

**Application for licence to operate private hire vehicle(S)**

Local Government (Miscellaneous Provisions) Act 1976

*Please note incomplete applications will be returned*

|  |  |
| --- | --- |
| NEW |  |
| RENEWAL |  | Existing Licence No. |  |

Private Hire Operators Licences will be issued for a five year period, in the absence of any other limitation that causes the Council to issue a shorter duration licence (see 18.7 of Hackney Carriage and Private Hire Licensing Policy 2021).

**SECTION A – OPERATING PREMISE**

*(This information will appear on the Councils public register)*

|  |  |  |
| --- | --- | --- |
| **1** | **Operating Business Name** **(*Cannot include the words Taxi, Cab or similar wording*)** |  |
| **2** | **Address of Operating Base** |  |
| **3** | **Postcode** |  |
| **4** | **Telephone Number** |  |
| **5** | **Email address** |  |
| **6** | **Does the premise have a public waiting room?** | **YES** |  | **NO** |  |

**SECTION B – VEHICLES**

|  |  |  |
| --- | --- | --- |
| **1** | **What is the maximum number of vehicles you intend to operate?** |  |
| **2** | **Please provide details of parking/garaging facilities** |
|  |  |
| **3** | What type of business do you intend to operate? |
|  | Private Hire |  |
| Airport service |  |
| Chauffeur/executive hire |  |
| Novelty vehicles |  |
| Stretch limo |  |
| App based (please attach details on how app will work) |  |
|  | Other (please state) |  |

**FOR OFFICE USE**

|  |  |  |  |
| --- | --- | --- | --- |
| List of vehicles |  | Copy of tariffs |  |
| Artwork of company |  | Right to Work Docs Copied |  |
| Complaints Policy |  | Page 6&7 for all named applicants |  |
| Public & Employer Insurance |  | DBS for all applicants (‹30days) |  |
| Register of all staff |  |  |  |

**SECTION C – RECORDS** *(Operators must keep adequate records)*

|  |  |  |
| --- | --- | --- |
| **1** | **What system do/will you use to record bookings?** |  |
| **2** | **Will you have facilities to record the following** |
| **a** | **Time of booking received** | **YES** |  | **NO** |  |
| **b** | **Time of booking required** | **YES** |  | **NO** |  |
| **c** | **Name of hirer** | **YES** |  | **NO** |  |
| **d** | **Pick up location** | **YES** |  | **NO** |  |
| **e** | **Destination** | **YES** |  | **NO** |  |
|  |
| **f** | **Name & address of every Private Hire Driver operated**  | **YES** |  | **NO** |  |
| **g** | **Name & address of every private hire vehicle operated** | **YES** |  | **NO** |  |
| **h** | **Expiry dates of all BBC private hire driver licences operated** | **YES** |  | **NO** |  |
| **i** | **Expiry dates of all BBC private hire vehicles operated** | **YES** |  | **NO** |  |
| **j** | **List of unique call signs allocated to each private hire driver and/or vehicle operated**  | **YES** |  | **NO** |  |

**APPLICANTS** *(all applicants must provide a basic DBS certificate, no older than 30 days old at time of submission)*

Is this application on behalf of:-

Sole Trader - Please complete Section D

Partnership - Please complete Section E

Limited Company - Please complete Section F

**SECTION D – SOLE TRADER**

|  |  |  |
| --- | --- | --- |
| 1 | Surname |  |
| 2 | First Name (s) |  |
| 3 | Home Address |  |
| 4 | Postcode |  |
| 5 | Telephone Number |  |
| 6 | Mobile Number |  |
| 7 | Email address |  |
| 8 | Date of birth |  |
| 9 | National Insurance No |  |
| 10 | Tax Check Code (renewal only, see notes on page 8) |  |

**SECTION E – PARTNERSHIPS** *(More than 1 person, but not limited company)*

|  |
| --- |
| **Partnership – 1st Applicant** |
| 1 | Surname |  |
| 2 | First Name (s) |  |
| 3 | Home Address |  |
| 4 | Postcode |  |
| 5 | Telephone Number |  |
| 6 | Mobile Number |  |
| 7 | Email address |  |
| 8 | Date of birth |  |
| 9 | National Insurance No |  |

|  |
| --- |
| **Partnership – 2nd Applicant** |
| 1 | Surname |  |
| 2 | First Name (s) |  |
| 3 | Home Address |  |
| 4 | Postcode |  |
| 5 | Telephone Number |  |
| 6 | Mobile Number |  |
| 7 | Email address |  |
| 8 | Date of birth |  |
| 9 | National Insurance No |  |

*Please use a separate sheet for additional partners*

|  |  |  |
| --- | --- | --- |
| 10 | Tax Check Code (renewal only, see notes on page 8) |  |

**SECTION F – LIMITED COMPANY** (*Please use separate sheet for additional directors etc)*

|  |
| --- |
| **Limited Company Details** |
| 1 | Company Name |  |
| 2 | Head Office Address |  |
| 4 | Postcode |  |
| 5 | Telephone Number |  |
| 6 | Mobile Number |  |
| 7 | Email address |  |
| 8 | Company House Registration No |  |
| 9 | Tax Check Code (renewal only, see notes on page 8) |  |

|  |
| --- |
| **1st Company Director** |
| 1 | Surname |  |
| 2 | First Name (s) |  |
| 3 | Home Address |  |
| 4 | Postcode |  |
| 5 | Telephone Number |  |
| 6 | Mobile Number |  |
| 7 | Email address |  |
| 8 | Date of birth |  |
| 9 | National Insurance No |  |

|  |
| --- |
| **2nd Company Director** |
| 1 | Surname |  |
| 2 | First Name (s) |  |
| 3 | Home Address |  |
| 4 | Postcode |  |
| 5 | Telephone Number |  |
| 6 | Mobile Number |  |
| 7 | Email address |  |
| 8 | Date of birth |  |
| 9 | National Insurance No |  |

|  |
| --- |
| **Company Secretary** |
| 1 | Surname |  |
| 2 | First Name (s) |  |
| 3 | Home Address |  |
| 4 | Postcode |  |
| 5 | Telephone Number |  |
| 6 | Mobile Number |  |
| 7 | Email address |  |
| 8 | Date of birth |  |
| 9 | National Insurance No |  |

**SECTION G – IMMIGRATION STATUS – RIGHT TO WORK**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Are all applicants entitled to work in the UK?** | **YES** |  | **NO** |  |

*All applicants will be required to provide evidence – see list of relevant documents at the end of this form*

**SECTION H – PLANNING PERMISSION**

*You may require planning permission for the premises. Please check with the Councils Planning Department regarding requirements.*

*Consultation with Planning Department is carried out for new and tranfer applications.*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Do you have Planning Permission for the premises?** | **YES** |  | **NO** |  | **N/A** |  |

**SECTION I**

Each person named on this application must complete the following information covering the last 5 years *\*Delete as appropriate*

|  |  |
| --- | --- |
| Name of \*Business/Trade/Profession |  |
| Date From |  | Date To |  |

|  |  |
| --- | --- |
| Name of \*Business/Trade/Profession |  |
| Date From |  | Date To |  |

|  |  |
| --- | --- |
| Name of \*Business/Trade/Profession |  |
| Date From |  | Date To |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Have you ever applied for an operator’s licence before | YES |  | NO |  |
| If yes, please provide following details |  |
| Name of Local Authority |  |
| Date of Application |  |
| Was the application | Granted |  | Refused |  |
| If refused, please provide details of the reason |  |
| If you have held an operator’s licence within the last 12 months, with this licensing authority or another, you must provide a tax check code even if this is the first time you have applied to Westmorland and Furness Council**Tax Check Code:** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Have you ever had an operator’s licence revoked or suspended | YES |  | NO |  |
| If yes, please provide following details of any revocation/suspension |  |
| Name of Local Authority |  |
| Date(s) Licence was revoked/suspended |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Have you ever been a director of a company that has applied for an operator’s licence before | YES |  | NO |  |
| If yes, please provide following details |  |
| Company Name |  |
| Name of Local Authority |  |
| Date of application |   |
| Have you ever been a director of a company that has had criminal convictions recorded against it | YES |  | NO |  |
| If yes, please provide following details |  |
| Company Name |  |
| Date from |  | Date To |  |
| Please provide details |   |

**SECTION J – DECLARATION (***All persons named on this application must sign a declaration)* ***(Please ensure you tick the boxes to indicate your agreement)***

|  |  |
| --- | --- |
| I have checked the information given on this application form, and to the best of my knowledge and belief is correct. | [ ]  |
| I understand that it is a criminal offence to state anything in this application which is false or which I do not believe to be accurate or true. | [ ]  |
| I have declared all convictions/cautions/discharges for which I have been convicted which need to be declared | [ ]  |
| I have **not** lived/worked in a country other than the United Kingdom for a continuous period of 3 months or more since my tenth birthday *(if you have, you will need to enclose a Certificate of Good Conduct)* | [ ]  |
|  If the licence is granted, I will comply with the conditions attached to the licence. | [ ]  |
| I agree the company will share all complaints received with the Licensing Dept of Barrow Borough Council | [ ]  |
| I confirm that I am aware of the content of HMRC guidance relating to my tax registration obligations.Guidance relating to your obligations can be found on gov.uk website via the following links:* PAYE information: [www.gov.uk/income-tax/how-you-pay-income-tax](http://www.gov.uk/income-tax/how-you-pay-income-tax)
* Registering for Self Assessment: <https://www.gov.uk/register-for-self-assessment>
* Corporation Tax information: <https://www.gov.uk/corporation-tax>
 | [ ]  |

**SECTION K – SIGNATURE** *(please use additional sheet if required)*

|  |
| --- |
| The information I have provided, will be held by the Council on computerised and / or manual files (data will be made available on a public register as required by relevant legislation).Under the National Fraud Initiative, 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://www.barrowbc.gov.uk/about-the-council/data-protection-and-privacy-statement/data-protection-and-freedom-of-information/fair-processing-of-data/nfi-data-matching/>Schedule 23 to Finance Act 2011 (Data Gathering Powers) and Schedule 36 to Finance Act 2008 (Information and Inspection Powers), grant HMRC powers to obtain relevant information from third parties. This includes licensing bodies being required to provide information about licence applicants. |
| **Signature:** |  | **Date:** |  |
| **Print Name** |  |  |
| **Capacity** |  |
|  |  |
|  | ***Authority to collect information***  |
| I hereby declare that the information given in this form is true, complete and correct and that I have no objections to and hereby authorise the Council to make such enquiries as may be necessary to check the truth of that information, which could include requesting information from other Councils and Government departments such as the Home Office. I authorise Westmorland and Furness Council to enquire and receive information relating to my Private Hire Operator’s licence(s) and/or conduct matters. |
| **Signature:** |  | **Date:** |  |
| **Print Name** |  |  |
| **Capacity** |  |

**APPLICATION CHECKLIST**

|  |  |
| --- | --- |
| Application fully completed |  |
| Fully completed and copied (Sections I,J,K - pages 6 & 7) for each applicant named in this application |  |
| Public Liability Insurance (if applicable) |  |
| Employers Liability Insurance (if applicable) |  |
| Basic DBS certificate for all persons named on application. (Must be no older than 30 days old at date of submission) |  |
| Document from Companies House confirming status of company |  |
| Evidence of planning permission, if required |  |
| Table of fares for the company |  |
| List of all vehicles which are operated |  |
| Right to Work documentation for each named applicant |  |
| Register of all staff used along with confirmation they have completed a basic DBS check |  |
| Copy of complaints policy |  |
| Copy of ‘artwork’ showing operators name/contact number |  |
| Licence Fee  |  |

**TAX CHECK CODE**

**Who needs to do a tax check?**

The tax checks apply to licence applications for:

➢ drivers of taxis and private hire vehicles

➢ private hire operators

If you make an application in England and Wales on or after 4 April 2022 you’ll need to complete a tax check if you’re:

➢ renewing a licence

➢ applying for the same type of licence you previously held, that ceased being valid less than a year ago

➢ applying for the same type of licence you already hold with another licensing authority

Individuals, companies and partnerships will need to complete a tax check as part of the licence application process.

**What is the tax check?**

A simple check to confirm that someone was appropriately registered for tax when they should have been.

Applies when licences are renewed.

**How will the tax check work for applicants and licensing bodies?**Applicants will use the new HMRC digital service to complete the tax check. During the tax check, applicants will be asked to provide information about their licensed activity and whether HMRC has been made aware of any income earned.

Applicants will have an option to declare that, in their opinion, they do not have to be registered for tax. This may be because they are holding the licence but not using it to trade. Anyone who needs to correct their tax affairs, i.e., register for tax, will have do this before completing the tax check.

Once the tax check has been completed, the applicant will receive a tax-check reference which they need to give to their licensing body. Licensing bodies will use the HMRC digital service to confirm that the tax check has been completed.

**How expansive will the tax check be? Will it go into people’s financial history?**No. This will be a basic check to confirm that applicants are appropriately registered for tax and that income from the licensed activity is reported to HMRC.

**Will HMRC provide an alternative option for people who are unable to engage digitally?**Yes. Those who are unable to complete the check online, or who need additional support, will be able to complete the check by contacting HMRC’s helpline or utilising HMRC’s extra support service.

You will need a Government Gateway user ID and password to access the tax check service.

If you do not have a user ID, you can create one by registering for HMRC online services.

Individuals:

▪ Self Employed – Business Tax Account

▪ Everyone else – Personal Tax Account Companies:

▪ Business Tax Account (using your organisation’s GOV.UK credentials)

Applicants can find more information about how to prepare for the tax check via the following link <https://www.gov.uk/guidance/changes-for-taxi-private-hire-or-scrap-metal-licence-applications-from-april-2022>

**IMPORTANT NOTE IT IS AN OFFENCE UNDER SECTION 57 OF THE LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT, 1976, TO KNOWINGLY OR RECKLESSLY MAKE A FALSE STATEMENT OR OMIT ANY MATERIAL PARTICULARS IN GIVING THE ABOVE INFORMATION. MAXIMUM FINE - £1000.**

DATA PROTECTION Personal information provided in an application form and during the period of any subsequent Licence is normally held for a period of six years from the expiry of the last consecutive Licence held. It will be used primarily for the purpose of the licensing function concerned although it may also be used for data matching purposes across various licensing functions. Personal information held for licensing purposes will be held and used in accordance with the requirements of the Data Protection Act 2018. To assist the Council in the prevention and detection of fraud so that it can protect the public funds it administers the Council may use information provided for licensing purposes within this Authority for data matching purposes. It may also data match information provided for licensing purposes with other public bodies that regulate, administer or are in receipt of public funds for the purposes of the prevention and detection of fraud. If you do have any queries regarding any Data Protection, please contact the responsible officer. FREEDOM OF INFORMATION Information held by the Council may need to be disclosed in response to a request for it within the terms of the Freedom of the Information Act 2000. This information excludes that which is in any other way already in the public domain.

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**RIGHT TO WORK DOCUMENTS**

**List A – acceptable documents to establish a continuous statutory excuse**

1. A passport (current or expired) showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.

2. A passport or passport card (current or expired) showing that the holder is a national of the Republic of Ireland.

3. A current document issued by the Home Office to a family member of an EEA or Swiss citizen, and which indicates that the holder is permitted to stay in the United Kingdom indefinitely.

4. A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man, which has been verified as valid by the Home Office Employer Checking Service, showing that the holder has been granted unlimited leave to enter or remain under Appendix EU to the Jersey Immigration Rules, Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 or Appendix EU to the Isle of Man Immigration Rules. 37

5. A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK.

6. A current passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.

7. A current Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK, together with an official document giving the person’s permanent National Insurance number and their name issued by a government agency or a previous employer.

8. A birth or adoption certificate issued in the UK, together with an official document giving the person’s permanent National Insurance number and their name issued by a government agency or a previous employer.

9. A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, together with an official document giving the person’s permanent National Insurance number and their name issued by a government agency or a previous employer.

10.A certificate of registration or naturalisation as a British citizen, together with an official document giving the person’s permanent National Insurance number and their name issued by a government agency or a previous employer.

**List B Group 1 – documents where a time-limited statutory excuse lasts until the expiry date of leave**

1. A current passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question.

2. A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to do the work in question.

3. A current document issued by the Home Office to a family member of an EEA or Swiss citizen, and which indicates that the holder is permitted to stay in the United Kingdom for a time limited period and to do the type of work in question.

4. A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man, which has been verified as valid by the Home Office Employer Checking Service, showing that the holder has been granted limited leave to enter or remain under Appendix EU to the Jersey Immigration Rules, Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 or Appendix EU to the Isle of Man Immigration Rules.

5. A frontier worker permit issued under regulation 8 of the Citizens' Rights (Frontier Workers) (EU Exit) Regulations 2020. 38

6. A current Immigration Status Document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK, and is allowed to do the type of work in question, together with an official document giving the person’s permanent National Insurance number and their name issued by a government agency or a previous employer.

**List B Group 2 – documents where a time-limited statutory excuse lasts for six months**

1. A document issued by the Home Office showing that the holder has made an application for leave to enter or remain under Appendix EU to the immigration rules (known as the EU Settlement Scheme) on or before 30 June 2021 together with a Positive Verification Notice from the Home Office Employer Checking Service.

2. A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man showing that the holder has made an application for leave to enter or remain under Appendix EU to the Jersey Immigration Rules or Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 together with a Positive Verification Notice from the Home Office Employer Checking Service. Entry amended.

3. An Application Registration Card issued by the Home Office stating that the holder is permitted to take the employment in question, together with a Positive Verification Notice from the Home Office Employer Checking Service.

4. A Positive Verification Notice issued by the Home Office Employer Checking Service to the employer or prospective employer, which indicates that the named person may stay in the UK and is permitted to do the work in question.

5. A Certificate of Application (digital or non-digital) issued by the Home Office showing that the holder has made an application for leave to enter or remain under Appendix EU to the immigration rules (known as the EU Settlement Scheme), on or after 1 July 2021, together with a Positive Verification Notice from the Home Office Employer Checking Service. Additional document entered on list.