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#### PRIVATE HIRE OPERATOR’S LICENCE APPLICATION

Before a private hire operator’s 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, cheque (payable to EBC), debit card and credit card).
2. Satisfy the Council that he/she is a fit and proper person to be the holder of such licence.
3. Produce for examination a current certificate of vehicle insurance for hire and reward.
4. Produce the following:
5. Current driving licence (if new type, plastic card and paper counterpart required);
6. Photographic proof of identity for example: Passport, armed forces identity card, photocard driving licence or some other official form; and
7. 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.
8. **For New Applicants** you will need to produce a EU passport. If this cannot be produced you will need to produce a birth certificate or proof that you can work in the UK.
9. Produce current insurance for vehicles to be operated.
10. Produce copies of other supporting documentation, e.g. planning permission, articles of association etc.

An appointment must be made for the submission of an application. To make an appointment please telephone 023 8068 8109.

**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.

If any difficulty is experienced in completing the application, please contact a Licensing Officer (telephone 023 8068 8109).

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This authority 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 for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

For further information, see <https://www.eastleigh.gov.uk/privacy> or contact DP@eastleigh.gov.uk

**EVIDENCE REQUIRED FOR ALL COMPANY DIRECTORS**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Office use** | | **New -**  **Renewal** | **Passport**  **Number(s)** | | | |
| **DATE** | Photographic  proof ID | Insurance  Cert No. | Driving  Licence(s) | Utility Bill(s) | Fees | Receipt  No: |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**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. Telephone number ……………………………………………………………………………………
   2. Email address ………………………………………………………………………………………….
   3. Trading name of person(s) of limited company…………………………………………………….
   4. Company Number (if applicable) …………………………………………………………………….
   5. Registered office address of limited company if different from 1 above

………………………………………………………………………………………………………………………………………………………………………………………………………………………...

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

……………………………………………………………………………………………………………

……………………………………………………………………………………………………………

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

………………………………………………………………………………………………..

………………………………………………………………………………………………..

1. 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?

………………………………………………………………………………………………..

1. 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.

………………………………………………………………………………………………..

……………………………………………………………………………………………….

1. 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.

………………………………………………………………………………………………..

………………………………………………………………………………………………..

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

………………………………………………………………………………………………..

………………………………………………………………………………………………..

1. 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.
   1. Name and registered office ………………………………………………………………………………………………………………………………………………………………………………………………
   2. Trade or business activities carried out by each company

………………………………………………………………………………………………..

………………………………………………………………………………………………..

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

………………………………………………………………………………………………..

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

………………………………………………………………………………………………..

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

If **YES** state:-

* 1. make and model …………………………………………………………………………...
  2. the frequency on which the radio broadcasts…………………………………………...
  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?………………………………………………………………………

* 1. Please state telephone number………………………………………………………….
  2. If any of the above are FREEPHONES please state location(s) of the Freephones.

……………………………………………………………………………………………….

………………………………………………………………………………………………..

12. How many private hire vehicles do you intend to operate from your base?

……………………………………………………………………………………………..

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 have any traffic proceedings pending? **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 below:-

Court Nature of offence Date Sentence

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 (a), or (b) above, give details below.

Court (Code) Nature of offence Date Sentence

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. ………………………………….. Name 2 .…………………………………….

Address …………………………………. .Address ……………………………………..

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………………………

The Council is collecting this information in order to perform this service or function, and if further information is needed in order to do so, you may be contacted using the details provided.

In performing this service, the Council may be required to share your information with other organisations or departments, but it will only do so when it is necessary in order for the service to be provided.

The Council may also share your personal information for the purposes of the prevention, investigation, detection, or prosecution of criminal offences, but will not share your personal information, or use it for this, or any other purpose, unless provided for by law.

For more detail about how we handle your personal data please see our privacy policies:

<https://www.eastleigh.gov.uk/privacy>