals) to drive, operate or own a private hire or hackney carriage vehicle refused, suspended or revoked?

Yes  No

<b>BUSINESS AND FINANCIAL DEALINGS</b>	
Have you ever been a disqualified as a Director of any Company?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you been a director or secretary of any company at a time that it has been declared insolvent, wound up or put into administrative receivership?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you ever been declared bankrupt, whether voluntary or upon the application of a creditor or insolvency practitioner or entered into a voluntary arrangement with any creditor?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you been granted a debt relief order in the last 6 years?	Yes <input type="checkbox"/> No <input type="checkbox"/>

**IMPORTANT: SUBMISSION AND DECLARATION  
BY SUBMITTING AN APPLICATION THAT YOU ARE AGREEING TO THE FOLLOWING:**

**1) You are aware of and understand the Council’s Policy and conditions**

The Council’s Licensing Policy and Conditions that will apply to you can be read here:

<https://www.hertsmere.gov.uk/Business/Licensing/Private-hire--Hackney-Carriage-Licensing/Hackney-Carriage-Private-Hire-Licensing-Policy.aspx>

By submitting this application, you are inviting the Council to assess whether you are fit and proper to operate private hire vehicles. The Council believes it is reasonable to expect that you have read the Council’s Policy and intend to comply with it and the applicable licence conditions

Should you not understand, or intend to comply with any licence condition you should contact the Licensing Team before making your application to discuss the matter.

**2) You consent to the use of your data as set out below.**

Hertsmere Borough Council is a Data Controller under the Data Protection Act 2018 which incorporates the UK General Data Protection Regulations (UK GDPR). The Council must collect your personal data to process and grant your application and has a legal basis to do so under the provisions of the Local Government (Miscellaneous Provisions) Act 1976 and/or the Town Police Clauses Act 1847. If a licence is granted to you the Council has a lawful purpose and duty to retain your data in order to effectively administer and carry out its enforcement obligations to protect the public.

Your personal data will not be shared with any third parties save for any lawful or exempt purpose set out in the Data Protection Act 2018 or UK GDPR, such as to prevent or detect crime or protect public funds. Your data may be shared with other enforcement agencies such as the Police, internal Council departments or other regulatory bodies to achieve these aims. The fact that you are licensed shall be a matter of public record and your name shall appear on any list of licensed operators published by the Council.

Your data shall be kept no longer than is reasonably necessary as set out in the Councils retention policy. To further understand your rights you can read the Council’s full privacy notice on our website, contact the licensing team or the Data Protection Controller at Hertsmere Borough Council, Civic Offices, Elstree Way, Borehamwood, Hertfordshire WD6 1WA.

## SUBMISSION AND DECLARATION

I confirm the enclosure of the documents as indicated below in support of my application:

### DOCUMENT CHECK LIST

Document	Enclosed
This application form (completed in full)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Basic DBS (for you and each individual applicant/partner or Director).	Yes <input type="checkbox"/> No <input type="checkbox"/>
Additional applicant/partner/director Criminal Record and Character declaration (for you and each individual applicant/partner or Director).	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
Proof of your right to work / Right to work share Code	Yes <input type="checkbox"/> No <input type="checkbox"/>
Complaints Policy	Yes <input type="checkbox"/> No <input type="checkbox"/>
Lost Property Policy and Procedure	Yes <input type="checkbox"/> No <input type="checkbox"/>
Data Protection Policy	Yes <input type="checkbox"/> No <input type="checkbox"/>
Criminal Record Policy for the employment of staff	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
Public liability Insurance	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
Employers Liability Insurance	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
Fee: £320 + £30 each vehicle (£30 x ___) = £ _____ .00	Yes <input type="checkbox"/> No <input type="checkbox"/>

**By submitting this application to the Council, I declare that:**

I have read and understood all the questions asked of me on this form and declare the information I have provided is true and correct. I confirm that where I have filled this application out on behalf of a company partnership or another individual applying jointly with me, I am authorised to answer on their behalf and the information provided by me is binding on me as well as that company, other partners and the individuals.

I understand that if I have knowingly or recklessly made a false statement or omitted any relevant information I may be prosecuted, my application refused or any licence granted may be suspended or revoked.

I consent to the Council making and keeping copies of all documents provided by me now or in the future in order to determine my application, to ensure compliance with any condition or term of that licence and to ensure that I remain eligible to hold any licence granted. I consent to the retention and use of the data provided by me on this form by the Council in order to confirm my identity, criminal record, and process this application.

Date	D	D	M	M	Y	Y	Y	Y
Signature								
Print Name								