

## Private Hire OPERATOR Licence Application

*(Please complete ALL SECTIONS and in black ink and BLOCK Capitals)*

Please select which Licence you are applying for:					
<input type="checkbox"/> <b>New</b>					
<input type="checkbox"/> <b>Renewal</b> (no later than 14 days prior to expiry)					
<b>Existing Licence Number:</b>					
1	2	3	4		
<b>Expiry Date:</b>					
D	D	M	M	Y	Y

<b>Name of Operator</b>				
<b>Full Business Address</b>				
	Postcode:			
<b>Number of Vehicles applying for:</b> <i>(please tick)</i>	<b>1</b> <input type="checkbox"/>	<b>2 – 10</b> <input type="checkbox"/>	<b>11 – 25</b> <input type="checkbox"/>	<b>26 and over</b> <input type="checkbox"/>
<b>Are you applying for an Annual or 5 yearly licence?</b>	<b>Annual</b> <input type="checkbox"/>		<b>5 YEARS</b> <input type="checkbox"/>	
<b>Details of any Car Parking provision?</b>				
<b>Is the business a UK registered Company with Companies House?</b>  <i>All Directors of the company <u>MUST</u> complete their details on this form</i>	<input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>Yes</b>  <i>If Yes details required:</i> Registered Company Number: _____  Registered Office with Companies House: _____ _____ _____ Postcode: _____			
<b>Has any applicant (or in the case of a company, any Director) have / had any licence Refused / Revoked / Suspended by this or any other Local Authority?</b>	<input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>Yes</b> (if so details below)  Authority Name: _____  <i>Continue on last sheet if required....</i>			

**Applicant 1:**

<b>Title of Applicant:</b>	Mr / Mrs / Ms / Miss / Other (please state) .....								
<b>First / Middle Name of Applicant:</b>									
<b>Surname of Applicant</b>									
<b>Date of Birth</b> (i.e. 01-01-1980)									
<b>Place of Birth:</b> Town / City and Country:									
<b>Current Home Address (including postcode)</b>									
	<b>Postcode:</b>								
<b>NI Number</b>	A	B	1	2	3	4	5	6	C
<b>Contact Telephone No:</b>									
<b>Email Address:</b>									
<b>Current Occupation / Director of other companies:</b>									

Please list ALL Criminal Convictions (include spent convictions) and or outstanding court cases.  
 (\* Please note that references to Police Cautions include warnings and reprimands issued under Section 65 of the Crime and Disorder Act 1998).

Date of Conviction	*Criminal Convictions / Cautions (offences)	Court	Sentence

*Please continue on additional info sheet if required...*

**I can confirm I have no criminal convictions / cautions**

<b>Have you ever been made bankrupt or had a company which has gone into receivership or been dissolved?</b>	<input type="checkbox"/> No <input type="checkbox"/> Yes (if so details below)
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*Please continue on additional info sheet if required...*

**Applicant Declaration** (see notes on last page prior to signing)

- I apply for the grant / renewal of this Private Hire Operator Licence and I declare that the answers to all questions are true to the best of my knowledge and belief.
- I agree to abide by the conditions attached to the Licence as set by Lancaster City Council Licensing Section.
- It is an offence for the person(s) completing this form to make a false statement or omit relevant details.
- False and / or misleading information in this declaration may render this application invalid and may also result in prosecution.

**I DECLARE AND CONFIRM THAT:-**

- a) I have, for at least 12 months prior to the date of this application, been the holder of a full DVLA driver' licence (not being a provisional licence) under the Road Traffic Act 1972 authorising me to drive a motorcar.
- b) I am in good health and medically fit to drive a Hackney Carriage and / or Private Hire Vehicles.
- c) I understand that if I knowingly or recklessly make a false statement or omit any material particular in giving the information required for this application, I may be liable to prosecution under Section 57 of the Local Government (Miscellaneous Provisions) Act 1976.
- d) I have read, understood and complied with the notes accompanying this application form.
- e) **I have provided documents to demonstrate I am legally entitled to work in the UK**

<b>SIGNED</b> _____	<b>DATE</b> _____
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**Applicant 2:**

<b>Title of Applicant:</b>	Mr / Mrs / Ms / Miss / Other (please state) .....								
<b>First / Middle Name of Applicant:</b>									
<b>Surname of Applicant</b>									
<b>Date of Birth</b> <small>(i.e. 01-01-1980)</small>									
<b>Place of Birth:</b> <small>Town / City and Country:</small>									
<b>Current Home Address (including postcode)</b>									
<b>NI Number</b>	A	B	1	2	3	4	5	6	C
<b>Contact Telephone No:</b>									
<b>Email Address:</b>									
<b>Current Occupation / Director of other companies:</b>									

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<b>SIGNED</b> _____	<b>DATE</b> _____
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**Applicant 3:**

<b>Title of Applicant:</b>	Mr / Mrs / Ms / Miss / Other (please state) .....
<b>First / Middle Name of Applicant:</b>	
<b>Surname of Applicant</b>	

<b>Date of Birth</b> (i.e. 01-01-1980)									
<b>Place of Birth:</b> Town / City and Country:									
<b>Current Home Address</b> (including postcode)									
	<b>Postcode:</b>								
<b>NI Number</b>	A	B	1	2	3	4	5	6	C
<b>Contact Telephone No:</b>									
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<b>Current Occupation / Director of other companies:</b>									

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SIGNED _____	DATE _____
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**Applicant 4:**

<b>Title of Applicant:</b>	Mr / Mrs / Ms / Miss / Other (please state) .....									
<b>First / Middle Name of Applicant:</b>										
<b>Surname of Applicant</b>										
<b>Date of Birth</b> <small>(i.e. 01-01-1980)</small>										
<b>Place of Birth:</b> <small>Town / City and Country:</small>										
<b>Current Home Address (including postcode)</b>										
<b>NI Number</b>	<b>Postcode:</b> <table style="width: 100%; text-align: center; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 20px;">A</td> <td style="border: 1px solid black; width: 20px;">B</td> <td style="border: 1px solid black; width: 20px;">1</td> <td style="border: 1px solid black; width: 20px;">2</td> <td style="border: 1px solid black; width: 20px;">3</td> <td style="border: 1px solid black; width: 20px;">4</td> <td style="border: 1px solid black; width: 20px;">5</td> <td style="border: 1px solid black; width: 20px;">6</td> <td style="border: 1px solid black; width: 20px;">C</td> </tr> </table>	A	B	1	2	3	4	5	6	C
A	B	1	2	3	4	5	6	C		
<b>Contact Telephone No:</b>										
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<b>SIGNED</b> _____	<b>DATE</b> _____
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**Applicant 5:**

<b>Title of Applicant:</b>	Mr / Mrs / Ms / Miss / Other (please state) .....								
<b>First / Middle Name of Applicant:</b>									
<b>Surname of Applicant</b>									
<b>Date of Birth</b> <small>(i.e. 01-01-1980)</small>									
<b>Place of Birth:</b> <small>Town / City and Country:</small>									
<b>Current Home Address (including postcode)</b>									
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**I can confirm I have no criminal convictions / cautions**

**Have you ever been made bankrupt or had a company which has gone into receivership or been dissolved?**

- No  
 Yes (if so details below)

Please continue on additional info sheet if required...

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## DOCUMENTS REQUIRED

### NEW applicants

Prior to the submission of an application, the prospective applicant **MUST** speak to Lancaster City Council Planning department in relation to using the premises as a Private Hire booking office.

### NEW / Renewal Applications – Annual and 5 Yearly

- Completed Application Form
  - Copy of Fare Card to be supplied to Council
  - Public & Employers Liability insurance
  - OFCOM Licence (if you use radio systems)
  - Basic DBS certificate for each applicant (if not an existing driver)
  - Relevant Fee
- Right to work documents for each applicant
- 

### OFFICE USE ONLY

<b>Date Received</b>		<b>Officer initials</b>	
Licence fee paid		<b>Annual or 5 year?</b>	Annual / 5 yearly
P & E Insurance? OFCOM Licence?	Yes / No Yes / No	Fare Card?	Yes / No
<b>ALL Documents submitted?</b>	Yes / No	<b>If NO</b> which documents outstanding:	
<b>NR3 Register check</b>	Yes / No	<b>NR3 Check?</b>	YES/NO
<b>Licence issued date:</b>		<b>Officer issued by:</b>	