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| **APPLICATION/RENEWAL**  **FOR PRIVATE HIRE OPERATORS LICENCE** | **TBC Logo** |

Please submit your application by email to taxi-licensing@tamworth.gov.uk, or contact Customer Services on 01827 709709.

**Taxi Licensing, Tamworth Borough Council, Marmion House, Lichfield Street,**

**Tamworth, Staffordshire, B79 7BZ**

***Local Government (Miscellaneous Provisions) Act 1976 and the Town Police Clauses Act 1847***

# New Application Renewal

TO BE COMPLETED BY APPLICANT

Full Name of Applicant \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If applying as a company please provide the company registration number

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicants Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   
  
Email Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicants Date of Birth \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Place of Birth\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

National Insurance number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If you are solely a Private Hire Vehicle Operator with Tamworth Borough Council, then you are required to undertake a Basic DBS check. (The basic disclosure certificate issue date should be no older than 3 months from date of Private Hire operator Application submission).

If applying as a Company or Partnership, then all named Directors/Partners will be required to undertake a basic DBS check. (The basic disclosure certificate issue date should be no older than 3 months from date of Private Hire operator Application submission).

A Basic DBS check will be undertaken on a yearly basis either through the DBS Update Service or a new basic DBS certificate being generated.

If you are already a Licensed Driver with Tamworth Borough Council then a basic disclosure is NOT required.

Do you have the right to work/live in the UK? **YES / NO**

Proof to the right/work live in UK or Share Code\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

HMRC TAX Code (Renewals only) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Private Hire Firm & Office Base Information**

Name of private hire firm \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address operating from\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone number(s) of firm\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of booking system being used by firm\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is The Private Hire Firm Registered on Companies House? **YES /** **NO**

If YES please provide the registration number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

HAS PLANNING PERMISSION BEEN GRANTED FOR THE ABOVE PREMISES?............. Planning permission may be required for the use of the premises for the operation of Private Hire Vehicles and it is in the applicant's interest to clarify the position with the Planning Department at Tamworth Borough Council.

YOU MUST GIVE DETAILS OF ALL VEHICLES TO BE LICENSED TO THE PRIVATE HIRE FIRM ABOVE:

|  |  |  |  |
| --- | --- | --- | --- |
| **Vehicle Registration** | **Vehicle Make** | **Vehicle Model** | **Tamworth Borough Council Plate Number** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

YOU MUST GIVE DETAILS OF ALL DRIVERS WORKING FOR THE PRIVATE HIRE FIRM ABOVE:

|  |  |  |
| --- | --- | --- |
| **Driver Name** | **Driver Address** | **Tamworth Borough Council Badge Number** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

YOU MUST GIVE DETAILS OF ALL OFFICE / BOOKING / DISPATCH STAFF WORKING FOR THE PRIVATE HIRE FIRM ABOVE:

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Address** | **Date of Birth** | **Basic DBS\***  **(tick to confirm)** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
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|  |  |  |  |

**\*Operators are required to evidence that a Basic DBS has been completed on all of their current OFFICE / BOOKING / DISPATCH STAFF working for them. – NOTE – This will also be a requirement for NEW OFFICE / BOOKING / DISPATCH STAFF who start work in the firm after the Operator Licence has been issued and while the Licence remains in force. (DBS Certificates must be dated no later than 1 month from when an individual started working for the firm)**

**• The Operator will also need to provide their policy on employing ex-offenders in the role of OFFICE / BOOKING / DISPATCH STAFF**

**• Private hire vehicle operators have a duty under data protection legislation to protect the information they record. The Information Commissioner’s Office provides comprehensive on-line guidance on registering as a data controller and how to meet their obligations.**

Does any person applying hold any of the following - Combined driver’s licence, private hire vehicle licence, hackney carriage vehicle (proprietor’s) licence or Private Hire Operators Licence - issued by this Council or any other Council. **YES** ☐ **NO** ☐

If YES, give full details including the Council name, badge numbers, Plate numbers, date of grant and expiry Enter details or N/A.

Has any person applying ever been refused any of the following - Combined driver’s licence, private hire vehicle licence, hackney carriage vehicle (proprietor’s) licence or Private Hire Operator Licence - issued by this Council or any other Council. **YES** ☐ **NO** ☐

If YES, give full details including the Council name, badge numbers, Plate numbers, date of grant and expiry Enter details or N/A.

Has any person applying ever been revoked any of the following - Combined driver’s licence, private hire vehicle licence, hackney carriage vehicle (proprietor’s) licence or Private Hire Operators Licence - issued by this Council or any other Council. **YES** ☐ **NO** ☐

If YES, give full details including the Council name, badge numbers, Plate numbers, date of grant and expiry or N/A.

Has any person applying ever been suspended any of the following - Combined driver’s licence, private hire vehicle licence, hackney carriage vehicle (proprietor’s) licence or Private Hire Vehicle Operators Licence - issued by this Council or any other Council. **YES** ☐ **NO** ☐

If YES, give full details including the Council name, badge numbers, Plate numbers, date of grant and expiry or N/A.

DECLARATION OF APPLICANT

Please note that any information, which you give in connection with your application, may be disclosed by the Council to the Police, the Audit commission, the Department of Social Security or any other law enforcing authority, or authority levying taxation, subject to the provisions of Data Protection Legislation.

I hereby declare that the information given in this form is true, complete and correct and that I have no objection to and hereby authorise the Council to make such enquiries as may be necessary to check the truth of that information.

I hereby declare that I have the ‘right to remain and work in the UK’ and have ‘EU Settlement’ were necessary’.

Tax Registration Checks - From 4 April 2022 Licensing Authorities must carry out checks on applications from individuals, companies and any type of partnership to make sure they are aware of their tax responsibilities or have completed a tax check.

I hereby declare I have completed a tax registration check.

I undertake to observe and perform all conditions and provisions of the Local Government (Miscellaneous Provisions) Act 1976, the Public Health Act 1875 and the Town Police Clauses Act 1847 relating to this application. I also understand that if I infringe or do not comply with any of the conditions or the disclosures above are found to be inaccurate or untrue, I may be liable to legal proceedings being taken against me and the Licence may be revoked or not renewed by the Council.

Applicants are advised that to make, knowingly or recklessly, a false statement or omit any information from this application is a criminal offence.

I acknowledge and accept the above declarations and I hereby declare that I am ‘fit and proper’ to carry out the functions of a private hire operator.

**Signed** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Print Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Dated** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***The Audit Commission currently requires us to participate in its anti-fraud initiative.***

***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.***

***General Data Protection Regulation/ Data Protection Act 2018***

***How is your information used?***

***We collect information to assess your suitability and fitness to be issued with a private hire operator licence and to assist us in managing your licence. We may also use your contact details in the event that we need to contact you in relation to your licence(s).***

***Who has access to your information?***

***Information is shared with other regulatory and enforcement authorities including, but not limited to, other Council services; Councillors; the Police; HM Revenues and Custom; Home Office Immigration; Cabinet Office; National Anti-Fraud Network; NHS services, and other local authorities when allowed to by law for the purposes of the administration and enforcement of authorisations, and for the purposes of the prevention and detection of crime, public safety, public***

***health, protection of the environment and prevention of fraud. Certain information about licences (including in particular your name and the address of any premises to which a licence applies) may be published on a public register on our website when we are required to by law. Licences that have to be determined by our Councillors will be published in exempt minutes on our website.***

***For further information about how your personal information will be used, please visit www.tamworth.gov.uk where you can see a full copy of our privacy notice. Alternatively, you can request a hard copy from taxi-licensing@tamworth.gov.uk***

**NOTES FOR APPLICANT**

**NOTE 1 - LIST OF DRIVERS/VEHICLES**

The Council requires the applicant licensed as a Private Hire Operator, to provide an up to date list of Drivers and vehicles operating under the Private Hire operator’s licence and must be sent with the application.

**NOTE 2 - DBS CHECKS**

NEW APPLICATIONS and RENEWALS THAT REQUIRE A DISCLOSURE AND BARRING SERVICE **–** Please refer to [Request a basic DBS check - GOV.UK (www.gov.uk)](https://www.gov.uk/request-copy-criminal-record).

**NOTE 3**  - **RIGHT TO WORK IN UK**

The Council requires all applicants to provide documents to prove that they may legally work in the UK. The Council will also verify an applicant’s right to work in the UK by checking with the Home Office.

You must therefore provide a document(s) that are stipulated as being suitable for this check. The list of documents is set out at (Home Office Guidance)

<https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/998170/6.7578_-_HO_-_PBS_Employers_Right_To_Work_Assets_V3.pdf>

You must provide the original document(s), such as your passport or biometric residence permit, as indicated in the published guidance, so that the checks can take place. The document(s) will be copied and retained by the licensing authority. The original document(s) will be returned to you. Your application will not be considered valid until all the necessary information and 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.

**NOTE 4 - TAXI CONDITIONALITY – TAXI Drivers, Private Hire Operators**

The government is putting in place new tax requirements for applications to certain licences from 4 April 2022. This is supported by a new digital service, being developed by HMRC. It helps people in the taxi, private hire and scrap metal industries to complete a new tax check.

Most people are registered to pay tax and this is about ensuring everyone pays the tax they should, creating a level playing field for the compliant majority. HMRC are working with industry bodies to make this as straightforward as possible. The check should take a few minutes every few years and is simply to confirm that someone is appropriately registered for tax.

You’ll need to complete a tax check when you renew your licence as a:

* driver of a taxi (hackney carriage)
* driver of a private hire vehicle (and dual licences)
* private hire vehicle operator
* scrap metal dealer mobile collector
* scrap metal dealer site

Please refer to the [Tax Check Factsheet](https://www.gov.uk/government/publications/licence-application-tax-check-communications-resources/tax-check-factsheet) so you understand what is required as this will apply to all renewals and new applicants.

If you have any further questions, please find more information at [Changes for taxi, private hire or scrap metal licence applications from April 2022](https://www.gov.uk/guidance/changes-for-taxi-private-hire-or-scrap-metal-licence-applications-from-april-2022) or contact the Licensing Team.