

RENEWAL APPLICATION FOR A PRIVATE HIRE OPERATOR'S LICENCE

Information contained in this form may be passed to other Departments of the Council

APPLICANTS ARE REQUIRED TO PROVIDE ALL DOCUMENTATION AND PAYMENTS IN ACCORDANCE WITH THE ENCLOSED PROCESS GUIDANCE

Applicant Details - Are you applying under a Company name OR as an Individual?	
Name	
Address	
Telephone Number	Email
Company Details	
Trading Name	
Registered Office Address	
Telephone Number	Email
Directors/Partners in Company – Continue on a separate sheet if required	
Name	Address
Name	Address
Name	Address
Are you eligible to work in the UK?	
<i>For Companies, must be provided for any partners or directors.</i>	
Yes <input type="checkbox"/> No <input type="checkbox"/>	
<p><i>If you are not a British or Irish Citizen, the easiest way to prove your right to work is by providing your RTW share code, get this here https://www.gov.uk/prove-right-to-work/get-a-share-code-online</i></p> <p><i>For Further Details on how to prove your right to work, please visit https://www.gov.uk/prove-right-to-work</i></p>	
Please Confirm the Document type you have submitted for proof of your Right to Work, or provide your Online Share Code:	

Previously Held Licences

Have you, the company, your partners or directors previously held any kind of Taxi or Private Hire Licences?

Yes ☐ No ☐

If yes, when and which Local Authority issued the licence(s)?

Have you, the company, your partners or directors ever had an application for a licence refused by any other Local Authority?

Yes ☐ No ☐

If yes, please give details of Local Authority and reason for refusal;

Have you, the company, your partners or directors ever had a previously held licence:

Suspended	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Revoked	Yes <input type="checkbox"/>	No <input type="checkbox"/>

If yes for either suspended or revoked please give details of Local Authority and reason;

Operating Office Details

Address

Telephone Number(s) and Number of Lines for Public Bookings

Do you have a Waiting Room at the premises? Yes ☐ No ☐

If Yes, what Hours is the Waiting Room open to the Public?

If Yes, Do you have Public Liability Insurance in force for these Premises?

Yes ☐ No ☐

Do you have Planning Consent to operate a business from these premises?

Yes ☐ No ☐

Vehicle Details		
How many hire vehicles do you intend to operate?		
1 – 3 <input type="checkbox"/>	4 – 10 <input type="checkbox"/>	11 – 25 <input type="checkbox"/>
26 – 39 <input type="checkbox"/>	40 – 80 <input type="checkbox"/>	81+ <input type="checkbox"/>
<i>Please ensure you have completed a Vehicle schedule to accompany this application.</i>		
Will these vehicles be kept at the Office given above? Yes <input type="checkbox"/> No <input type="checkbox"/>		
If No, please specify alternate location.		
Maintenance		
What is your inspection protocol?		
Vehicles are inspected at periods of _____ miles and/or _____ months		
Will you or your staff carry out inspections? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Where will these inspections take place?		
<p>If the maintenance work relating to your vehicles is not to be carried out by you or your staff, on your premises, please enclose copy(s) of agreement between yourself and your agents indicating type of work, periods of time (where applicable), estimated cost of work and showing a firm promise of intent to abide by the agreement as inspected by this authority.</p>		
Finance		
During the last three years:		
Have you, or any of your partners/directors, been made bankrupt?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you, or your partners/directors, been involved with a company which has gone into insolvency?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you, or any of your directors, been disqualified from acting as a director or taking part in the management of a company?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<i>If you have answered YES to any of these statements, please give further information on a separate sheet</i>		
HMRC Tax Check Code: (please enter your 9 digit Tax Check Code here);		
<i>(In company name if comp OR individual only)</i> For more information go to https://www.gov.uk/guidance/complete-a-tax-check-for-a-taxi-private-hire-or-scrap-metal-licence		

Are you applying for 1 or 5 years? <i>(Please Tick)</i>	
1 Year:	5 Year:

Declaration of Intent	
<p>I declare that to the best of my knowledge and belief that the answers given above are true. If a licence is granted I undertake to comply with the general law and the Council's conditions attached to the licence.</p> <p>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. As part of these checks we will also need to retain a copy of your Basic Disclosure for the term of your licence.</p> <p>Your right to work in the UK will be checked as part of your licensing application, this could include the licensing authority checking your immigration status with the Home Office. You must therefore provide a document or document combination that is stipulated as being suitable for this check. The list of documents is set out in our guidance. You must bring the original document(s), such as a passport or biometric residence permit as indicated in our published guidance, so that the check can take place. The document(s) will be copied and the copy retained by the licensing authority. The original document will be returned to you.</p> <p>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.</p> <p>APPLICANTS ARE ADVISED THAT TO KNOWINGLY MAKE A FALSE STATEMENT IS A CRIMINAL OFFENCE PUNISHABLE ON CONVICTION BY A FINE.</p>	
Signed	Date
Print Name	Position in Business <i>(if applicable)</i>
Business Name <i>(if applicable)</i>	

SMDC Privacy Policy- How we use your data	
<p>I have read the Council's Privacy Policy for applicants at https://www.staffsmoorlands.gov.uk/YourData and I understand how the Licensing Service will process my personal data and the options available to me for submitting an application.</p>	
Name:	Date:
Signature:.....	

PROCESS GUIDANCE FOR THE RENEWAL OF A PRIVATE HIRE OPERATORS LICENCE

To renew a private hire operator's licence in the district of Staffordshire Moorlands, you will need to comply with the councils taxi policy requirements.

What we need from you:-

You will need to provide us with the following documents and information:

- Full Application Form
- If any amendments have been made, a Business Plan (separate form).
- Employer Liability Insurance
- If there is public access to your premises, Public Liability insurance of at least £2,000,000
- Schedule of vehicles to be operated under this licence (separate form).
- Proof of a maintenance contract with an approved garage for servicing the vehicles (if this isn't done by you or members of staff).
- Insurance documents to cover the vehicles and drivers for hire
- Your 9 Digit Operator check code From HMRC
<https://www.gov.uk/guidance/complete-a-tax-check-for-a-taxi-private-hire-or-scrap-metal-licence>
- Fee for licence (1 or 5 years)

The following documents must be submitted for all applicants or if applying under a company name, for all registered directors/ secretaries of that company:

- A Basic or Enhanced DBS check, issued within the last 3 months
- Statutory Declaration of convictions, cautions and pending prosecutions (separate form).
- Your EEA/UK passport OR Home Office Right to Work Employers Share Code
- Both sides of your EEA/UK photocard driving licence with your current name and address
- A Bank/Building Society statement or utility bill, issued within 3 months showing your current name and address

Once you are satisfied that you have everything collated, please contact the licensing team with your application via email at *Licensing-1@staffsmoorlands.gov.uk*.

KINDLY NOTE THAT PARTIAL APPLICATIONS WILL NOT BE ACCEPTED.

If your renewal is incomplete or submitted with less than 2 weeks to your licence expiry, you will be required to submit and pay for a NEW application.