

APPLICATION FOR THE INITIAL GRANT OF A
PRIVATE HIRE OPERATOR LICENCE



WARNING

It is an offence for an applicant knowingly or recklessly to make a false statement or to omit any material information in order to obtain a licence. Such action will reflect on the suitability of the applicant to hold such a licence.

SECTION 1 – DETAILS OF PRIMARY APPLICANT

Full Name			
Residential address (Including post code)			
Email address			
Telephone number			
Date of birth		Place of birth	
Nationality			
National Insurance Number			

Have you ever had a private hire or hackney carriage driver, vehicle or operator licence suspended or revoked by another authority? ☐ Yes (provide details below) ☐ No

Details (including issuing authority, licence type, dates of suspension/revocation)

Right to work in the UK	<input type="checkbox"/>	Permanent (provide documentation from List A in Section 10 unless already provided)
	<input type="checkbox"/>	Temporary (provide documentation from List B in Section 10)

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.

Are you currently licensed in any other authority?	<input type="checkbox"/> Yes – Please provide licence no
	<input type="checkbox"/> No

SECTION 2 - ADDITIONAL APPLICANT DETAILS

This section should only be completed if the applicant in Section 1 intends to operate private hire vehicles in partnership with any other persons.

Full Name			
Residential address (Including post code)			
Email address			
Telephone number			
Date of birth		Place of birth	
Nationality			
National Insurance Number			

Have you ever had a private hire or hackney carriage driver, vehicle or operator licence suspended or revoked by another authority? ☐ **Yes** (provide details below) ☐ **No**

Details (including issuing authority, licence type, dates of suspension/revocation)

Right to work in the UK	<input type="checkbox"/>	Permanent (provide documentation from List A in Section 9 unless already provided)
	<input type="checkbox"/>	Temporary (provide documentation from List B in Section 9)

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.

Are you currently licensed in any other authority?	<input type="checkbox"/> Yes – Please provide licence no
	<input type="checkbox"/> No

SECTION 3 – REGISTERED COMPANY (OPERATOR DETAILS)

Is the application being made in respect of a registered company?

Yes

No

Please provide the company's number, issued by Companies House

If you have or hold a licence with another authority
Please provide your HMRC digital tax check code:

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We are unable to process your application for a licence if you do not provide a tax check code.

The Finance Act 2021, Schedule 33 (Licensing Authorities: Tax Information) Regulations 2022.

Confirming you understand your tax responsibilities:- If you have not held a licence with any other authority you are required to read HMRC guidance on what you need to do to be properly registered for tax in the future. <https://www.gov.uk/guidance/complete-a-tax-check-for-a-taxi-private-hire-or-scrap-metal-licence>

Has any director or secretary previously applied for any operator licence?

Yes

No

If yes, please give details:

Registered Company Name

Registered Company Address
(Including post code)

York Business / Operating
Address (Including post code)

Business email address

Business telephone number (York)

(This is the telephone no. at the operating address and cannot be a mobile telephone no.)

Will the public have access to the premises?

Yes

No

Please state number of vehicles to operate from this company:

(Please indicate number of vehicles applicable by ticking the appropriate box)

(Please specify exact number between 1 and 10)

- ☐ 1 to 10 vehicles (Number)
- ☐ 11 to 50 vehicles
- ☐ 51 to 90 vehicles
- ☐ 91+ vehicles

It is the private hire operator's responsibility to ensure that appropriate planning permission and public liability insurance is obtained where necessary prior to making provision for bookings. Any breaches in this regard would be enforceable under the relevant primary legislation.

Have you obtained planning permission to operate private hire vehicles from this address?

Yes

No

If yes, please provide the planning application number:

If the applicant is a company or partnership, please provide details of all directors or partners below.

Proprietor/Partner/Company	Date of birth	Address and telephone number

It is the private hire operator's responsibility to set and uphold appropriate standards in relation to staff undertaking booking and dispatch duties. Any failure to do so may raise doubts as to the operator's suitability to hold a licence.

Policy for Bookings and Dispatch Staff

- ☐ I intend to adopt the Council's Template Policy for assessing the suitability of bookings and dispatch staff.
- ☐ I have attached a copy of my own Policy for assessing the suitability of bookings and dispatch staff.

SECTION 4 – CONVICTION DECLARATION

You are required to declare all offences for which you have been convicted or received a formal caution from the Police, whether or not it is spent within the terms of the Rehabilitation of Offenders Act 1974.

Since your last renewal have you or any person mentioned in this application ever been convicted in any court for any offence or offences including driving offences and fixed penalty offences or received a formal caution?

Yes

No

If YES, please declare below all convictions/driving offences (continue on a separate sheet if necessary)

DATE	COURT	OFFENCE	PENALTY

You may wish to explain any mitigating circumstances which gave rise to the conviction. You are invited to do so in the space below. (continue on a separate sheet if necessary)

Details....

SECTION 5 - DECLARATION

In connection with the Council granting my private hire operator's licence, I undertake that throughout the duration of the licence period: -

- a) I will comply with all conditions and regulations, copies of which I have received and read.
- b) I have read and understand the implications of the warning regarding the making of a false declaration in relation to this application and confirm that to the best of my knowledge the particulars I have provided with this application are correct.
- c) I have read and understand the City of York Council's Taxi Licensing Privacy Notice.
- d) I have read HMRC guidance on what I need to do to be properly registered for tax in the future.

I understand that failure to comply with this undertaking may result in the licence being revoked, suspended or not renewed. I hereby apply for a private hire operator's licence. I confirm I am the applicant described on this form.

Signature:

Date:

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SECTION 6 - PERSONAL DATA AND INFORMATION SHARING

This authority requires the requested information in order to process your application for a licence. It has a duty to protect and safeguard the public and therefore may share the information you have provided on this form. For details of the information we collect and how we use it, please see the Taxi Licensing Privacy Policy on our website <https://www.york.gov.uk/privacy/TaxiAndPrivateHireLicensing>

This authority is under a duty to protect the public funds it administers. We may share information internally and externally with other organisations responsible for auditing or administering public funds, or where undertaking a public function, in order to prevent and detect fraud. We may also disclose information to a Specified Anti-Fraud Organisation for the purpose of preventing fraud under Section 68 of the Serious Crime Act 2007.

SECTION 7 - OPERATOR CHECKLIST

An application will not be determined unless the licensing authority is in receipt of:

- ☐ a fully completed application form
- ☐ the appropriate fee
- ☐ a copy of the private hire operator's policy on employing ex-offenders involved with taking bookings and dispatching vehicles. (You may wish to adopt the Council's Template Policy for assessing the suitability of bookings and dispatch staff)
- ☐ public liability insurance & employers liability insurance (if applicable)
- ☐ the operator's vehicles and drivers schedule (list of all vehicles and drivers)
- ☐ the operator's fare chart

AND, for any applicants, directors or partners who do not already hold a driver or operator licence with City of York Council:

- ☐ a satisfactory basic criminal record check from <https://www.gov.uk/request-copy-criminal-record> for each proprietor or in the case of a company or partnership, for every director and partner (not applicable to drivers, proprietors and operators already licensed by City of York Council)

Please return the completed form & documents to Licensing Section, Eco Depot, Hazel Court, York, YO10 3DS.

SECTION 8 - OFFICE USE ONLY

PRIVATE HIRE OPERATOR LICENCE NO.....

☐ B&D POL ☐ PL & EL ☐ DBS ☐ FARE ☐ OPDS/OPVS ☐ TAX

FEE PAID:

DATE PAID:

RECEIPT NO.

DATE LICENCE COMMENCES:

DATE LICENCE EXPIRES:

SIGNED:

DATE ISSUED:

SECTION 9 - ACCEPTABLE DOCUMENTS TO PROVE RIGHT TO WORK IN THE UK

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

1. A passport (current or expired) showing 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 (in either case, whether current or expired) showing that the holder is an Irish citizen.
3. 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.
4. A current passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has a right of abode in the UK, or has no time limit on their stay in the UK.
5. 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.
6. 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.
7. 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.
8. 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 – 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 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.
3. 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 – where a time-limited statutory excuse lasts for 6 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 on or before 30 June 2021 together with a Positive Verification Notice from the Home Office Employer Checking Service.
2. 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.
3. 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 (J) to the Jersey Immigration Rules or Appendix EU to the immigration Rules (Bailiwick of Guernsey) Rules 2008, or Appendix EU to the Isle of Man Immigration Rules together with a Positive Verification Notice from the Home Office Employer Checking Service.
4. 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.
5. 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.