In accordance with Section 55 of the above legislation, I hereby apply for a Private Hire Vehicle Operators Licence. I certify that the details given on the Application form are true to the best of my knowledge and belief and understand that if I have omitted any material particular or stated anything that I know to be untrue any licence that I may have been granted may be revoked, and I may be subject to statutory proceedings.

**Please refer to Fees & Charges for the application fee**

**(please note cash not accepted)**

 THIS APPLICATION MUST BE PRESENTED IN PERSON & BY APPOINTMENT ONLY

TELEPHONE CUSTOMER SERVICES ON 01827 709709 MONDAY TO FRIDAY

At

Marmion House, Lichfield Street, Tamworth, Staffordshire, B79 7BZ

 **(PLEASE NOTE POSTAL APPLICATIONS WILL NOT BE ACCEPTED)**

# Details of Applicant

**(PLEASE SEE REAR OF THIS DOCUMENT FOR SUPPORTING DOCUMENTATION REQUIRED)**

1. Full Name of Applicant -----------------------------------------------------------------------------------------

2. Applicants Address -----------------------------------------------------------------------------------------

 ----------------------------------------------------------------------------------------

3. Telephone Number -------------------------------------------------------------

3a Email Address -------------------------------------------------------------

4. Applicants Date of Birth -------------------------------------------------------------

5. Are you the Sole Proprietor of the Private Hire Operators Business? **YES / NO**

6. If **NO**, give details of any Partners or Directors or any other Persons having control of the Business as follows:

|  |  |  |
| --- | --- | --- |
| NAME(S) | ADDRESS(S) | DATE OF BIRTH  |
|  |  |  |

June 2016

7. Have you or any person detailed in question "6" been convicted of any offence(s) (subject to the Rehabilitation of Offenders Act 1974 provisions appended to this form)

 IF **YES** GIVE DETAILS BELOW: **YES / NO**

 (continue on separate sheet if necessary)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| NAME(S) | NATURE OF OFFENCE | DATE OF CONVICTION | COURT | PENALTY |
|  |  |  |  |  |

8. Have you or any Person detailed in question "6" held an Operators Licence with any other Local Authority?

IF **YES** GIVE DETAILS BELOW: **YES / NO**

|  |  |  |
| --- | --- | --- |
| NAME(S) | LOCAL AUTHORITY | DATES |
|  |  |  |

9. Have you or any Person detailed in "6" ever had an Operators Licence revoked or an application for such a licence refused?

 IF **YES** GIVE DETAILS BELOW: **YES / NO**

|  |  |  |
| --- | --- | --- |
| NAME(S)  | LOCAL AUTHORITY | DATE OF REFUSAL OR REVOCATION |
|  |  |  |

10. Are you licensed by the Radio Communications Licensing Agency to operate a radio communications system

 If **YES** please state for which frequencies **YES / NO**

 BASE Mhz

 MOBILES MHz

11. Give Name of the Private Hire Operators Business

12. Give Address of Private Hire Operators Business

13. How many Vehicles do you propose to Operate from this Base?

 Private Hire

 Hackney Carriage

1. Detail what provision is made for Parking of Vehicles when not hired

|  |  |
| --- | --- |
| LOCATION  | NO. OF VEHICLESACCOMMODATED |
|  |  |

 **SIGNED: --------------------------------------------------------------------------------**

 **PRINT NAME:**

 **DATED: ---------------------------------------------------------------------------------**

**NOTE: If currently licensed as an Operator, an up to date list of vehicles must be sent with the application. The List should include - name of Proprietor, registration number or vehicle, plate number of vehicle and Operators identification call number / letter.**

Tamworth Borough Council is the Data Controller in respect of all personal data contained within this application. The information collected on this form will be used primarily to assess and process your application in connection with the issue of a Private Hire Operators Licence. Tamworth Borough Council has a duty to protect public funds and detect fraud; therefore we may share the data within the authority, with other bodies administering public funds, Inland Revenue and the police. The Data Protection Act 1998 gives you the right to access your personal information, for a set fee upon written application.

For further information contact the Information Officer on 01827 709587

**Each licensing authority is required to maintain a public register giving certain details of the current hackney carriage and private hire driver licences it has issued.**

**Section 42 of the Town Police Clauses Act 1847 sets out requirements of the public register concerning hackney carriage drivers.**

**Section 51(3) of the Local Government (Miscellaneous Provisions) Act 1976 specifies the requirements of the public register requirements for private hire drivers.**

**Also available to view registers of Hackney Carriage Vehicles, Private Hire Vehicles and Private Hire Operators licensed by the Council.**

**FOR OFFICE USE ONLY**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date Received | Receipt  | Amount | Police Due Date/Police Check Date | Date ofIssue |
|  |  |  |  |  |

January 2016

**Supplementary Information**

**1ST TIME APPLICATIONS AND OPERATOR RENEWALS THAT REQUIRE A**

 **DISCLOSURE AND BARRING SERVICE – THE FOLLOWING MUST ACCOMPANY THE APPLICATION:**

|  |  |  |
| --- | --- | --- |
|  | **Application Checks** | **Documents Required** |
|  | **DBS** |
|  | **Route 1**(3 documents to be seen)1 document from Group 12 further documents from Group 1, 2a or 2b***or*****Route 2**(3 documents to be seen plus an External ID Check)1 document from Group 2a2 further documents from Group 2a or 2b***or*****Route 3**(5 documents to be seen)A certified copy of a UK Birth Certificate4 further documents: 1 from Group 2a, 3 from 2a or 2b |

|  |  |
| --- | --- |
|  | **DBS Continued** |
|  |

|  |
| --- |
| **Group 1**Primary Identity Documents |
| * Current valid Passport
* Biometric Residence Permit (UK)
* Current Driving Licence – photo card (UK / Isle of Man / Channel Islands and EU) (Full or Provisional)
* Birth Certificate (UK / Channel Islands) (Issued at the time of birth)

 Full or short form acceptable including those issued by UK authorities overseas, such as Embassies, High Commissions & HM Forces. (Photocopies are not acceptable)* Adoption Certificate (UK)
 |

**Please note if a document in the List of Valid Identity Documents is:*** Denoted with \* - issued in the last 3 months
* Denoted with \*\* - issued in the last 12 months
 |

|  |  |
| --- | --- |
| **Group 2a**Trusted Government Documents | **Group 2b**Financial & Social History Documents |
| * Current Driving Licence – photo card (All Countries other than those in Group 1) (Full or Provisional)
* Current Driving Licence – paper version (UK / Isle of Man / Channel Islands / EU) (Full or Provisional)
* Birth Certificate (UK / Channel Islands) (Issued after the time of birth)
* Marriage / Civil Partnership Certificate (UK / Channel Islands)
* HM Forces ID Card (UK)
* Fire Arms Licence (UK / Channel Islands)
 | * Mortgage Statement (UK or EEA) (Non-EEA Statements not accepted) \*\*
* Bank/Building Society Statement (UK or EEA) (Non-EEA Statements not accepted) \*
* Bank/Building Society Account Opening Confirmation Letter (UK)
* Credit Card Statement (UK or EEA) (Non-EEA Statements not accepted) \*
* Financial Statement e.g. pension, endowment, ISA (UK) \*\*
* P45/P60 Statement (UK / Channel Islands) \*\*
* Council Tax Statement (UK / Channel Islands) \*\*
* Work Permit/Visa (UK Residence Permit, valid up to expiry date)
* Utility Bill (UK) - Not Mobile Phone \*
* Benefit Statement (UK) e.g. Child Allowance, Pension \*
* Document from Central/ Local Government/ Government Agency/ Local Authority (UK / Channel Islands) \*
* e.g. DWP, Employment Service, HMRC, Job Centre, Social Security
* EU National ID Card – must be valid
* Cards carrying the PASS accreditation logo (UK / Channel Islands) – must be valid
* Letter from Head Teacher or College Principal (16-19 year olds in full time education in the UK)
 |

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