

# Application for Grant/Renewal of Private Hire Vehicle Operators Licence

Please tick as appropriate:

- Grant  
 Renewal

1. Section 55 of the Local Government (Miscellaneous Provisions) Act, 1976, provides that no person shall act as an Operator of Private Hire Vehicle(s) without first obtaining a Licence from the Council. The licence allows the holder to operate private hire vehicles - operate means: "In the course of business to make provision for the invitation or acceptance of bookings for a private hire vehicle".
2. This application form must be completed in black ink in **BLOCK** letters and returned with the fee of £335 to the Licensing Team, East Lindsey District Council, Manby Park, Louth, Lincolnshire, LN11 8UP. Please note that we no longer accept cash for the payment of licence application fees.
3. The Licensing Team is able to provide facilities for licence payments by credit and debit cards. Further information on payment by credit or debit card is available by contacting the Licensing Team direct.
4. All questions on this application form must be answered. All addresses must include Post Codes.
5. All applications by first time applicants must be made in person at the Council's Tedder Hall offices.
6. **DBS Disclosure and Applicants making their first application to this Authority for an Operators Licence** - All persons detailed in 1(a) and 1(d) on the application form must submit the result of a Basic Disclosure and Barring Service (DBS) Disclosure (or recent Standard or Enhanced DBS Disclosure) in order for the application to be determined. Please note that the Council will not normally accept Disclosures, which are more than one month old. A basic DBS Disclosure can be obtained from the gov.uk website:  
[www.gov.uk/request-copy-criminal-record](http://www.gov.uk/request-copy-criminal-record). In some limited instances the Licensing Team will be happy to accept a completed application on the understanding that the DBS Disclosures will be forwarded at a later date. In all cases the application cannot be determined until such time as the Licensing Team receives the DBS Disclosures.  
N.B. If you are submitting this application at the same time as an application for a hackney carriage or private hire vehicle driver's licence then you should contact the Licensing Team as we may be in a position to accept the Disclosure in relation to your driver's licence application for both the driver and operator applications.
7. In relation to Point 6 above once an Operator's Licence has been granted a basic DBS Disclosure will then be required every year thereafter.
8. Any premises from which a Private Hire Vehicle operates may require Planning Permission. Applicants are advised therefore to contact this Authority's Development Control Team, for further information regarding planning matters.
9. The Council recommends that Private Hire Vehicle Operators provide adequate off-street parking. In some cases the Council may consider requiring individual operators to provide off-street parking by way of conditions attached to the grant of an Operator's Licence. The Council currently recommends a minimum standard of one off-street space for every four vehicles operated. Licence holders have the right to appeal to the Magistrates Court regarding any condition attached to the grant of an Operator's Licence.

N.B. The ratio of one off-street space for every four vehicles operated should include any hackney vehicles (taxis) also operating from the base.

10. All applicants for an operator's licence holding a licence to drive a motor vehicle must produce their UK DVLA Driving Licence (or legal equivalent) when making the operator's licence application - see Point 11 below.
11. In view of the significant responsibility held by private hire operators in terms of setting standards for their company, recruiting drivers, and dealing with members of the public the Council believes that the operator must be a person of good character and should be an example to all those whom he/she employs. The Council are therefore of the view that applicants must at least fulfil the same requirements as applicants for private hire drivers licences in terms of being free from serious convictions and driving endorsements.
12. The Council may require any applicant for an operator's licence to submit such information as is considered reasonably necessary to enable the determination of the application and whether conditions should be attached to a licence.
13. It is an offence to give false information in relation to this licence application.
14. Private hire vehicle operators are subject to the requirements of the Rehabilitation of Offenders Act 1974. The Act provides that when the rehabilitation period for a conviction has expired, the conviction becomes spent and cannot be considered - see note at the end of this application form.
15. The Council's statement of policy about relevant convictions can also be found at the end of this application form.
16. This Authority normally issues operator licences for a period of five years.

## Right to a Licence Check

### You must make your first licence application in person at the Council's Tedder Hall offices

In line with the requirements of the Immigration Act 2016 we must check that all driver and operator licence applicants are permitted to work in the UK. With this in mind when you make your first licence application, you must make it in person at the Council's Tedder Hall Offices and present:

- Your UK Passport, or
- Your UK birth certificate, together with an official document giving your name and National Insurance number, or
- Your European Economic Area Country or Switzerland Passport

Please contact us by telephone to make an appointment for the above check to be undertaken.

If you are unable to produce the above document(s) types then you must contact the Licensing Team as a matter of urgency and we will be able to offer further advice and a list of alternative documents that may be provided.

We will not be in a position to accept and process your licence application unless you comply with the above requirements.

Once we have made the appropriate 'right to a licence check' we will not need to make another relevant 'right to a licence' check – unless there are specific restrictions on an individual's right to work in the UK (e.g. a limit on the time that an individual may work and remain in the UK).

## Section 1 - Your Details

1(a) Full name and address of person(s) or limited company wishing to operate private hire vehicle(s):

In the case of named persons you should give the following information in relation to each person: Name / Address / Post Code / National Insurance Number / Date of Birth.

- You should include the date of birth and National Insurance Number for all persons above (continue on a separate sheet if necessary).
- You must produce documentary evidence of the National Insurance Numbers detailed above (e.g. P40, P60 or National Insurance Card).

(i)

Postcode:

Date of birth:

NI No:

(ii)

Postcode:

Date of birth:

NI No:

(iii)

Postcode:

Date of birth:

NI No:

(iv)

Postcode:

Date of birth:

NI No:

1(b) Trading name of person(s) or limited company:

1(c) Registered Office address of limited company if different from 1(a) above:

Postcode:

## Section 1 - Your Details

1(d) If the applicant is a partnership or limited company the full names and addresses of all partners or directors and secretary. (If not applicable please insert 'N/A'.)

(Continue on separate sheet if necessary.)

Postcode:

Postcode:

Postcode:

1(e) Has any person in (a) or (d) above ever applied for an operator's licence before, to this Council or any other Council? If so, when and where did they apply?

(If you are applying to renew an existing licence with this Authority then please insert 'N/A - Application to Renew Existing Licence'.)

(Continue on separate sheet if necessary.)

1(f) Does any person in (a) or (d) above hold any of the following - private hire driver's licence, private hire vehicle licence, hackney carriage driver's licence or hackney carriage vehicle licence - issued by this Council or any other Council? If so, give full details including the Council name, badge numbers, date of grant and expiry. (Continue on a separate sheet of paper if required.)

## Section 1 - Your Details

1(g) Has any person in (a) and (d) above ever been refused a private hire driver's licence, private hire vehicle licence, private hire operator's licence, hackney carriage driver's licence or hackney carriage vehicle licence or had any such licence suspended or revoked?

Yes  No

If YES, give full details including the name of the Council and the date:

1(h) What trade, business or profession has each person named in (a) and (d) carried on over 5 years prior to applying for this licence and where?

1(i) Has any person named in (a) and (d) above ever been convicted in a Court of Law for any offence (or been found guilty of a criminal offence (e.g. conditional or absolute discharge)), other than driving, which is not now spent under the terms of the Rehabilitation of Offenders Act 1974?

Yes  No

If YES, please give full details of offence(s) and date(s) of conviction(s) and sentence, penalty or result (attach a list if necessary):

N.B. Private hire vehicle operators are subject to the requirements of the Rehabilitation of Offenders Act 1974. The Act provides that when the rehabilitation period for a conviction has expired, the conviction becomes spent and cannot be considered - see note at the end of this application form.

## Section 1 - Your Details

1(j) Has any person named in (a) or (d) above ever received a fixed penalty notice in respect of a public order offence?

Yes  No

If YES, please give full details including date and penalty:

1(k) Are there any charge(s) or summons at present outstanding against any person named in (a) or (d) above?

Yes  No  If YES, please state:

Nature of Alleged Offence:

N.B. The withholding of any relevant information might lead to this application being dismissed or any licence being suspended or revoked.

Date of Alleged Offence:

Court/Police Station dealing with the Matter:

Date of Court Hearing:

Any other relevant information:

1(l) Does the DVLA Driving Licence (or EC or EEA Driving Licence) of any person named in (a) or (d) above show any current endorsements?

Yes  No

If YES, give date(s) and full particulars of offence(s):

1(m) Has any person named in (a) or (d) above ever been disqualified from driving?

Yes  No

If YES, give date(s), nature of disqualification etc:

## Section 1 - Your Details

1(n) If any person in (a) or (d) above is, or has been, a director or secretary of any other limited company the following information must be provided about each of those companies:

(i) Name and Registered Office:

Postcode:

(ii) Trade or business activities carried on by each company:

(iii) Previous applications made by each company for an operator's licence, to this Council or any other Council:

(iv) Any revocation or suspension of any operator's licence issued by this Council or any other Council previously held by any company:

(v) All convictions (excluding spent convictions) in relation to any offence recorded against any company:

(vi) Any charge(s) or summons at present outstanding against any company:

## Section 2 - Licence Details

2(a) (i) Current ELDC Operator's Licence Number (if applicable):

(ii) Current Operator's Licence Number with any other Council (if applicable):

## Section 3 - Operation Details

3(a) Address from which you will operate:

Postcode:

Telephone number:

Mobile telephone number:

Email address:

Business website address

3(b) Do the vehicles you operate have radios or do you intend to fit radio phones in the vehicles?

Yes  No

If YES, state:

(i) make and model of radio:

(ii) the frequency on which the radio is broadcast:

(iii) address where radio transmitter is based (including Postcode):

Postcode:

3(c) Do you have or intend to have a waiting room at the premises mentioned in question 3(a) for members of the public?

Yes  No



### Section 3 - Operation Details

3(d) How many telephone lines will you have which will be available for public telephone bookings?

3(e)

(i) Please state telephone number(s) mentioned in 3(d) above.

(ii) If any of the above telephone numbers are 'FREEPHONES' please state which are freephone numbers and the location(s) of those freephones.

Telephone Numbers	Freephone?	Freephone location

3(f) How many persons do you employ or intend to employ in making provision for the invitation or acceptance of bookings for private hire, and in what capacity?

3(g) How many private hire vehicles do you intend to operate from the premises detailed at 3(a) above?

3(h) Are off-street parking facilities available at the premises detailed at 3(a) above?

Yes  No  If YES:

■ How many off-street parking spaces are available?

■ Describe the off-street facilities which are available:

3(i) Do you also intend operating hackney carriage vehicles (taxis) from the address detailed at 3(a) above?

Yes  No  If YES how many?

In relation to off-street parking you are reminded that the Council recommends a ratio of one off-street space for every four vehicles operated (including any hackney carriage vehicles (taxis) operating from the base).

### Section 3 - Operation Details

3(j) Is there a current planning permission for use of the premises detailed at 3(a) for booking office purposes?

Please note that holding a Private Hire Operator's Licence will not exempt you from the requirement to obtain planning permission for your operating base if planning consent is required. However the Licensing Authority will not normally take lack of planning permission into consideration when considering any licence application. The enforcement of planning regulations is a matter for the Planning Authority rather than the Licensing Authority.

Yes  No

If YES, state reference number and date:

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If NO, will an application for planning consent be made?

Yes  No

3(k) State names and addresses of drivers to be employed.

(Continue on separate sheet if necessary.)

(i)

Postcode:

(ii)

Postcode:

(iii)

Postcode:

(iv)

Postcode:

## Section 4 - Other Matters

4(a) Within 5 years of the date of this application has any person named in 1(a) and 1(d) above at any time lived or worked outside the UK for a continuous period exceeding 3 months?

N.B. In certain instances a Certificate of Good Conduct or Criminal Record Certificate may be required from applicants who have lived or work abroad.

Yes  No

If YES, please give details below:

4(b) Under Section 8 of the Asylum and Immigration Act 1996, it is a criminal offence to employ anyone who does not have permission to work in the UK. Applicants may be required to provide documentary evidence of their right to work in the UK.

(a) Is any person named in 1(a) or 1(d) above subject to any legal restrictions in respect of their employment in the UK?

Yes  No

If YES, please give details below:

(b) Does any person named in 1(a) or 1(d) above require a work permit?

Yes  No

If YES, please give details below:

## Declaration

I/We DECLARE that the information set out in this application is correct and that I/We am/are aware that any false information could lead to disqualification of the application and prosecution under Section 57 (3) of the Local Government (Miscellaneous Provisions Act 1976).

Your information will be processed in accordance with the law, in particular the data Protection Act 1998 and the Freedom of Information Act 2000. The information that you provide will only be used for Council purposes unless there is a legal authority to do otherwise.

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.

Signed:  Applicant(s)

Date:

### Applicants should note the statement of policy about relevant convictions shown overleaf

I hereby enclose the following:

1. Correct Application Fee .....
2. Proof of National Insurance Numbers (e.g. P45, P60 or National Insurance Card) – if applicable.....
3. Result of a Basic DBS Disclosure – if applicable\* .....   
\* In some instances the Licensing Team will be prepared to accept a completed application on the understanding that the DBS Disclosure will be forwarded at a later date. In all cases the application cannot be determined until such time as the DBS Disclosure are received by the Licensing Team.
4. UK DVLA Driving Licence (or legal equivalent) for all applicants (if they hold a driver's licence).....
5. Safeguarding Course Certificate (if required) .....
6. UK Right to a Licence Document(s) (if required).....

### Contact Details:

Licensing Team  
East Lindsey District Council  
Tedder Hall  
Manby Park  
Louth  
Lincolnshire  
LN11 8UP

Tel: 01507 601111  
E-Mail: [licensing@e-lindsey.gov.uk](mailto:licensing@e-lindsey.gov.uk)  
Website: [www.e-lindsey.gov.uk](http://www.e-lindsey.gov.uk)

### For Office Use Only

Date application received:  Operators Licence issued Yes  No  N/A

Basic DBS Disclosure Received  or N/A  Reason if N/A:

Payment by: Cheque  Postal Order  Credit / Debit Card  BACS

## Data Protection Notice – Licensing (Private Hire Vehicle Operator Licensing)

East Lindsey District Council is a Data Controller and can be contacted at:

Tedder Hall, Manby Park, Louth, Lincolnshire, LN11 8UP  
Tel: 01507 601111

The Data Protection Officer for this Authority can be contacted at the same address.

East Lindsey District Council has a statutory duty to regulate hackney carriage and private hire vehicle activities in the District. We are collecting your personal data in order to process your licence application under the Local Government (Miscellaneous Provisions) Act 1976 as we are the Licensing Authority.

Your personal data will be shared in the following ways as part of this application:

The law requires us to verify that applicants for driver licences as well as individuals applying for a private hire operator's licence have the right to work in the UK. Where necessary, we may need to verify your information with the Home Office and/or the Department for Work and Pensions (DWP).

The Council may also share personal information with a number of other organisations as part of the licensing process. Such organisations may include the Police, DVLA, Home Office, DWP, and Local Authorities. Any information sharing will be managed in accordance with relevant privacy and data protection legislation.

The Council has a contract with a third party service provider (Intelligent Data Systems (UK) Limited) with regard to the supply of DVLA driver information and which supports the day-to-day operation of our licensing services.

Your data will not be shared with third parties but may be used for Council purposes, in order to prevent or detect crime, to protect public funds or where we are required or permitted to share data under other legislation.

Some limited licensee information may be made available to the public where relevant legislation requires or permits it and publication is in the public interest. Examples may include licensee names and associated licence numbers, together with the status and expiry dates of those licences

In line with our retention policy your data will be kept for the period of time that you hold a licence with this Authority and then for a further 6 years after your last licence expires. The data will then be deleted / destroyed.

We also keep data for six years from the resolution of an unsuccessful licence application or the resolution of legal proceedings.

You have the right to access your data and to rectify mistakes, erase, restrict, object or move your data in certain circumstances. Please contact the Data Protection Officer for further information or go to our website where your rights are explained in more detail. If you would like to receive an explanation of your rights in paper format please contact the Data Protection Officer.

Any complaints regarding your data should be addressed to the Data Protection Officer in the first instance. If the matter is not resolved you can contact the Information Commissioner's Office at:

Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF  
Tel: 0303 123 1113

If you do not provide the information required on the form then we will not be able to process your licence application.

For further information on our Data Protection Policies please go to our website: [www.e-lindsey.gov.uk](http://www.e-lindsey.gov.uk)

When submitting an application for a Private Hire Vehicle Operators Licence you are requested to declare any convictions or cautions you may have unless they are regarded as 'spent' under the Rehabilitation of Offenders Act 1974. The information you give will be treated in confidence and will only be taken into account in relation to your application.

The disclosure of a criminal record or other information will not debar you from gaining a licence unless the authority considers that the conviction renders you unsuitable. In making this decision the authority will consider the nature of the offence, how long ago and what age you were when it was committed and any other factors which may be relevant.

The Council has adopted guidelines relating to the relevance of convictions and each case will be decided on its own merit.

Any applicant refused a Private Hire Vehicle Operators licence on the ground that he/she is not a fit and proper person to hold such a licence has a right of appeal to a Magistrates' Court.

If you would like to discuss what effect a conviction or caution might have on your application you may contact the Council's Licensing Team.

## The Rehabilitation Of Offenders Act 1974

The Rehabilitation of Offenders Act, 1974 provides that after a certain lapse of time, convictions for offences are normally to be regarded as "spent".

Guidance on the Rehabilitation of Offenders Act 1974 can be found on the GOV.UK website.