



## **PRIVATE HIRE OPERATORS' LICENCE AND PLANNING PROCEDURE**

- The application form must be completed using CAPITAL LETTERS.
- Planning permission is required for the use of premises as a private hire operator's office. An application for planning permission should be made to the Council on the appropriate forms ( see link to making a planning application).
- According to the particular circumstances of the application, the Council may require to be satisfied that sufficient off-street parking and/or garaging will be available for the number of vehicles proposed to be operated by the applicant.
- Before the Council can issue a licence it must be satisfied that the applicant is a fit and proper person to hold an operator's licence.
- If the application is granted, a licence will be sent to you together with a copy of the conditions which apply to the licence. Any breach of these conditions may result in prosecution and/or suspension or revocation of the licence.
- Once an operator's licence is issued, applications will then be accepted for the grant of licences for private hire vehicles.
- Applications will not be accepted if the number of vehicles to be operated from the address on the planning consent and operator's licence exceeds the number of vehicles allowed to be operated.
- Applications for new/replacement private hire vehicles will not be accepted from existing operators if they have reached their limit in accordance with their planning consent.
- You will be responsible for renewal of the licence and the Council is not required to remind you of the fact that the licence is about to expire. You should, therefore, ensure that you apply for a new licence approximately one month before your current licence expires.

If you require any further information please contact Taxi Licensing on 661638 between the hours of 10.00am and 2.30pm Monday to Friday.