

Private hire operator licence application Part A

Local Government (Miscellaneous Provisions Act) 1976

Please note:

- Please complete in conjunction with the guidance notes and policy at [West Suffolk Council - Taxi licences](#)
- All sections must be completed, and all supporting documents supplied. Incomplete applications may be rejected.
- Once a complete application has been reviewed the Licensing team will contact you for payment.

1. Application type (Please tick as appropriate)		
First grant	Re-licence	
Re-licence - please state your licence number		
Expiry date of existing licence		
Duration of licence applying for	One year	Five years
2. Business details		
Trading name		
Address of operating base (where your bookings are taken)		
	Postcode	
Email address		
Telephone number		
3. Applicants (licence holders)		
Please provide details of all individual(s) with commercial interest in this licence. If the licence holder is a limited company, all directors of limited companies must be listed. All individual(s) with commercial interest must complete a separate applicant form which must be submitted with this application. This includes a limited company.		
Limited company name (if applicable)	Limited company number (if applicable)	
Number of person(s) with commercial interest in this licence		
Full name(s)	Interest in business	

4. Employee details (call handlers)

Please complete below details for all call handlers (including yourself).

Full name(s)	National Insurance number	Date of birth	DBS checked (Please tick as appropriate)	
			Yes	No
			Yes	No
			Yes	No
			Yes	No
			Yes	No
			Yes	No
			Yes	No
			Yes	No
			Yes	No
			Yes	No
			Yes	No
			Yes	No

Please continue on a separate sheet of paper if required and attach to this application.

5. Driver details

Please complete below details for all vehicles and drivers operating under this licence.

Driver full name	Local authority driver number (CD)	Vehicle registration	Vehicle licence number (PV/HC)

6. Application enclosures (scanned or photographed documents) Please read and tick each box		
Public liability insurance (if premises accessible to public)		Not applicable
Employee liability insurance		Not applicable
Applicant form(s) for all individual(s) with commercial interest. This includes a limited company		
7. Declarations (please read and tick each box)		
I declare that the answers to the questions are correct and I have read the West Suffolk Council hackney carriage and private hire policy available at West Suffolk Council - Taxi licences and I undertake, in the event of a licence being granted, to observe and comply with its contents.		
8. Privacy and responsibility		
Privacy notice West Suffolk Council is a Data Controller and can be contacted at: West Suffolk House, Western Way, Bury St Edmunds, Suffolk, IP33 3YU. Phone: 01284 763233. The Data Protection Officer can be contacted at the same address. We are collecting your personal information in order to process your application under the Local Government Miscellaneous Provisions Act 1976 and Town Police Clauses Act 1847. Your data will not be shared with third parties unless used for council purposes, in order to enquire and receive information relating to your licence, prevent or detect crime, to protect public funds or where we are required or permitted to share data under other legislation, for example we will share your data with Defra so that Defra can create a database to support the operation of charging clean air zones by local authorities or other air quality plans. Your data will be kept for six years post licence expiry or surrender and in line with our retention policy. You have the right to access your data and to rectify mistakes, erase, restrict, object or move your data in certain circumstances. Automated decision making and processing is not used during this application. Please contact the Data Protection Officer for further information or go to our website where your rights are explained in more detail. If you would like to receive an explanation of your rights in paper format, please contact the Data Protection Officer. Any complaints regarding your data should be addresses to the Data Protection Officer in the first instance. If the matter is not resolved you can contact the Information Commissioner's Office at: Wycliff House, Water Lane, Wilmslow, Cheshire, SK9 5AF Phone: 0303 123 1113. If you do not provide the information required on the application form, then we will not be able to process application for a licence. Your data must be kept up to date in accordance with the conditions of your licence. For further information on our Data protection Policies please go to our website: How we use your information or email: data.protection@westsuffolk.gov.uk		

Fraud Act 2006

Applicants are advised that to make a false statement, knowingly or recklessly or omit any information from this application is an offence punishable on conviction by a fine or imprisonment for a term not exceeding two years or both.

I hereby declare that I fully understand, have read and checked the details and questions on this application form and the foregoing statements are true.

I understand that it is a criminal offence if I or anyone else gives false information, or makes a false representation within this application, or fails to disclose information in order for me to obtain a licence.

I am fully aware that the provision of a false statement, or information in order to obtain a licence is an offence under the above act which may result in the refusal of this licence application and any subsequent licence applications.

I am also aware that any licence granted as a result of breaching the above act will be immediately revoked.

I have read the West Suffolk Council hackney carriage and private hire conditions policy, and I undertake, in the event of a licence being granted, to observe and comply with its contents.

9. Person completing form to sign below

Name (block capitals)			
Role within organisation			
Signature		Date	

This completed form and all supporting documents should be submitted electronically to the licensing department – licensing@westsuffolk.gov.uk