

Please be aware that the process for renewing your Operators Licence requires that your application is submitted no less than 21 days before the licence is due to expire.

### Application Process for a Private Hire Operators Licence

All applicants must provide the following information with their application:

Fees	INFORMATION REQUIRED;	Tick
	<p><b>You must provide a Basic Disclosure of convictions. You can make an application for a Basic Disclosure on-line at <a href="https://www.disclosurescotland.co.uk/">https://www.disclosurescotland.co.uk/</a></b></p> <p>The Disclosure must be no more than one month old at the time of your Vehicle Licence application. It may take up to 14 days for your disclosure certificate to be produced.</p>	
	<p>Do you have an Operating Base within the district of Staffordshire Moorlands? <i>If No, then you cannot hold an Operators Licence with Staffordshire Moorlands District Council</i></p>	Y / N
	<p>You must provide evidence of your lawful occupation of the Operating Base. This may include a contract or rental agreement with the premises management or owner (if not owned by your company)</p>	
	<p>You must ensure that you obtain the relevant Planning Permission for the use of the Operating Base as a business.</p>	
	<p>You must be Eligible to Work in the UK – The Immigration Act 2016 requires the production of any of the following <b>original</b> documents;</p> <ul style="list-style-type: none"> <li>• a current British Passport;</li> <li>• a current EEA Passport;</li> <li>• a Home Office Registration Certificate or Document Certifying Permanent Residence;</li> <li>• a Permanent Residence Card;</li> <li>• a current Biometric Residence Permit</li> <li>• a current passport endorsed to show exemption from immigration control, indefinite residence, right of abode or no time limit on staying in the UK.</li> </ul> <p>If you do not have any of the above documents, you must contact the Council for more information on what will be acceptable.</p>	
	<p>You must provide evidence of your lawful occupation of the Operating Base. This may include a contract or rental agreement with the premises management or owner (if not owned by your company)</p>	
	<p>You must provide your 9 digit Tax Check Code on your renewal Application for all applications submitted on or after 4th April 2022. You can find more information on this requirement at <a href="https://www.staffsmoorlands.gov.uk/article/464/Private-hire-operators-licence">https://www.staffsmoorlands.gov.uk/article/464/Private-hire-operators-licence</a></p>	
	<p>Provide a Completed Operators Licence Application Form and Fee</p>	

£105	- 1 Year	
£315	- 5 Years	