

OPERATOR'S LICENCE

RENEWAL APPLICATION FORM

APPLICANT 1

| | |
|----------------|--|
| FULL NAME | |
| HOME ADDRESS | |
| DATE OF BIRTH | |
| CONTACT NUMBER | |
| EMAIL ADDRESS | |

APPLICANT 2

| | |
|----------------|--|
| FULL NAME | |
| HOME ADDRESS | |
| DATE OF BIRTH | |
| CONTACT NUMBER | |
| EMAIL ADDRESS | |

OPERATING PARTICULARS

| | |
|--|--|
| Company Name/Trading name/Sole Trader | |
| Company registration number | |
| Address of operating office in the Borough of Broxbourne | |
| Telephone number for hirings | |
| Telephone number of Administration | |
| Do you provide 'Freephones' for booking Private Hire Journeys? If YES please state location | |
| Website Address | |
| Can bookings be made directly through your webpage? | |
| Email address | |
| Manager's Name | |

PREMISES INFORMATION

| | | |
|--|-----|----|
| Has planning permission for the use of these premises for offices been granted, or has it been confirmed that planning permission is not required? | YES | NO |
| If YES, give reference number and date | | |
| Do you have radio communication with your vehicles? | | |
| Do you intend to fit PDAs or any other electronic devices within your vehicles? | YES | NO |
| If YES, please detail make and model and details of radio licence | | |
| Do any of your vehicles operate internal CCTV? | | |
| If YES, have you registered these details with the Information Commissioner's Office (ICO)? | YES | NO |

VEHICLE INFORMATION

| | | |
|---|-----|----|
| How many Private Hire vehicles will operate under this licence? | | |
| Do you intend to use any hackney carriage vehicles? | YES | NO |
| Do you intend to use any hackney carriage vehicles licensed by another authority? | YES | NO |
| If YES, please give details of which licensing authority and make / model License number of car | | |

LIST OF BROXBORNE VEHICLES TO BE OPERATED

| Licence Number | Vehicle Registration | Make & Model | Owner |
|----------------|----------------------|--------------|-------|
| | | | |
| | | | |
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| | | | |

LIST OF BROXBOURNE DRIVERS TO BE OPERATED

| Licence Number | Driver name |
|----------------|-------------|
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SUITABILITY OF APPLICANTS

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|---|--|
| <p>Have you made any previous application for an Operator's Licence to any other Licensing Authority? If so, give date and name and address of Licensing Authority and result of application.</p> | |
| <p>Has any Operator's Licence previously held by you been revoked or suspended by any other Licensing Authority? If so, give details and name and address of Licensing Authority.</p> | |
| <p>Does the applicant (or any of the applicants, or any director of officers of the company) have any convictions or cautions for any offence which are not considered to be 'spent'?</p> | |
| <p>Are any of the applicants (or any of the applicants, or any director of officers of the company) been charged with an offence and currently awaiting outcomes of those proceedings?</p> | |
| <p>Are any of the applicants (or any of the applicants, or any director of officers of the company) currently prohibited from working in the UK for immigration reasons?</p> | |
| <p>Are any of the applicants (or any of the applicants, or any director of officers of the company) ever been refused a Private Hire Operators licence by this or any other authority?</p> | |
| <p>Please provide your 9 character tax check code and your company number if you have one.</p> | |

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|--|--|
| <p>If an application is from a partnership, we must get confirmation from HMRC that each partner in the application has completed a tax check.</p> <p>For example, if:</p> <ul style="list-style-type: none"> • one partner made the application on behalf of the partnership, we must get confirmation that this single partner has done a tax check • more than one partner makes the partnership's application, we must get separate confirmations that each of the partners has done a tax check | |
| <p>Please enclose your basic disclosure and barring service certificate dated within the last 3 months. A basic disclosure is required annually.</p> <p>If you are also a licensed driver with the Borough of Broxbourne we will already viewed your enhanced certificate, so this will not be necessary.</p> | |

Right to work:

Your right to work in the UK will be checked as part of your licence application, this could include the licensing authority checking your immigration status with the Home Office. We may also share information with the Home Office. Biometric Residence Permit or Card and Frontier Worker Permit holders must use the Home Office online service checking service 'prove your right to work to an employer' to prove their right to a licence. You must share your immigration status using the Home Office online. Where an online check has been carried out, the 'profile' page confirming your right to work will be copied and retained by the licensing authority. EEA and Swiss family members must now hold status under the EU Settlement Scheme. Paper or digital Certificates of Application for EUSS applicants can be accepted with a verification from the Status Verification, Enquiries & Checking (SVEC) service

Your application will not be considered valid until all the necessary information has been produced and the relevant fee has been paid.

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.'

Your right to work in the UK will be checked as part of your licence application, this could include the licensing authority checking your immigration status with the Home Office. We may also share information with the Home Office.

Tax Conditionality:

If you do not need to complete a tax check please use the following GOV.UK website addresses for HMRC guidance about tax registration obligations:

- PAYE information: www.gov.uk/income-tax/how-you-pay-income-tax
- registering for Self Assessment: www.gov.uk/register-for-self-assessment
- Corporation Tax information: www.gov.uk/corporation-tax

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

DATA PROTECTION:

The Council needs to collect the information provided on this application and share it with others to assess your suitability and fitness to be issued with a hackney carriage or private hire driver's licence and to fulfil our statutory obligations.

The Council is also under a duty to protect public funds it administers and to that 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 for these purposes.

Our privacy statement explains how we use information about you and how we protect your privacy.

Visit www.broxbourne.gov.uk/privacypolicy or contact the Council's Licensing Office.

GENERAL DECLARATION

I hereby apply for an Operator's Licence to operate Vehicles within the Borough of Broxbourne.

I confirm that I am aware of the content of HMRC guidance relating to my (our) tax registration obligations.

I declare I have right to work in the UK.

I declare that the information given on this form is to the best of my knowledge and belief correct.

I accept that if for the purposes of obtaining an Operator's Licence I willfully make any false statement or omit any material particular I shall be liable to prosecution.

| | |
|--|--|
| Date | |
| Signature | |
| Capacity in which application is signed | |

Note this application must be signed by the applicant or, in the case of a company, by a Director or other duly authorised agent of the company.

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 www.broxbourne.gov.uk/resident/privacy policy or contact the Licensing Office on 01992 785593