

PRIVATE HIRE OPERATORS LICENCES

Before a private hire operators licence is granted or renewed the applicant must:-

1. Complete and submit to the Council an application signed by the proprietor and signed and completed by the applicant in the form prescribed by the Council. Application fee of _____(cash or cheque payable to EBC)
2. Satisfy the Council that he/she is a fit and proper person to be the holder of such licence.
3. Produce the following:
 - a) Current driving licence (if new type, plastic card and paper counterpart required);
 - b) Photographic proof of identity for example: Passport, armed forces identity card, photocard driving licence or some other official form;
 - c) Proof of current address: for example Utility bill showing current address, council tax bill, rent book, tenancy agreement, bank statement, inland revenue letter, or some other form of official documentation. This list is not exhaustive.
4. Produce current insurance for vehicles to be operated.
5. Produce copies of other supporting documentation. E.g. planning permission, articles of association etc.

For appointment telephone:- 023 8068 8109 or 023 8068 8349

The giving of false information or the omission of relevant information may result in refusal or revocation of the licence and the local authority reserves the right to make such further enquiries arising out of this application it may consider necessary.

NOTE: Applicants should allow at least 2 - 4 weeks for the Council to process an application.

This Council 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 within the Council for the prevention and detection of fraud. It may also share this information, for the prevention and detection of fraud, with other bodies administering or auditing public funds.

For office use		NEW / RENEWAL					Other documents produced:
	Photographic proof of ID	Insurance	Fee	Receipt Number	Ref 1	Ref 2	
Date							

APPLICATION FOR PRIVATE HIRE OPERATORS LICENCE

APPLICATION MUST BE: Made in person and by appointment only
 Completed in BLOCK CAPITALS
 Completed by the applicant

All questions must be answered. Failure to do so will result in your application being returned to you for completion and a new appointment being made.

1. Full name and address of person(s) or limited company wishing to operate private hire vehicle(s).

- 1.1. Telephone number
- 1.2. Trading name of person(s) of limited company
- 1.3. Registered office address of limited company if different from 1 above.

2. If the applicant is a partnership or limited company the full names and addresses of all partners or directors and secretary.

3. Address at which you intend to carry on business as an operator (Must be within the Borough Of Eastleigh).

4. Has any person in 1 or 2 above ever applied for an operators licence before, to this Council or any other Council?

YES/NO

If **YES** where and when did you apply?

.....
.....

5. Does any person in 1 or 2 above hold any of the following:- private hire drivers licence, private hire vehicle licence, hackney carriage drivers licence or hackney carriage vehicle (proprietors) licence issued by this Council or any other Council?

YES/NO

If **YES** give full details including the Council name, badge numbers, date of grant and expiry. Continue on a separate sheet of paper if required.

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6. Has any person in 1 or 2 above ever been refused a private hire drivers licence, private hire vehicle licence, hackney carriage drivers licence or hackney carriage vehicle (proprietors) licence or had any such licence suspended or revoked?

YES/NO

If **YES** give full details including the name of Council and date.

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7. What trade, business or profession has each person named in 1 and 2 carried on over the 5 years prior to applying for this licence and where?

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8. If any person in 1 or 2 above is or has been a director or secretary from any other limited company the following information must be provided about each of those companies. Continue on separate sheet of paper if necessary.

8.1. Name and registered office

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8.2. Trade or business activities carried out by each company

.....

8.3. Previous applications made by each company for an operators licence, to this Council or any other Council.

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8.4. Any revocation or suspension of any operators licence issued by this Council or any other Council previously held by any company.

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9. Do you intend to fit radio / phones in the vehicles you operate? **YES/NO**
If **YES** state:-

- 9.1. make and model
- 9.2. the frequency on which the radio broadcasts
- 9.3. address where radio transmitter is based

10. Do you have, or intend to have, a waiting room at the premises mentioned in question 3 for members of the public? **YES/NO**

11. How many telephone lines will you have which will be available for public telephone bookings?

- 11.1. Please state telephone number
- 11.2. If any of the above are FREEPHONES please state location(s) of the freephones.
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12. How many private hire vehicles do you intend to operate from your base?
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13. If you/the company intend(s) to operate the private hire business from a private dwelling house, do you have any necessary **planning permission**? **YES/NO**

14 (a) Have you/the company or partnership or director, secretary or partner thereof been convicted of any traffic offence in the last four years? **YES/NO**

(b) Do you/the company or partnership or director, secretary or partner thereof have any traffic proceedings pending? **YES/NO**

If **YES** to either (a) or (b) above, give details.

<u>Court</u>	<u>Nature of offence</u>	<u>Date</u>	<u>Sentence</u>
.....
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15 (a) Have you/the company or partnership or director, secretary or partner thereof or owner, sole trader of the business ever been convicted of any criminal offence? **YES/NO**

(b) Do you/the company or partnership or director, secretary or partner thereof or

owner, sole trader of the business have any criminal proceedings pending?
YES/NO

If **YES** to either (a) or (b) above, give details below.

<u>Court</u>	<u>Nature of offence</u>	<u>Date</u>	<u>Sentence</u>
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.....
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16. **NEW APPLICANTS ONLY** Please supply the name and address of two referees.
One of these must be a previous employer. Referees must not be related to you in any way.

Name 1	2.....
Address
.....
.....
.....
Tel No.....

Please sign the following declaration:-

I/WE HEREBY DECLARE that to the best of my/our knowledge and belief the answers I/we have given are true and I/we understand that if I/we make any statement which I/we know to be false or do not believe to be true or if I/we are reckless in making a statement I/we shall be guilty of an offence.

Signature(s) of Applicant(s) Date

..... Date

Ethnic Monitoring Of Applicants

Why do we need to do it?

The Race Relations Act 1976 as amended in 2000 requires public authorities (like the Council) to:

- Eliminate unlawful discrimination;
- Promote equality of opportunity
and
- Promote good relations between people of different racial groups.

In order to do this the Council has a duty to monitor the impact of its policies and services on racial equality.

Without ethnic monitoring we cannot tell whether the Council's race equality policy is working. It can tell us whether we are offering equality of opportunity and treatment to all ethnic groups and allows us prove this to others.

What Services Are Monitored?

The Council has a racial equality strategy which outlines our plans for the next three years. The strategy includes plans to continue and extend monitoring. The sorts of services involved already are housing and environmental health.

Monitoring can take different forms:

- We monitor ethnicity when people apply to the Council for services or employment;
- We monitor ethnicity when people complain about services;
- We monitor ethnicity on an going basis through surveys or customer satisfaction cards.

What Will Be Monitored?

Each new applicant for a licence will be asked for information about his or her ethnicity. We will also ask people their about their ethnicity when they apply for a renewal.

It is not compulsory for you to provide this information and it will not affect the outcome of your application. The information you provide will be kept confidential and will only be used in collated form for monitoring purposes.

Thank you for your assistance.

To which of these groups do you consider you belong to?

PLEASE TICK ONE BOX

WHITE	BLACK OR BLACK BRITISH
British <input type="checkbox"/>	Caribbean <input type="checkbox"/>
Irish <input type="checkbox"/>	African <input type="checkbox"/>
Any other white background (PLEASE WRITE IN) <input type="checkbox"/>	Any other black background (PLEASE WRITE IN) <input type="checkbox"/>
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MIXED	ASIAN OR ASIAN BRITISH
White & Black Caribbean <input type="checkbox"/>	Indian <input type="checkbox"/>
White & Black African <input type="checkbox"/>	Pakistani <input type="checkbox"/>
White & Asian <input type="checkbox"/>	Bangladeshi <input type="checkbox"/>
Any other mixed background (PLEASE WRITE IN) <input type="checkbox"/>	Any other Asian background (PLEASE WRITE IN) <input type="checkbox"/>
.....
Chinese <input type="checkbox"/>	Other ethnic group (PLEASE WRITE IN) <input type="checkbox"/>

Unwilling to respond <input type="checkbox"/>	GRANTED/REFUSED