

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		
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 particulars in giving the required information		
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		
*Telephone Number	E-mail Address	
If the applicant is a partnership or limited company, provide the names, addressed or all partners, directors and company secretary		
Has any person named in this application ever applied for an operator's licence before, to this or any other Council in the United Kingdom or to the Public Carriage Office?	Yes	No
If yes, when and where did you apply?		
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 Carried Vehicle (proprietors) licence, issued by this or any other Council in the United Kingdom or to the Public Carriage Office?	Yes	No
If so give full details below:		
Council Name: Badge Number: Date of Grant: Expiry Date: Continue on a separate sheet if necessary		
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 Carried Vehicle (proprietors) licence, by this or any other Council in the United Kingdom or to the Public Carriage Office?	Yes	No

If yes provide full details including the Council and the date.

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?

Continue on a separate sheet if necessary

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:

Trade or business activities carried out by each company:

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.

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 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
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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 ever been convicted at a court 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 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

DECLARATION	
<u>I understand that:</u>	<ul style="list-style-type: none"> ▪ My application is subject to an Standard Disclosure and Barring Services (DBS) Check. ▪ My DBS must be less than 2 months old at the date of this application ▪ My DBS may be deemed invalid after 3 months from the date of receipt, if all other supporting information has not been provided by this time. ▪ My application will be deemed invalid after 6 months from the date of receipt if all the satisfactory supporting information has not been provided by this time. ▪ I am required to inform the Council within 7 days of any charge for a criminal offence, convictions, fixed penalties, cautions or civil matters or motoring offences that I receive during the currency of my licence ▪ Chorley Council 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 within this authority for the prevention and detection of fraud. It may also share this information with other bodies administering public funds solely for these purposes. For further information, see www.chorley.gov.uk/dataprotection or contact the Audit and Risk Team on 01257 515466.
<u>I declare that:</u>	<ul style="list-style-type: none"> ▪ To the best of my knowledge and belief, the answers I have given are true and I understand that if I knowingly or recklessly make a false statement or omit any material particular required on this form that I shall be guilty of an offence and liable to prosecution.

All applicants must sign the application form below:

Print Name:

Signed:

Dated:

Print Name:

Signed:

Dated:

Print Name:

Signed:

Dated:

Print Name:

Signed:

Dated:

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					
1	EEA/UK passport	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)	
		Passport No : <input type="text"/>				
		Expiry date: <input type="text"/>				
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: <input type="text"/>				
AND						
3	Standard DBS Chorley Council issued	This must be dated within 2 months of the application. Where issues identified refer to Licensing		Recorded and checked by Customer Services	(Initials of CSO)	
		Ref: <input type="text"/>				
		date of issue: <input type="text"/>				
4	Employers Liability Insurance certificate	Insurance Company: <input type="text"/>		Recorded and checked by Customer Services	(Initials of CSO)	
		Policy Number: <input type="text"/>				
		Expiry Date: <input type="text"/>				
5	PHO Grant 4120/60085	£158.63	Receipt No: <input type="text"/>		Recorded and checked by Customer Services- scan receipt	(Initials of CSO)
Date Licence granted				OR	Date of referral to Licensing- advise applicant	