

Application for a Private Hire Operators Licence

1 year/5 years (delete as applicable)

Please read the guidance notes at the bottom of the form

Name	
Home Address	
Postcode	
Phone No.	
Email address	

Name of business	
Address of business (if not the same as above)	
Postcode	
Is there current planning permission for this business use at these premises?	<p>Yes/No</p> <p>If yes please give details:</p>
How many private hire vehicles will you be operating?	

What off- street parking facilities are available at the business premises?	
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Have you had a private hire operators licence refused before by any Authority?	Yes/No If yes, please give details:
Have you had a private hire operators' licence previously suspended or revoked by any Authority?	Yes/No If yes, please give details:
Has this form been completed by you?	Yes/No If no, please give the name and address of the person who completed the form and their relationship to you?

Please give details of any convictions recorded against you, your Company or your partnership in the last 5 years in the table below.

Convictions

You must give details of all convictions, including overseas convictions, spent convictions and cautions/reprimands. If you have been convicted of any offence you must **circle 'yes'** in the relevant category below and give full details of each conviction. Please use a separate sheet if required. For any category in which you do not have any convictions you must **circle 'no'**.

Offence Type	Date	Description of Offence	Court/Police Station	Decision of the court/Police Station
Motoring Offences Yes/No				
Criminal Convictions Yes/No				
Other Offences Yes/No				
Cautions/ Reprimands etc Yes/No				
Pending Prosecutions Yes/No				

Declaration

- I declare that all the information given in this application is true and accurate.
- I have read the guidance notes and submitted all the supporting documentation as required for my application.
- I have read and understood the Private Hire Operator Conditions.
- If I am granted a licence, I understand that if I breach any of the conditions related to my Private Hire Operators Licence, any of the provisions of the Local Government (Miscellaneous Provisions) Act 1976 or if I commit any other type of offence during the period of my licence it may be suspended or revoked.
- I understand and agree that if my licence is suspended, revoked or refused the Council will enter this information onto the NR3 Register operated by the National Anti-Fraud Network (NAFN).
- I understand that if there are any restrictions on the length of time I may work in the UK, the licence will not be issued for any longer than this period.
- I understand if, during the period that I am licensed, I am disqualified from holding a licence because I have not complied with the UK's immigration laws, the licence will lapse. I understand that I must return the licence to you. Failure to do so is a criminal offence. The Council may inform the Home Office where appropriate.
- I understand that I do not have a right of appeal at the Magistrates' Court should my application be refused due to my Immigration status.
- I understand that the information I have provided, including personal data, may be used and/ or disclosed for the following purposes:
 - assessing whether I am, and continue to be, a fit and proper person to hold a licence (this means that your personal information may be passed to other agencies including other licensing authorities, Police, the courts and central and local government as part of the assessment process).
 - in response to valid requests for information from other bodies including local authorities, the police, other law enforcement agencies and solicitors where the disclosure is permitted under the Data Protection Act or required by law.
- I understand that my name, badge/licence number, start/ expiry date and status of my licence will be made available on request as part of the statutory public register.

Signature of Applicant
Date

If you have any queries regarding your application, please contact the Licensing Team by email at: licensing@gedling.gov.uk or contact us on 0115 901 3971.
If you want to view the Council's Taxi Policy please visit www.gedling.gov.uk

Guidance notes

1. The current application fees can be found on the Council's website at:
www.gedling.gov.uk
2. The correct fee must accompany the application, or you can pay online at:
www.gedling.gov.uk and click the payments link.
3. The application must be accompanied by a basic DBS certificate. You can obtain one at: www.gov.uk. If you already hold a current Hackney Carriage/Private Hire Drivers Licence with the Council you do not need to provide a basic disclosure but we may carry out an up to date DBS check using the DBS online service.
4. **Right to a licence** - Your application must be accompanied by proof of your right to stay and work in the UK:

From 1st December 2016 you are required to demonstrate that you have the right to stay and the right to work in the UK, as part of the private hire operators' licence application process. **You must bring the original document(s) with you at the time of making your application. PLEASE CHECK THE EXPIRY DATE OF YOUR DOCUMENTS BEFORE YOU START TO MAKE THE APPLICATION. IF YOUR DOCUMENTS HAVE EXPIRED, YOU WILL NOT BE ABLE TO MAKE THE APPLICATION FOR A LICENCE.** The document(s) will be copied and the copies retained by the Licensing Section. The original documents will be returned to you. The Licensing Section may check your immigration status with the Home Office each time you apply for a private hire operators' licence.

List A – Documents which we may accept for a person who has a permanent right to remain in the UK	
1.	A passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.
2.	A passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
3.	A Registration Certificate or Document Certifying Permanent Residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
4.	A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.

5.	A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
6.	A current passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
7.	A current Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
8.	A full birth or adoption certificate issued in the UK which includes the name(s) of at least one of the holder's parents or adoptive parents, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
9.	A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
10	A certificate of registration or naturalisation as a British citizen, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

There are restrictions on the right to work if you are the holder of one, or a combination of the following stipulated documents in List B. The Licensing Section will check your immigration status with the Home Office each time you apply for an operators' licence.

Please bring the original documents with you each time you apply.

List B – Documents which we may accept for a person who has a temporary right to be in the UK	
1.	A current passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question.
2.	A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to do the work in question.

3.	A current Residence Card (including an Accession Residence Card or a Derivative Residence Card) issued by the Home Office to a non-European Economic Area national who is a family member of a national of a European Economic Area country or Switzerland or who has a derivative right of residence.
4.	A current Immigration Status Document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK, and is allowed to do the type of work in question, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
5.	A Certificate of Application issued by the Home Office under regulation 17(3) or 18A (2) of the Immigration (European Economic Area) Regulations 2006, to a family member of a national of a European Economic Area country or Switzerland stating that the holder is permitted to take employment which is less than 6 months old together with Verification from the Home Office Evidence and Enquiry Unit.
6.	A Verification issued by the Home Office Evidence and Enquiry Unit to you, which indicates that the named person may stay in the UK because they have an in time application, appeal or administrative review and which is outstanding.

Privacy information

We will use the information provided by you to process your application for licence. The basis under which the Council uses personal data for this purpose is that it is necessary for the compliance with a legal obligation to which the Council is subject to. You need to provide this information if you wish to enter into a contract with the Council to purchase a licence.

The basis under which the Council uses information relating to criminal convictions is that it is necessary for reasons of substantial public interest.

The Data Controller is Gedling Borough Council, Civic Centre, Arnot Hill Park, Arnold, Nottingham, NG5 6LU. You can contact the data protection officer at the above address or by email at dataprotectionofficer@gedling.gov.uk

The information provided by you may also be used for the purpose of any other function carried out by the Council. Information about these functions and further information including how long we retain your data, who we share with and your rights can be found at www.gedling.gov.uk/Licensing-privacy