

Private hire operator licence - applicant details Part B

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.

1. Applicant (licence holder)					
Title	Mr	Mrs	Miss	Ms	Other (please state)
Forenames					
Surname					
Date of birth					
West Suffolk driver number	CD				
Limited company name (if applicable)					
Limited company number (if applicable)					
Permanent address (This will be used for all correspondence)	Address: Postcode:				
Email address					
Daytime phone number					
Mobile number					
2. Do you have any convictions, cautions, reprimands, or warnings recorded against you for any offence, including endorsable fixed penalty tickets? (Please tick as appropriate)					
Yes	No				
If yes, please provide details in section 3a. If no, please continue to section 4. If the answer to the above question is yes, please give full details in respect of each offence or caution. In the case of criminal convictions, please give details of the actual offence, the court concerned and the date of conviction. In the case of cautions, please					

give details of the offence concerned, the relevant Police force (and preferably the Police station concerned) and the date(s) of the caution(s).

Note: This includes all criminal offences, including those for driving or motoring matters, or for something totally unconnected with driving or motoring. It includes being cautioned by the Police and being given an Absolute or Conditional Discharge by a court. Being fined, Fixed Penalty Notice, Penalty Charge Notice, or Civil Penalty Charge. Being sent to prison, being ordered to carry out community service, being sent to a borstal or detention centre, being the subject of a Probation Order, being Bound Over, being the subject of a Care Order or being the subject of a Supervision Order.

Important: The Rehabilitation of Offenders Act 1974 (Exceptions)(Amendment) Order 2002, allows the licensing authority to take into account all convictions recorded against an applicant or the holder of a private hire vehicle or hackney carriage driver's licence, whether spent or not. Therefore, the licensing authority will have regard to all relevant convictions, particularly where there is a long history of offending or a recent pattern of repeat offending in accordance with the current Taxi and Private Hire Vehicle Criminal Convictions Policy.

2a. Details of offences (Continue on a separate sheet of paper if necessary. Remember to put your name and date of birth at the top)

Date of offence	Date of conviction	Offence

2b. Have these previously been reported to West Suffolk licensing authority?
(Please tick as appropriate)

Yes	No	
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3. Do you have any pending convictions, cautions or are currently being investigated for any other matter?

Yes	No	
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If yes, please provide details in section 3a. If no, please continue to section 4.

3a. Details of pending convictions, cautions or any other matter (Continue on a separate sheet of paper if necessary. Remember to put your name and date of birth at the top)

Date of offence	Date of conviction	Offence

4. Are you currently a holder of a private hire operator licence with any other licensing authority?			
Yes		No	
If yes, please provide details in section 4a. If no, please continue to section 5.			
4a. Licence details			
Issuing council	Operator number	Issue date	Expiry date
5. Have you ever been refused a licence, or had a licence suspended or revoked by this or any other authority?			
Yes		No	
If yes, please provide details in section 5a. If no, please continue to section 6.			
Your personal information will be checked with other agencies in accordance with our privacy statement including a national database of revoked or refused drivers.			
5a. Previous licences held or applications made			
Issuing council	Badge number	Issue date	Expiry date
6. Are you entitled to work in the UK?			
Yes		No	
If yes, please provide proof for example, passport, birth certificate or right to work.			
7. Have you spent three months or more living outside of the UK since the age of 18?			
Yes		No	
If yes, please provide details in section 7a. If no, please continue to section 8.			
7a. Details of time spent outside of the UK			
Country	Date arrived	Date left	
8. Do you currently hold, or have held in the last 12 months prior to this application, a private hire operator's licence with one or more licensing authority (including the licensing body that the applicant is applying to now)			
Yes		No	
If yes, you must complete section 9 If no, you must complete section 10 We cannot grant a licence if you do not complete either section 9 or 10.			

9. Please provide your nine-character tax check code issued within the last 120 days

If you are applying as a limited company, provide the tax check code for the company. You do not need to provide a code for the individual director(s) of the company.

[GOV.UK – Complete a tax check for a taxi private hire or scrap metal licence](#)

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10. Please read and complete this section if you are applying for a licence for the first time or had a licence of the same type that ceased to be valid a year or more before this application was made

PAYE information: [GOV.UK – How you pay Income Tax](#)

registering for self-assessment: [GOV.UK – Register for self-assessment](#)

Corporation Tax information: [GOV.UK – Corporation Tax](#)

Your application will not be processed if you have not confirmed you are aware of your tax responsibilities.

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

11. Enclosures. Please include scanned or photographed documents

Proof of right to work in the UK – please refer to [GOV.UK – Right to work checks: an employer's guide](#)

Basic DBS certificate (if you are a licensed driver with this authority and are subscribed to the Update Service, please supply latest DBS certificate and DBS Permission form)

Certificate of Good Conduct issued by the relevant non-UK country (where the applicant has had a period of residence of more than three months outside of the UK since the age of 18).

12. Declarations (please read and tick each box)

I have read and declare that the information provided in Part B of the private hire operator licence application form is correct.

I understand that it is my responsibility to ensure I have the correct planning permission for my office if required and public liability insurance.

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.

13. Guidance

Your right to work in the UK will be checked as part of your licence application, this could include the licensing authority checking your immigration status with the Home Office. We may also share information with the Home Office. You must either share your immigration status using the Home Office online checking service 'prove your right to work to an employer' if your status is compatible with the service, or provide a document or document combination that is stipulated as being suitable for this check. Where an online check has been carried out, the 'profile' page confirming your right to work will be copied and retained by the licensing authority. Where a manual check is carried out, and you have provided a document(s) set out at Annex A of the

Employers guide. You must provide the original document(s). The document(s) will be copied, and the copy retained by the licensing authority. The original document will be returned to you. Your application will not be considered valid until all the necessary information and any original document(s) have been produced and the relevant fee has been paid.

If there are restrictions on the length of time you may work in the UK, your licence will not be issued for any longer than this period. In such circumstances the check will be repeated each time you apply to renew or extend your licence, if, during this period, you are disqualified from holding a licence because you have not complied with the UK's immigration laws, your licence will lapse and you must return it to the licensing authority. Failure to do so is a criminal offence.

14. 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.

Schedule 23 to Finance Act 2011 (Data Gathering Powers) and Schedule 36 to Finance Act 2008 (Information and Inspection Powers), grant HMRC powers to obtain relevant information from third parties. This includes licensing bodies being required to provide information about licence applicants.

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 addressed 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: [West Suffolk Council – 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.

Applicant to sign below

Name (block capitals)			
Signature		Date	

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