

Private Hire Operator Individual Criminal Conviction and Character 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.

This form must be completed by all individual applicants, partners and directors.										
NAME OF APPLICANT FOR OPERATOR LICENCE:										
Individual applicant / director or partner details										
Forename(s):					Surname:					
Home Address:										
Town:					Postcode:					
Date of birth:			D		D		M		Y	
Place of Birth:					E-mail:					
Tel/Mob:										
NI Number:			Do you have the right to work in the UK <input type="checkbox"/>							

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

Driving Offences									
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?									

PENDING CRIMINAL MATTERS									
NOTE: 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"/>		

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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 or 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 <input type="checkbox"/> No <input type="checkbox"/>
b) Providing a basic criminal record disclosure dated within the last calendar month:	Yes <input type="checkbox"/> No <input type="checkbox"/>

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.) <i>Theft</i>	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 <input type="checkbox"/> No <input type="checkbox"/>
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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 <input type="checkbox"/> No <input type="checkbox"/>
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BUSINESS AND FINANCIAL DEALINGS	
Have you ever been 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"/>

TAX CONDITIONALITY - NEW APPLICANTS ONLY
The Finance Act 2021 section 125 imposes an obligation on the Council to confirm that new applicants are aware of their tax responsibilities before granting a licence.
Please be aware of the following: <ol style="list-style-type: none"> 1) The guidance issued by the HMRC commissioners that can be found here: TBC 2) Officers of the HMRC have the power to obtain information from the licensing authority about you under) Schedule 36 to Finance Act 2008 (information and inspection powers), and Schedule 23 to Finance Act 2011 (data-gathering powers).

TAX CONDITIONALITY - RENEWAL APPLICANTS													
Under Section 125 and Schedule 33 of the Finance Act 2021 the Council cannot grant a renewed licence to you unless HMRC have confirmed that you have registered for TAX. You are therefore required to ensure you are registered with HMRC and obtain a TAX CHECK CODE. 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													
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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 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.

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