

Private Hire Operators Licence – Guidance Note

A Private Hire Operators Licence is required for operating pre-booked Private Hire Vehicles. Please ensure you have the appropriate planning permission and insurance provisions.

South Norfolk Council will only grant an Operator's licence providing the operating base is within the district.

The application must be accompanied by the fee of £565 payable to South Norfolk Council. The licence will remain in force for a period of five years from the date of issue.

A South Norfolk Council licensed Operator must ensure that all vehicles and drivers working for them are also licensed by South Norfolk Council.

An Operator must keep records of bookings and produce these to an Authorised Officer or Police Officer on request. The content of these will be as prescribed by the Council in the licence conditions.

The Operator shall notify the Council in writing of any change of his/her home address within seven days of moving.

The Operator shall within seven days disclose to the Council in writing of any conviction imposed on him/her (or if the Operator is a company or partnership, or any of the directors or partners) during the period of the licence.

PART "A" and "E" to be completed in all cases.

PART "B" applies only where the applicant is a sole proprietor.

PART "C" applies to company application, other than sole proprietorship or partnership.

PART "D" applies only to partnership application.

DECLARATION TO BE SIGNED IN ALL CASES BY ALL APPLICANTS

PART A – TO BE COMPLETED IN ALL CASES

Trading Name under which the Private Hire Business will be operated:

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Operating Address:

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Post Code Email

All contact telephone number(s)

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Details of Private Hire Vehicles to be operated:

| Make and Type | Vehicle Registration Number | If already licensed give Licence Plate Number |
|---------------|-----------------------------|---|
| | | |

Please provide names and badge numbers of all drivers who are employed by you.

| Drivers Name | Badge Number |
|--------------|--------------|
| | |

Part B – Sole Proprietors

Please provide your name, address, telephone number and email address

Surname

Forename(s)

Any previous surname(s)

Address
.....
.....
.....

Post Code

Telephone number

Mobile number

Email address

Has any previous application for an Operator’s Licence been made by you or on your behalf? Yes/No

Do you hold or have you held an Operator’s Licence? Yes/No

If yes please provide details:-

Licence number

Name of Issuing Authority.....

Has any previous Operator’s Licence held by you been refused, revoked or suspended? Yes/No

If yes, please provide details: -
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Part C – Company Application

If you propose to operate vehicles as a Company please give the name (including any previous names), home address of all directors and company secretary along with telephone number and email address:

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Has any previous application been made for an Operator Licence on behalf of the company? Yes/No

Has any previous application been made for an Operator licence by any director or secretary of the company? Yes/No

If the company holds or has held an Operator Licence please state:

Licence number

Name of Issuing Authority.....

Date the licence expires/d

Has any previous Operator Licence held by the company, any director or secretary been refused, revoked or suspended? Yes/No

If yes, please provide details: -

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Part D – Partnership Application

If you propose to operate vehicles in partnership with another person, please provide full names (including previous names), home address of each partner along with telephone number and email address.

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Has any previous application been made for an Operator Licence by any partner? Yes/No

If the partnership or any partner holds or has held an Operator Licence please state:

Licence number

Name of Issuing Authority.....

Date the licence expires/d

Has any previous Operator Licence held by any partner been refused, revoked or suspended? Yes/No

If yes please provide details: -

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Part E – Criminal Convictions

“Whilst certain previous convictions become spent under varying timescales under The Rehabilitation of Offenders Act 1974, taxi drivers (defined as drivers of hackney carriage vehicles and private hire vehicles) are one of the exceptions to the Act and as such all convictions, whether or not they are deemed to be spent are required to be disclosed by the applicant.”

Notwithstanding the above Officers/Councillors may still have regard to the fact that the convictions would otherwise have been spent as a factor in giving them certain weight when taking into account the nature of the offence, the circumstances and the age.

If you require any assistance in the completion of this section please contact a member of the Licensing Team.

1. I HAVE NOT been convicted of a criminal offence **OR**
2. I HAVE BEEN convicted of an offence or offences **OR**
and I list below every offence for which I have been convicted.
3. I HAVE received a formal caution within the last 3 years

| Date and place offence committed | Court which dealt with the matter (type of Court and town) or offence code | Date of Court hearing | Date sentence imposed (if different from date of hearing) | Sentence imposed |
|----------------------------------|--|-----------------------|---|------------------|
| | | | | |

DECLARATION TO BE SIGNED IN ALL CASES

I declare that I have read and understood the notes below and in the Council's Licensing Conditions. I understand that I may be liable to prosecution if I have knowingly or recklessly made a false statement or have omitted any relevant material.

Data Protection Statement

The data provided on this form, including any photographic image, will be used by South Norfolk Council as data controller for the purpose of issuing (subject to eligibility) a Combined Hackney Carriage/Private Hire Driver's Licence and is subject to the requirements of the Data Protection Act 1998. This personal data will be held and processed by the Council in accordance with Data Protection Act and may be disclosed to the Audit Commission for the purpose of preventing and detecting fraud. The information will be held on computer files and in relevant paper filing systems.

For further information, please contact the Council's Data Protection Officer; freephone 0808 1682000 or go to www.south-norfolk.gov.uk

Signed _____ Date _____

Print Name

Part E – Notes

You should be aware that the licensing authority is empowered in law to check with the Disclosure & Barring Service (DBS) for the existence and content of any criminal record held in the name of an applicant. Information received from the DBS will be kept in strict confidence while the licensing process takes its course and will be retained for no longer than is necessary.

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. Any applicant refused a Private Hire 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 might have on your application you may contact the Licensing Team in confidence, for advice.