

APPLICATION TO RENEW A LICENCE TO OPERATE PRIVATE HIRE VEHICLES



PO Box 13 Chorley
PR7 1AR
Tel: 01257 515151

PLEASE COMPLETE IN BLOCK CAPITALS & COMPLETE ALL BOXES MARKED WITH A *

IMPORTANT		
<p>It is an offence under Section 57(3) of the Local Government (Miscellaneous Provisions) Act 1976 for any person to knowingly or recklessly make a false statement or omit any material particular in giving the required information</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. For further information, see http://chorley.gov.uk/dataprotection.</p>		
IDOX Reference:		
*Mr / Mrs / Miss / Ms	*All Forenames:	*Surname:
*Trading Name of Persons or Limited Company		
*Address where the Private Hire Operator business is located		
*Registered Office Address if different from above		
		Post Code
*Office Telephone Number	*E-mail Address	
*Mobile telephone Numbers:		
*If the applicant is a partnership or limited company, provide the names, addresses of all partners, directors and company secretary		
*Have you and all persons making the application have the right to work and reside in the UK?	Yes	No
Chorley Council is under a duty not to issue licences to people who are disqualified by their immigration status from holding them. It is for the applicant to provide the necessary evidence that they have the right to work in the UK and failure to do so will result in a refusal of application. Please see notes in the guidance.		
*Has any person named in this application ever applied for an operator's licence before to any other Council in the United Kingdom or to the Public Carriage Office?	Yes	No
If yes, when and where did you apply?		

<p>*Does any person named in this application 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 or any other Council in the United Kingdom or to the Public Carriage Office?</p>	Yes	No
<p>If so give full details below:</p>		
<p>Council Name: Badge Number: Date of Grant: Expiry Date: Continue on a separate sheet if necessary</p>		
<p>*Has any person named in this application ever been refused, or had suspended or revoked a Private Hire Drivers Licence, Private Hire vehicle licence, Private Hire Operators Licence, Hackney Carriage drivers Licence or Hackney Carriage Vehicle (proprietors) licence, by this or any other Council in the United Kingdom or to the Public Carriage Office?</p>	Yes	No
<p>If yes provide full details including the Council and the date.</p>		
<p>*What trade, business or profession has each person named in this application carried out over the 5 years prior to applying for this licence and where?</p> <p>Continue on a separate sheet if necessary</p>		
<p>*If any person named in this application is or has been a director or company secretary of a limited company the following information must be provided about each of those companies: Name and Registered office address:</p> <p>Trade or business activities carried out by each company:</p> <p>Previous application made by each company for an operator's licence to this Council or any other Council in the United Kingdom or to the Public Carriage Office.</p>		

Any revocation or suspension of any operator's licence issued by this Council or any other Council in the United Kingdom or to the Public Carriage Office previously held by any company.

All unspent convictions in relation to any offence recorded against any company

Continue on a separate sheet if necessary

*Do the premises have planning permission to be used to operate a private hire business?	Yes	No
*Do you own the premises that are being used to operate the private hire business?	Yes	No
If No, please give the name and address of the owner of the premises:		
*Do your vehicles have radio phones?	Yes	No
If yes please specify:		
Make:	Model:	
Frequency on which the radios will broadcast: Address where the radio transmitter will be located:		
*How many telephone lines will you have for receiving bookings		
Please state the phone numbers (if known)		
If any of the above are 'Freephones', please state the location of the freephones:		
*How many private hire vehicles operate from the premises?		
*Have you off-road parking at the premises for the number of vehicles operate?	Yes	No
*Please provide details of where vehicles will be kept when not being used:		
*Do you have a waiting room at the premises for members of the public?	Yes	No

**Details and Declaration of convictions, cautions and pending prosecutions
The Rehabilitation of Offenders Act 1974 Local Government (Miscellaneous Provisions) Act 1976**

*Have you any unspent convictions for any criminal offence or civil matter?	Yes	No
*Have you ever been cautioned by the Police or any other authority for any reason?	Yes	No
*Are there any pending matters, including criminal, civil or traffic offences, for which you are being investigated or being prosecuted or may be prosecuted by any authority either in the UK or in any other country?	Yes	No

If you answered "Yes" to any question above, please give a full explanation, including any civil or pending matters:

(Continue on a separate sheet if necessary)

Declaration of Convictions, cautions and pending prosecutions details

Date Convicted	Type of Conviction (Criminal, caution or pending matter)	Court or Police	Offence or pending matters	Penalty

Please provide your 9 character tax check code.

Further information can be found at <https://www.gov.uk/guidance/complete-a-tax-check-for-a-taxi-private-hire-or-scrap-metal-licence>

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Applicant Checklist- tick this column only	All documents below must be presented for inspection- ONLY ORIGINAL DOCUMENTS WILL BE ACCEPTED							
	Checklist to be completed by Customer Service- all documents to be copied and attached to IDOX record							
	ALL applicants must produce the appropriate documentation in 1-3 below							
1	EEA/UK passport	Where not produced to CHECK THAT THE RIGHT TO WORK AND RESIDE VISA IS VALID AND IN CURRENT PASSPORT , refer to Home office before processing application			Recorded and checked by Customer Services	(Initials of CSO)		
		Passport No :						
		Expiry date:						
OR								
2	UK Birth Certificate	Where not produced to verify right to work and reside, refer to Home office before processing application			Recorded and checked by Customer Services	(Initials of CSO)		
		No:						
AND								
3	Standard DBS Chorley Council issued	This must be dated within 3 months of the application. Where issues identified refer to Licensing			Recorded and checked by Customer Services	(Initials of CSO)		
		Ref:						
		date of issue:						
4	Employers Liability Insurance certificate	Insurance Company:			Recorded and checked by Customer Services	(Initials of CSO)		
		Policy Number:						
		Expiry Date:						
5	PHO Renewal 4120/60085	£128.81	Receipt No:		Recorded and checked by Customer Services- scan receipt	(Initials of CSO)		
Date Licence granted				OR	Date of referral to Licensing- advise applicant			