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 you to have read our Policy and intend to comply with it and the applicable licence conditions. The Council will not accept a lack of knowledge as a reasonable excuse for failing to comply with any Council Policy or condition now or in the future.

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| **PRIVATE HIRE OPERATOR LICENCE APPLICATION** |
| Applicant(s) |  |
| This will be the licence holder. |
| Trading as  |  |
| The name you advertise to your customers  |
| Apply for a | 🞏 NEW OPERATOR LICENCE 🞏 RENEWAL of Existing Operator Licence no. \_\_\_\_\_\_\_\_\_\_ |

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| **LICENCE REQUIRED** |
| Fees are based on the number of vehicles you intend to operate. The standard duration is 5 years and represents the best value. However, you may wish to request an annual licence from us. Please indicate the licence duration and vehicle numbers you wish to Operate.  |
| To Operate | 1 Vehicle  | 2-5 Vehicles  | 6-10 Vehicles  | 10-20 Vehicles  | 21 + Vehicles  |
| 5 Year licence | £348 🞏 | £491 🞏 | £730 🞏 | £968 🞏 | £1,047 🞏 |
| 1 year Licence | £272 🞏 | £348 🞏 | £444 🞏 | £539 🞏 | £730 🞏 |

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| **OFFICE ADDRESS**From where you will accept bookings for, and despatch, private hire vehicles and keep your records. |
| **NO/ HOUSE**  |  |
| **STREET**  |  |
|  |  |
| **TOWN**  |  |
| **POSTCODE** |  |
| **TEL NO.** |  |
| **E-MAIL** |  |

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| YOUR OFFICE  |
| 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 |  |  | 🞏 |
| Employers’ liability |  |  | 🞏 |

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. |

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| 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.  |

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| --- | --- |
| Telephone number(s) |  **N/A** 🞏 |
| Website(s)  |  **N/A 🞏** |
| Email address(es) |  **N/A 🞏** |
| App(s)  |  **N/A 🞏** |
| Freephone’s (please state where): |  **N/A 🞏** |

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| EMPLOYEES – RELEVANT ROLES (DESPATCH STAFF) |
| Note: Any person involved in the receiving of bookings for, or despatching, private hire vehicles or who otherwise has access to the personal data of your customers or drivers is defined by the Council as fulfilling a “relevant role” within an Operators business and must be DBS checked by you.  |
| How many people, other than you, carry out a “relevant role”? |  |
| You enclose your policy and process to ensure that every person in a relevant role provides you with a basic DBS check.  |

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| SUB-CONTRACTING ARRANGEMENTS |
| Do you routinely intend to sub-contract bookings received under your Hertsmere operator licence to another licensed operator (including any licence held by you from any routinely other council)? | Yes 🞏 No 🞏 |
| Do you routinely intend, to receive bookings via another licensed operator in order to despatch a vehicle licensed by Hertsmere borough Council? | Yes 🞏 No 🞏 |
| Do you understand that you remain legally responsible for any booking that you sub-contract? | Yes 🞏 No 🞏 |
| Please list the operators that you intended to sub contract to, or from, routinely.  |

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| 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 | 🞏 |  |  |
| Process bookings | 🞏 |  |  |
| Despatch vehicles | 🞏 |  |  |
| Calculate cost of customer journey’s | 🞏 |  |  |
| Storing records of journey’s.  | 🞏 |  |  |
| Storing customer data | 🞏 |  |  |
| Storing documents related to the compliance of drivers/vehicles operated | 🞏 |  |  |

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| DATA PROTECTION / PROVISION OF RECORDS |
| Do you keep your records in compliance with current rules on Data Protection (if unsure you should seek advice from the Information Commissions Office).  | Yes 🞏 No 🞏 |
| Can you keep your records in compliance with the Council’s conditions? | Yes 🞏 No 🞏 |
| Are you able to provide copies of your above records to the Council, upon request at any time, by e-mail? | Yes 🞏 No 🞏 |
| Are you able to permit inspection of your above records to the Council, upon request at any time, at your Office address? | Yes 🞏 No 🞏 |
| Pleae provide further details about how your records may be accessed if necessary: |

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| VEHICLES  |
| How many Wheelchair Accessible vehicles do you operate? |  |
| Do you intend for your vehicles to display any signage, adverts or similar? | Yes 🞏 No 🞏 |
| If yes please provide pictures, design or wording to us with your application.  |
| What type of vehicles do you propose to operate:Regular private hire vehicles (plated) 🞏 Executive Hire(Plate exempt) 🞏 Both 🞏 |
| If operating both types of vehicle do you have measures in place to ensure that vehicles despatched will always display their plate when necessary? | Yes 🞏 No 🞏 N/A 🞏 |

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| COMPLAINTS / SAFEGUARDING |
| Do you have suitable measures in place for dealing with complaints? | Yes 🞏 No 🞏 |
| Do you have a current complaints policy? | Yes 🞏 No 🞏 |
| Will you ensure that complaints that relate to the conduct of a driver or standard of a vehicle are reported to the Council’s Licensing Team along with any action taken by you? | Yes 🞏 No 🞏 |
| Will you ensure that any complaint made in relation to the conduct of a driver that raises a safeguarding concern is reported immediately to the Council’s Licensing Team? | Yes 🞏 No 🞏 |
| Will you ensure that any complaint or information that you are aware of that indicates that a driver poses a safeguarding concern or risk to the public is reported immediately to the Council?  | Yes 🞏 No 🞏 |

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| OTHER LICENCES AND TAX CODE |
| Does the applicant hold a private hire operator licence issued by any other local authority?  | Yes 🞏 No 🞏 |
| Has the applicant held a private hire operator licence issued by any other local authority in the last 5 years? | Yes 🞏 No 🞏 |
| Has the applicant ever had a licence to drive, operate or own a private hire or hackney carriage vehicle suspended or revoked, or an application or renewal application for such a licence refused?  | Yes 🞏 No 🞏 |
| If you have answered yes to either of the above please provide licence details and your Tax check code: |

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| Existing private hire operators or drivers must obtain a TAX CHECK CODE from the GOV.UK site and enter it below. Details can be found out here: <https://www.gov.uk/guidance/complete-a-tax-check-for-a-taxi-private-hire-or-scrap-metal-licence> |
| Please provide your TAX CHECK CODE |  |  |  |  |  |  |  |  |  |  |  |  |  |

**Applicant Details**

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| **APPLICANT TYPE** |
| Individual/ Sole Trader🞏 Joint Individuals 🞏 Partnership 🞏 Limited liability partnership 🞏 Limited Company 🞏 Other 🞏  |

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| **APPLICANT DETAILS**  |
| NAME |  |
| Registered address/ Home address |  |
|  |
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|  |
| Registered No. |  |
| VAT No.  |  |

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| **ADDITIONAL INDIVIDUAL JOINT APPLICANTS, PARTNERS OR DIRECTORS.** |
| List all individuals forming the operator, partners and directors. Include their full name, address and date of birth. |
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| **CONTACT DETAILS IN RESPECT TO THIS APPLICATION/ LICENCE** |
| **Tel Number:**  |  |
| **E-mail**  |  |
| **Unless instructed otherwise we will serve all documents by email to the address given above.** |

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| **COMPLETION OF INDIVIDUAL CHARACTER AND CONVICTION DECLARATION** |
| An “individual character and conviction declaration” must be completed by every individual named above. A copy is enclosed with this form but additional copies are available from the Licensing team or the Council website. |

SUBMISSION OF APPLICATION AND DECLARATION

**Please confirm which of the documents you enclose in support of your application:**

**DOCUMENT CHECK LIST**

|  |  |  |  |
| --- | --- | --- | --- |
| **Document** | **Encl.** | **Document** | **Encl.** |
| This application form (completed in full)  | 🞏 | Lost Property Policy and Procedure | 🞏 |
| Public liability Insurance | 🞏 | Data Protection Policy | 🞏 |
| Employers Liability Insurance | 🞏 | Complaints Policy | 🞏 |
| DBS Policy for staff in a “relevant role” | 🞏 | Fee indicated on first page | 🞏 |
| You must also submit, for each individual applicant, director and Partner |
| A Basic DBS | 🞏 | Character and Conviction declaration | 🞏 |
| Right to Work evidence | 🞏 |  Evidence of Identity. | 🞏 |

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| **TAX CONDITIONALITY - NEW APPLICANTS PLEASE READ**Officers of the HMRC have the power to obtain information from us under Schedule 36 to Finance Act 2008 (information and inspection powers), and Schedule 23 to Finance Act 2011 (data-gathering powers). Please read the guidance issued by the HMRC commissioners that can be found at the link above. Failure to register correctly to pay Tax may result in any licence being revoked. By submitting this application you are confirming that you understand this.  |

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| **IMPORTANT – YOUR DATA**Hertsmere Borough Council is a Data Controller under the Data Protection Act 2018 which incorporates the UK General Data Protection Regulations. The Council has a legal basis to collect your personal data under the provisions of the Local Government (Miscellaneous Provisions) Act 1976 in order to process your application. 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 data will only be shared with other third parties where it is lawful for the Council to do so. To understand how the Council will use your data you should review the Council’s privacy notice on our website or available from the Licensing Team |

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| **YOUR DECLARATION** |
| I declare the information that I have provided is true and correct. 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 use of the data provided by the Council in order to confirm my identity, criminal record, driving history and to use this data to determine if I am fit and proper to be granted a licence and, if a licence is granted, to retain such data at all times that I hold the licence, or any other licence, including renewals, that the Council may grant to me.I am aware that I have a safeguarding duty to notify the relevant licensing authority of any information of which I am aware that indicates that a driver of a vehicle operated by me poses a safeguarding risk to the public**.** |
| **Signed** |  |
| **Print Name** |  | **Date** |  |