



APPLICATION FOR A PRIVATE HIRE OPERATOR'S LICENCE

Please select which licence you are applying for:

☐ NEW

☐ RENEWAL

EXISTING LICENCE NO:

1.	Trading name of Business (please list all trading names):	
2.	Address from which business is to be operated from:	
3.	Number of vehicles applying for:	
4.	<p>Is the business a Limited Company, partnership or are you a sole trader?</p> <p>Please complete separate pages 2 & 3 of this application form in respect of each sole trader, partner or director and give each applicant a number ie Applicant No. 1, Applicant No.2.</p> <p>If you are a Limited Company, please provide the Companies House Registration Number:</p>	
5.	Do you intend to open your office to the Public?	
6.	Will you have day-to-day control of the business? Or do you intend to have a manager? If so, who will that be?	
7.	Please give details of any planning permission you have including any conditions attached:	Planning permission reference number _____
8.	Please give the telephone number(s) to be used for bookings and/or the name of the 'app' to be used:	

NAME OF FIRM: _____

APPLICANT NO. ____

1.	Title of Applicant	Mr/Mrs/Ms/Miss/Other (please state)(please select one)
2.	Surname:	
3.	Forenames:	
4.	Any previous names:	
5.	Date of birth:	
6.	Place of birth:	
6.	National Insurance No:	
7.	Present Address (including postcode):	
9.	Home/Mobile Phone No:	
10.	Email address:	
11.	<p>Do you have the legal right to work in the UK ?</p> <p>Please provide your UKIV (UK Immigration Visa) share code if you do not hold a British Passport - click on this link to obtain a code https://www.gov.uk/view-prove-immigration-status</p> <p>Code:</p>	YES/NO
12.	<p>Tax Check Code/responsibilities (for partners or sole traders):</p> <p>RENEWAL APPLICANTS ONLY - Please enter your HMRC tax check code (Limited Companies only need to enter one code for the company.</p> <p>For help with this and to obtain a code click on this link - https://www.gov.uk/guidance/complete-a-tax-check-for-a-taxi-private-hire-or-scrap-metal-licence</p> <p>NEW APPLICANTS ONLY – You must confirm, by signing the declaration on this form, that you are aware of your tax responsibilities when you apply for a private hire operator’s licence for the first time. To see what our responsibilities are, please click on this link - https://www.gov.uk/guidance/confirm-your-tax-responsibilities-when-applying-for-a-taxi-private-hire-or-scrap-metal-licence</p>	
13.	Have you ever had ANY licence refused/revoked/suspended by any Local Authority? If YES please state which authority with the reason(s) and the relevant date(s) below:	YES/NO

NAME OF FIRM: _____

APPLICANT NO. ____

CRIMINAL/DRIVING CONVICTIONS/CAUTIONS OR PENDING PROSECTIONS/ALLEGED OFFENCES:

14.	Have you any criminal convictions, cautions, motoring convictions or any pending enquiries or investigations including motoring offences? If YES, please list at question 18.	YES/NO
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15. Details of offences: including criminal, motoring, cautions and any pending enquiries or investigations: (Continue on a separate sheet of paper if necessary. Put your name and date of birth at the top)	Date of Conviction	Detail	Court	Sentence/Fine/Points

16. DECLARATIONS:	<ul style="list-style-type: none">• I DECLARE THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF THE ANSWERS GIVEN ABOVE ARE TRUE. IF A LICENCE IS TO BE GRANTED I UNDERTAKE TO COMPLY WITH THE CONDITIONS ATTACHED TO MY LICENCE. I UNDERSTAND THAT TO MAKE, KNOWINGLY OR RECKLESSLY, A FALSE STATEMENT OR OMIT ANY INFORMATION FROM THIS APPLICATION IS A CRIMINAL OFFENCE;• I CONFIRM THAT I AM AWARE OF THE CONTENT OF HMRC GUIDANCE RELATING TO MY TAX REGISTRATION OBLIGATIONS;• I AM AWARE THAT MY RIGHT TO WORK IN THE UK WILL BE CHECKED AS PART OF MY LICENCE APPLICATION, THIS COULD INCLUDE THE LICENSING AUTHORITY CHECKING MY IMMIGRATION STATUS WITH THE HOME OFFICE. WE MAY ALSO SHARE INFORMATION WITH THE HOME OFFICE and• I GIVE CONSENT FOR MY DBS UPDATE STATUS TO BE CHECKED WITH THE DBS OFFICE.
17. Signature of Applicant:	
18. Date:	

This authority is under a duty to protect the public funds it administers, 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.

For further information, see web-link www.pendle.gov.uk/terms on the Council's terms and disclaimers page.

'Pendle Borough Council will ensure that the information given on this form will be handled in confidence and that it will be used in compliance with the Data Protection Act 2018 and the GDPR 2018'

DOCUMENTS REQUIRED

NEW/RENEWAL APPLICANTS

Completed application form

Public Liability Insurance if public will have access to the office

Basic DBS certificate for each applicant, no more than 1 month old (if not an existing driver)

Policy on employing ex-offenders

Relevant Fee – see below

Number of Vehicles	1 Year Licence	5 Year Licence
1	£228.96	£1,144.82
2-5	£286.10	£1,430.49
6-10	£394.25	£1,971.23
11-15	£510.56	£2,552.78
16+	£645.23	£3,226.15

All questions must be answered for your application to be accepted.

Please submit this application with the required documentation, by email to taxi.licensing@pendle.gov.uk or by hand/post to No. 1 Market Street, Nelson, Lancashire, BB9 7LJ

Please make an online payment on www.pendle.gov.uk and select make an 'online payment' and then select the basket for 'taxis/operators'.