

APPLICATION FOR A COMBINED PRIVATE HIRE OPERATOR'S LICENCE



North Kesteven
DISTRICT COUNCIL

I HEREBY MAKE APPLICATION to the Council for the grant of a licence to operate Private Hire Vehicles in the Council's District as required by Sections 46 and 55 of the Local Government (Miscellaneous Provisions) Act 1976.

Licensing Team 01529 308339

Please tick as appropriate:

Grant

Renew

An applicant knowingly or recklessly making a false statement or omitting any material particular in giving information is guilty of an offence. (Section 57(3) Local Government (Miscellaneous Provisions) Act 1976).

1.

Name: (in full)

2.

Address:

Postcode:

3.

Date of Birth:

4.

Period of Residence at above address:

5.

If less than 5 years, state previous address:

Postcode:

6.

Telephone
Business:

Telephone
Home:

Mobile:

OFFICE USE ONLY

Income Code a380/9716

Date Received ___/___/___

Receipt No. _____

7.

Operating Base: Address(es) from which it is intended to carry on the business of operating Private Hire Vehicles.(see below*)

Postcode:

8.

Details of any trade or business activities carried on before making this application:

9.

Give the number of vehicles you intend to operate:

If you have 2 or more vehicles, or intend to operate 2 or more vehicles, has planning permission / advice been sought?

Yes

No

If yes, has planning permission been applied for/granted ?

Yes

No

10.

Give the number of drivers you intend to employ:

11.

Have you, or any co-proprietors been convicted in a Court of Law for any offence in the last 5 years? If so, please given full details of offence(s) and date(s) of convictions:

* **Operating Base** – This is the fixed address within North Kesteven from which you must operate and is detailed on your Operator Licence, under ‘Operation Address’ using the details supplied on your application form. **Operate** – means to make provision for the invitation or acceptance of bookings for a Private Hire vehicle and this will be the premises where your day to day business is conducted, the telephone answered and bookings taken and recorded. We do not licence ‘mobile’ Operators.

12. Criminal Record Checks

All applicants are required to provide a basic level Criminal Record check.
The only exceptions to this are as follows (tick which is applicable).

I am making a simultaneous application for a Combined Hire Driver Licence as this requires a higher level of check.

I currently hold a Combined Hire Driver Licence with NKDC, (as you are checked every 6 months and are required to notify any convictions to the Licensing Team).

Neither of the above apply and I will provide the required basic level disclosure from the Disclosure and Barring Service (DBS).

13. Tax Conditionality

If making a new application – complete section 1 only

If making a renewal application – complete Section 2 only

Section one (tick box) New Application text – I am aware that should my application to North Kesteven District council be successful then I will be required to ensure that I am registered with HMRC to pay tax – see guidance notes on the NKDC Website – search for ‘Tax Conditionality.

Section two (tick box) Renewal application text – I can confirm that I am properly registered with HMRC for tax purposes and provide my tax check code as follows;

14.

I certify the above particulars to be correct to the best of my knowledge and hereby apply for a private hire vehicle operator’s licence and enclose the appropriate fee. I am fully aware that a copy of this form may be forwarded to the Disclosure and Barring Service and any false particulars given above may result in prosecution and in any licences granted to me being revoked.

North Kesteven District Council is under a duty to protect the public funds that it administers. To this end it may use the information you provided on your application form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds. The licence, if granted, will be valid for a period of five years.

Date of declaration:	
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Applicant signature:	
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Income Code a380/9716

NOTICE TO APPLICANTS

IMMIGRATION ACT 2016

RIGHT TO WORK – IMMIGRATION CHECKS

Your right to work in the UK will be checked as part of your licensing application, this could include the licensing authority checking your immigration status with the Home Office.

You must therefore provide a document or document combination that is stipulated as being suitable for this check. We will provide applicants with a list of suitable documents. The right to work check will be conducted by us at a face to face meeting with you. We will need to see the original document(s), such as a passport or biometric residence permit so that the check can take place. The document(s) will be copied and the copy retained by the licensing authority. The original document will be returned to you.

Applicants who have no restrictions on their right to work in the UK (e.g. a British citizen or national of a European Economic Area country or Switzerland) will only need to undertake the check once.

If there are restrictions on the length of time you may work in the UK, your licence will not be issued for any longer than this period. In such circumstances, the check will be repeated each time you apply to renew or extend your licence. If, during this period, you are disqualified from holding a licence because you have not complied with the UK's immigration laws, your licence will lapse and you must return it to the licensing authority, failure to do so is a criminal offence.

Name:

DECLARATION

In addition to the declarations made on my application form **I FURTHER DECLARE THAT:**

- I have the correct immigration status to apply for the licence.
- I understand that the licence will lapse if I cease to be entitled to work in the UK.

Date of declaration:

Signature: