



# Application for a Private Hire Operators Licence Local Government (Miscellaneous Provisions) Act 1976



## Stratford-on-Avon District Council, Licensing Team

Governance and Democracy, Elizabeth House, Church Street, Stratford-upon-Avon. CV37 6HX

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## DATA PROTECTION

The personal data that you provide will be used in the determination of your application, matters in connection with any licence issued and for reference in the event of future applications you might make, the legal basis for this processing is that it is necessary for compliance with the legal obligations to which Stratford-on-Avon District Council is subject.

You must complete this form in order for us to determine your suitability for a licence and enable us to administer your licence should any be granted. If you do not complete this form we will not be able to determine your suitability for a licence or administer any licence issued, so the licence application will be refused.

Your personal data may be shared with Warwickshire Police, the Disclosure and Barring Service, the DVSA, other licensing authorities, Warwickshire County Council Transport Operations Department, Councillors who sit on the licensing committee in the case of your application/licence requiring their attention, some information will be publically available should your application be heard by a licensing committee, internal council departments who require access to your information for the purposes of administration, regulation and law enforcement, the Cabinet Office as part of the National Fraud Initiative, HM Revenue and Customs, National Anti-Fraud Network.

Your data will be kept for the duration of the time you hold a licence issued by Stratford-on-Avon District Council, and will be destroyed 6 years after the date your licence expired.

You have the right to access your personal data and to complain if you think your data is being used incorrectly. You may also have other rights, such as to have your data corrected or erased. For full details on your personal data rights please see the Council's main Privacy Notice on [www.stratford.gov.uk](http://www.stratford.gov.uk)

For the Data Controller and Data Protection Officer's contact details and further information please see the Council's main Privacy Notice on [www.stratford.gov.uk](http://www.stratford.gov.uk)

**Operator Licence Number:**  (if renewal)

## 1. FIRST OR SOLE APPLICANT'S DETAILS

Proprietor's Surname	<input type="text"/>
Proprietor's Forename(s)	<input type="text"/>
Date of Birth (DD/MM/YYYY):	<input type="text"/>
Home Address of Applicant	<input type="text"/> <input type="text"/> <input type="text"/>
Postcode:	<input type="text"/>
Telephone Number:	<input type="text"/>
Mobile Number:	<input type="text"/>
Email Address:	<input type="text"/>
Trade, business or profession carried on in the last 5 years	<input type="text"/>

## 2. SECOND APPLICANT'S DETAILS

Proprietor's Surname

Proprietor's Forename(s)

Date of Birth (DD/MM/YYYY):

Home Address of Second Applicant

  
  

Postcode:

Telephone Number:

Mobile Number:

Email Address:

Trade, business or profession carried on in the last 5 years

## 3. PROPOSED PRIVATE HIRE BUSINESS INFORMATION

Business name

Operating Address

  
  

Postcode:

Telephone Number:

Email Address:

Website Address:

Is the Company a Registered Company?

Yes

No

Registered Number

Registered Address of Company

  
  

Postcode:

How many vehicles

Please provide your tax check code from HMRC (9 Characters)

The following link provides guidance on how to obtain a tax check code :

<https://www.gov.uk/guidance/complete-a-tax-check-for-a-taxi-private-hire-or-scrap-metal-licence>

#### 4. PREVIOUS LICENCES HELD

Have either the applicants detailed above or in the case of an application by a limited company previously held any Hackney Carriage or Private Hire Licence?

Yes  No

If Yes, please provide the following

Name(s) of Licence Holder(s)	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
Council(s) with which licences held	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
Type of Licence(s) held	<input type="text"/>

Have any licences been suspended or revoked?

No  Suspended  Revoked

#### 5. FURTHER INFORMATION

Have any of the applicant's been declared bankrupt?

Yes  No

If Yes, please supply further information

Date	<input type="text"/>	Company involved	<input type="text"/>
Date	<input type="text"/>	Company involved	<input type="text"/>
Date	<input type="text"/>	Company involved	<input type="text"/>
Date	<input type="text"/>	Company involved	<input type="text"/>
Date	<input type="text"/>	Company involved	<input type="text"/>

Are there any prosecutions pending against the applicants detailed above?

Yes  No

If Yes, please supply further information

Name	<input type="text"/>
Alleged Offence(s)	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
	<input type="text"/>

## 6. DETAILS OF ALL PREVIOUS CONVICTIONS (SPENT AND UNSPENT)

Do you or a joint applicant have any previous criminal or motoring convictions?

Yes  No

If Yes, please give details below

Date	Court	Offence(s)	Sentence(s)

Have you any proceedings pending against you?

Yes  No

## 7. NUMBER OF VEHICLES TO BE OPERATED

How many vehicles will you be Operating?

**Please include details of the vehicles you will be operating in the schedule on the last page.**

To obtain a Private Hire Operators Licence there is no prerequisite to have obtained planning permission to use an address for as your Operators Base. However you are encouraged to contact your Stratford-on-Avon Planning Department on 01789 267575 to register the base for business purposes if it is not already registered for 'business use'.

The Licensing Team may pass the information that the address is being used for 'Business Purposes' to the Planning Department.

Will the Vehicle/s on your Operators Licence be kept at the Operators Base?

Yes  No

If the vehicle/s are not kept at the Operators address where will they be kept?


Are all or any of your vehicles radio-controlled?

Yes  No

If yes the location of the transmitter/receiver is

You should be aware however that if your Operators Base is also your Home address you may be required at a reasonable time to produce for inspection your records and related paperwork to Licensing Officers.

## 8. NOTES

- (a) A licence shall remain in force for a period of five years and shall be issued subject to such conditions as the Council may impose. A charge at the rate of £1,327.00 (VAT exempt) per five years shall be made for the licence.
- (b) A licence may not be issued if the applicant has been convicted of a motoring or other criminal offence, but each case will be decided on its merits
- (c) An operator's licence does not authorise the applicant to drive a private hire vehicle

## 9. I HEREBY APPLY FOR AN OPERATOR'S LICENCE AND ENCLOSE

- 1. My birth certificate or passport
- 2. My current UK/EU Driving Licence
- 3. A Disclosure & Barring Service (DBS) Certificate
- 4. Certificate of public liability insurance (where public have access to premises)
- 5. The licence fee
- 6. The HMRC Tax Code Check

## 10. DECLARATION

I declare that I have checked the information given on this form and that to the best of my knowledge and belief it is correct.

I undertake to comply with the relevant legislation, application procedures administered by Stratford-on-Avon District Council and to notify the Council of changes in my personal/business circumstances during the period of any licences issued.

I confirm that I am aware of the content of HMRC guidance relating to my/our (delete as applicable) tax registration obligations.

The information that you have provided on this form will be used by the Council to determine your eligibility for a Private Hire/Hackney Carriage Driver's Licence. The Council may also share this information with other Local Authorities, the Police, Social Services, DVSA, DVLA and HMRC in order to clarify information that you have provided and/or obtain additional information that will assist it in determining your eligibility for a Private Hire/Hackney Carriage Driver's Licence.

If you would like further information on how the Council will use your information please contact the Licensing Team at Stratford-on-Avon District Council.

Signature:

PRINT NAME:

Dated (DD/MM/YYYY):



