# Operator’s Licence Application Form

Local Governmental (Miscellaneous Provisions) Act 1976

Town Police Clauses Act 1847

Please complete this application form and provide all of the required documents to apply for a Private Hire Vehicle Operators Licence. Failure to provide the relevant documents in the correct format will delay the processing of your application.

Lichfield District Council will treat each application individually and on its own merits.

As well as your completed application form you will also need to provide:

* A copy of your employer’s liability insurance if you employ any staff
* A copy of your public liability insurance
* A copy of planning permission, if necessary
* A copy of your safeguarding policy
* A copy of your Customer Service and Complaints Policy

## Section 1 – Applicant details

1.1 Please give contact details for the person making the application

|  |  |
| --- | --- |
| First name |  |
| Surname |  |
| Address (including postcode) |  |
| Email address |  |
| Telephone number |  |

1.2 If you have a driver’s badge issued by Lichfield District Council please give the badge number.

|  |
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1.3 Evidence of right to work

Please provide your right to work share code here. Details of how to obtain this code can be found [here](https://www.gov.uk/prove-right-to-work).

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1.4 Are you applying as:

An individual

A company

A partnership

1.5 If applying as a company, please give the contact details for the company.

|  |  |
| --- | --- |
| Company Name |  |
| Address (including postcode)  **This should be the address where you will operate from.** |  |
| Company registration number (if applicable) |  |
| Company email |  |
| Company telephone number |  |
| Tax check code  (You can [get a tax check code](http://www.gov.uk/guidance/complete-a-3) from GOV.UK) |  |

1.6 Please give details of the company directors and secretaries. Please continue on an additional sheet, if necessary.

|  |  |
| --- | --- |
| First name |  |
| Surname |  |
| Position in company |  |
| Address (including postcode) |  |
| Email address |  |
| Telephone number |  |

|  |  |
| --- | --- |
| First name |  |
| Surname |  |
| Position in company |  |
| Address (including postcode) |  |
| Email address |  |
| Telephone number |  |

1.7 If your application is a partnership one, please provide details of all applicants

|  |  |
| --- | --- |
| Partner first name |  |
| Partner surname |  |
| Partner address |  |
| Partner email |  |
| Partner telephone number |  |

|  |  |
| --- | --- |
| Partner first name |  |
| Partner surname |  |
| Partner address |  |
| Partner email |  |
| Partner telephone number |  |

1.8 Are any of the above named individuals currently, or have ever been, a director or secretary of any other limited company?

Yes  No

1.9 If yes, please provide the following details:

|  |  |
| --- | --- |
| Name |  |
| Company name |  |
| Company Address |  |

## Section 2 - Convictions and history

Please provide details, if any, for **all** applicants, directors, partners and secretaries who have ever been convicted of a criminal offence, received a caution, reprimand, warning or been convicted of any road traffic offence including penalty points on their DVLA driving licence (including spent convictions and pending charges).

This also includes any warning or cautions issued by this or any other council and attendance at speed awareness courses.

2.1 Do any of the following apply to any applicants, directors, partners and secretaries related to this application?

**Select all boxes that are relevant.**

been convicted of a criminal offence

been convicted of a motoring offence including speed awareness courses

received a caution

received a reprimand

received a warning from police or council authorities

have pending charges (under investigation with the police)

2.2 If any apply, please give details below:

|  |  |
| --- | --- |
| Name |  |
| Position held |  |
| Details of conviction, caution, reprimand, warning or other |  |

|  |  |
| --- | --- |
| Name |  |
| Position held |  |
| Details of conviction, caution, reprimand, warning or other |  |

2.3 Have any of the applicant(s) partners, directors or company secretaries named on this application ever been granted or hold a current Private Hire Operator licence with this or any other council?

Yes  No

2.4 If yes, please give details:

|  |  |
| --- | --- |
| Name |  |
| Licence held |  |
| Badge number |  |
| Expiry date |  |

|  |  |
| --- | --- |
| Name |  |
| Licence held |  |
| Badge number |  |
| Expiry date |  |

2.5 Have any of the applicant(s) partners, directors or company secretaries named on this application ever had a driver or private hire operator licence refused, revoked or suspended with this or any other council?

Yes  No

|  |  |
| --- | --- |
| Name |  |
| Licence refused, revoked or suspended |  |
| Name of council |  |
| Reason |  |
| Date of refusal, revocation or suspension |  |

## Section 3 – Business details

3.1 What is your trading name? Please refer to the taxi policy to make sure your name complies with the restrictions.

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| --- |
|  |

3.2 What is your trading address?

|  |
| --- |
|  |

3.3 Do you have planning permission to operate from this address

*If yes, please provide evidence of planning permission with this application form.*

Yes

No

Not Required

3.4 Will you have a waiting room at your operating address:

Yes  No

3.5 Do you have a current radio licence:

Yes

No

Not Required

3.6 How many telephone lines will you have which will be available for bookings?

|  |
| --- |
|  |

3.7 Please state all telephone numbers

|  |
| --- |
|  |

3.8 If any of the above are ‘freephones’ please state the location of the freephones.

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## Section 4 – Vehicles and staff

4.1 How many cars will you be operating?

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| --- |
|  |

4.2 Please give details of all vehicles and drivers you will be operating. Continue on a separate sheet, if necessary.

|  |  |  |
| --- | --- | --- |
| Vehicle Registration Number | Vehicle make and model | Vehicle plate number |
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| --- | --- | --- | --- |
| Drivers name | Drivers badge number | Badge expiry date | Badge issuing authority |
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4.3 Please give details of all staff employed by the operator including staff who will take bookings and dispatch vehicles. You do not need to include people already detailed in the application and drivers already licensed by the council. Please continue on a separate sheet, if necessary.

|  |  |
| --- | --- |
| Name |  |
| Date of birth |  |
| Job Role |  |
| Confirmation that they have been checked as a fit and proper person |  |
| Details of any training undertaken (eg safeguarding or disability awareness) |  |

|  |  |
| --- | --- |
| Name |  |
| Date of birth |  |
| Job Role |  |
| Confirmation that they have been checked as a fit and proper person |  |
| Details of any training undertaken (eg safeguarding or disability awareness) |  |

## Section 5 – Declaration

I certify that the particulars of the application are correct and that any changes will be notified to the council in line with the Taxi Licensing policy.

I consent to the information in this application being exchanged with other agencies in the interests of enforcement and the protection of public funds.

If a licence is granted, I undertake to comply with the general law and the Council's operator conditions attached to the licence and I understand that it is a criminal offence to provide a false statement.

|  |  |
| --- | --- |
| Name |  |
| Signature |  |
| Date |  |