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| fees and charges for hackney carriage and private hire licences  DDate  71 | | |
| * Please contact a member of Environmental Health for an up to date list of fees and charges | | |
|  |  | |
| 72  **FRONT OFFICE**  DDate  name of evidence checker  DDate  73  date application received  DDate  74  LDC application completed  DDate  yes  75  **Do not accept this application if sections 75, 76, 77 and 78 have not been received.**  **If the applicant believes they do not need 79 and 80 they must sign next to each box.**  Entitlement to operate from property  yes  76  77  correct fee  DDate  yes  Public liability insurance  DDate  yes  78  Employers liability insurance  DDate  Not in use  DDate  Planning permission  DDate  payment envelope number  DDate  n / a  yes  yes  82  81  80  79 | | |
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| **TO BE COMPLETED BY THE APPLICANT** | |  |
|  | |
| I SIGN TO CONFIRM THAT ALL MY DOCUMENTS HAVE BEEN RETURNED:  83 | |
|  | | |
| **BACK OFFICE**  DDate  84  Employers liability insurance  DDate  yes  yes  no  no  86  LDC application complete?  DDate  85  yes  yes  yes  yes  no  no  yes  right to operate from property  DDate  Public liability insurance  DDate  letter to applicant  DDate  information returned  DDate  75  76  information returned  DDate  letter to applicant  DDate  no  no  no  Planning permission  DDate  Not in use  DDate  74  73  68  Correct fee  DDate  71  70  89  87 | | |
|  | | |
| date on receipt  DDate  77  Fee total  DDate  78 | | |
| receipt number  DDate  79  licence expiry date  80  date database updated  DDate  80 | | |
|  | | |
| **NOTES**  DDate  82 | | |

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| **Operator’s licence** | | | | LDClogo | |
| **Please read the information provided before completing this application form.** | | | |
|  |  | | | | |
|  | The price structure for your application is:   * Five year licence 1 to 5 vehicles £264 per vehicle * Five year licence vehicle 6 and more £200 per vehicle   Any queries can be made by prior appointment or by calling 01543 308735. | | | | |
|  |  | | | | |
| **Local Governmental (Miscellaneous Provisions) Act 1976**  **Town Police Clauses Act 1847**  Please find enclosed the relevant documentation and information to register your Private Hire vehicle(s) with Lichfield District Council and add them to an Operator’s Licence.  Lichfield District Council will treat each application individually and on its own merits. **It takes up to 14 working days to determine an application following receipt (to the Council) of all required documents.** It is within your interests to ensure all your documents are up to date, correct and that any appointments made are promptly attended in order to prevent any delay.  A Private Hire vehicle must be correctly licensed with Lichfield District Council and added to at least one Operators licence before it can be used. | | | | | |
| FAILURE TO COMPLETE THIS FROM CORRECTLY WILL DELAY YOUR APPLICATION  **Applicants Checklist** – It is the applicant’s responsibility to ensure that all required documentation is correct prior to applying:   1. **Lichfield District Council Operator’s application form** - complete all relevant questions on the enclosed form 2. **Employers liability insurance certificate -** if you employ **any** staff (for example to answer phones) 3. **Public liability insurance certificate -** required for all operators 4. **Entitlement to operate business from property** (proof of ownership/rental agreement with covering letter detailing entitlement) 5. **Planning permission** - need Planning permission? To check contact the planning department on 01543 308000 6. **Correct fee** (see above) may be paid by cash, cheque (payable to Lichfield District Council), debit or credit card.   As part of the licensing procedure the Council will check the adequacy of all insurance policies submitted in order to obtain an Operators licence.  Vehicles can be added to your existing licence by writing a headed ‘notification letter’, charged above rate. | | | | | |
| |  |  | | --- | --- | | YOU MUST   * Use BLACK INK throughout. * Use CAPITAL LETTERS when completing the form. * Complete all sections. * Write clearly and insert only one character in each box. * Put a line though a mistake, and correct it to the right. * Mark choices in the box with a cross (X) * Keep your signature(s) within the box provided. * All documents must show the current addresses required. | YOU MUST NOT   * Make an incomplete application. * Write over the edges of each box. * Place stamps or stickers on the form. * Staple anything to the form. * Use correction fluid * Strike out a section that is not applicable. Please leave it blank. |   ANY INFORMATION YOU GIVE IN CONNECTION WITH YOUR APPLICATION MAY BE DISCLOSED BY THE COUNCIL TO THE POLICE, DEPARTMENT OF SOCIAL SECURITY OR ANY OTHER LAW ENFORCING AUTHORITY, OR AUTHORITY LEVYING TAXATION, SUBJECT TO THE PROVISIONS OF THE DATA PROTECTION LEGISLATION. THE COUNCIL WILL ONLY GRANT A LICENCE TO YOU PROVIDING IT IS SATISFIED THAT YOU ARE FIT AND PROPER PERSON. AN APPLICATION WILL BE DETERMINED WITHIN 14 DAYS FROM THE DATE OF THE RETURN TO THE COUNCIL OF ALL DOCUMENTATION.  **This authority is under a duty to protect the public funds it administer, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.** Any information that you provide on this form may be shared with Police, Department of Social Security or any other law enforcing authority, subject to the provisions of the Data Protection Legislation and within Lichfield District Council, “The Council” to assess your suitability as a licence holder and issue such a licence.  The Council will update your records, unless you tell them otherwise, to keep them accurate and up to date. Some of the details you provide on this form will be entered onto a public register in accordance with the provisions of The Police Town Clauses Act 1847, and be available for public inspection on request. The Council may want to use this information to offer you services, including those of our partners that it considers relevant to your needs, if you want to be offered these services and wish to be contacted by telephone, email or letter please tick this box  You have the right of access to your personal information held by the Council, who is the Data Controller for the information you are providing, under the provisions of the Data Protection Act 1998, and have a right to see and receive a copy of any personal information the Council holds about you. You will need to submit your request for access to your personal information in writing to the Environmental Health Manager. The Council is entitled to make a charge for this of not more than £10 for administration of each request. | | | | | |
| surname of applicant  1  forename of applicant  2  8  7  Applicant please give details of your current address. This is the address to which all correspondence will be sent  address of applicant  town/city  4  3  postcode  5  Company details:  trade / limited company name  6  Registered office address  postcode  9  town/city  If the applicant is a partnership or a limited company the full names and addresses of **all** partners or directors and secretary (use additional sheet if required)  surname of partner / director  10  forename of partner / director  11  address  12  postcode  14  town/city  13    surname of partner / director  15  forename of partner / director  16  address  17  postcode  199  town/city  18  20  Have any of the above named individuals been or are they currently a director or secretary of any other limited company  no  yes  21  If you have answered YES to question 20 (above) you, as the applicant, must provide the following information for each of the companies on a separate, company headed letter:     1. Name of the individual and their position at the company; 2. Name of the company, the Companies House number and the address of the registered office; 3. Trade or business activities carried on by each company; 4. Previsions applications made by each company for an operator’s licence, to this council or any other council; 5. Any revocation or suspension of any operator’s licence, to this council or any other council previously held by this or any other company; 6. All convictions in relations to any offence recorded against any individual or company.   trade or business activities carried on by each company.  22 | | | | | |
| Has any person above ever applied for an operator’s licence before, to this Council or any other Council? **If Yes give full details in notes**  23  Does any person above hold any of the following - private hire driver’s licence, private hire vehicle licence, hackney carriage driver’s licence or hackney carriage vehicle (proprietor’s) licence - issued by this Council or any other Council. If so, give full details including the Council name, badge numbers, date of grant and expiry. **If Yes give full details in notes.** | | **Yes** | **No** | | **NOTES** (for 22) use separate sheet if required |
| Has any person above ever been refused a private hire driver’s licence, private hire vehicle licence, private hire operator’s licence or had any such licence suspended or revoked? **If Yes give full details in notes** | | **Yes** | **No** | | **NOTES** (for 23) use separate sheet if required |
| 24 | | **Yes** | **No** | | **NOTES** (for 24) use separate sheet if required |
| If **Yes** to 20, 21, 22, 23 and 24 please state what trade, business or profession has each person named above ben involved in over 5 years prior to applying for this licence and where?  25 | | **Yes** | **No** | | **NOTES** (for 25) use separate sheet if required |

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| 33  45  29  If **Yes** to question 32 please state:  32  27  31  Address at which you intend to carry on business as an operator  26  30  car 11.  car 13.  car 9.  car 5.  dvla Registration  dvla Registration  dvla Registration  dvla Registration  dvla Registration  dvla Registration  dvla Registration  dvla Registration  dvla Registration  dvla Registration  dvla Registration  car 7.  yes  yes  yes  Address where radio transmitter is based  no  no  no  Do you have planning permission to operator the business from this address?  Make and model of computer dispatch system  town/city  address  28  postcode  Do you have a current radio licence?  Do you already have / or intend to fit radio phones in vehicles you operate?  yes  postcode  39  no  Make and model of radio transmitter  town/city  The frequency on which the radios broadcast from the operator’s base  The frequency on which the radios broadcast to the vehicle(s)?  If any of the above are “FREEPHONES” please state the location(s) of the free-phones, please use a continuation sheet if necessary:  address  town/city  Do you have or intend to have a waiting room at the premises mentioned in question 3 for members of the public?  dvla Registration  dvla Registration  dvla Registration  dvla Registration  dvla Registration  dvla Registration  dvla Registration  dvla Registration  dvla Registration  car 14.  car 20.  car 18.  car 16.  car 12.  car 10.  car 8.  car 6.  car 4.  68  66  64  62  60  58  56  54  52  car 2.  50  car 1.  car 3.  car 15.  car 17.  car 19.  postcode  46  address  44  How many licensed vehicles do you intend to operate from your base?  47  List the Private Hire vehicle(s) would like on your licence  48  65  67  51  63  61  49  59  57  55  53  How many telephone lines will you have which will be available for telephone bookings?  Please state all Telephone Numbers  43  42  41  40  38  37  36  35  34 | | | |
| 69 | ***DECLARATION***  I certify that I have completed this form in my own hand and I declare that to the best of my knowledge and belief the answers given above are true. If a licence is granted I undertake to comply with the conditions and provisions of the Local Government (Miscellaneous Provisions) Act 1976 and the Operator Licence conditions relating to this application. I also understand that if I infringe or do not comply with any of the conditions or provisions of the Act subject to which the Licence is to be held, or if any of the disclosures above are found to be inaccurate or untrue, I may be liable to legal proceedings being taken against me and the Licence may be revoked or not renewed by the Council.  date of signature  DDate  applicants usual signature  70 |  |  |
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**Application forms should be returned to the main reception of Lichfield District Council, Frog Lane, Lichfield, Staffordshire, WS13 6ZE.**

**Main reception opening times: Monday to Friday between 09:00am to 11:30pm and 14:00pm till 16:30pm**

**Note: licences will ONLY be issued on Fridays and the last working day of each month once all required elements of the application are complete.**