



APPLICATION FOR A PRIVATE HIRE OPERATOR LICENCE

Licensing – Privacy Notice

How is your information used?

We may use your information to: process applications, investigate and prosecute relevant illegal activities, investigate and prosecute Corporate Fraud; send you communications that you have requested or that may be of interest; ask agencies, government departments or other public bodies to give us information they have about you; check information you have provided, or information about you that someone else has provided, with other information we hold; get information about you from certain third parties, or give information to them to check the accuracy of information, prevent or detect fraud or protect public funds. These third parties include Government Departments, other Local Authorities and private sector companies, as allowed by law.

Who has access to your information?

We may share your information with:

- Other Council Departments – to ensure we meet our statutory duties; or to collect debt, and prevent fraud and the misuse of public funds.
- External organisations, for example, HM Revenues & Customs, the Department of Work and Pensions, the Police, the Audit Commission and other enforcement agencies and third parties, for other purposes allowed by law, including, to prevent fraud and the misuse of public funds.

For further information about how your personal information will be used, please visit www.derby.gov.uk where you can see a full copy of our privacy notice. Alternatively you can request a hard copy from - licensing@derby.gov.uk

PLEASE READ THE QUESTIONS CAREFULLY BEFORE COMPLETING THE FORM.
PLEASE USE BLOCK CAPITALS AND COMPLETE EVERY SHADED BOX. (July 17)

New Application		Renewal Application	
I /We apply to Derby City Council to grant, subject to the provisions of the Local Government (Miscellaneous Provisions) Act 1976, a licence to operate private hire vehicles from:			
Trading Name			
Base Address		Satellite Office Address (if any)	

Type of application	Individual / partnership / unincorporated organisation / limited company		
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Section 1 - Individuals / Partnerships / Unincorporated Organisations only

First Applicant	Mr / Mrs / Miss / Ms	Full Name	
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Home Address including postcode			
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Home tel. no.			
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Mobile tel. no.			
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Email address			
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Present Occupation			
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Second Applicant	Mr / Mrs / Miss / Ms	Full Name	
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Home Address including postcode			
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Home tel. no.			
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Mobile tel. no.			
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Email address			
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Present Occupation			
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Third Applicant	Mr / Mrs / Miss / Ms	Full Name	
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Home Address including postcode			
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Home tel. no.			
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Mobile tel. no.			
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Email address			
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Present Occupation			
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Fourth Applicant	Mr / Mrs / Miss / Ms	Full Name	
Home Address including postcode			
Home tel. no.			
Mobile tel. no.			
Email address			
Present Occupation			

Has anyone listed above held a Private Hire Operators Licence before?	Yes / No	Has anyone listed above been refused a Private Hire Operators Licence before, or had one suspended or revoked?	Yes / No
If yes, give details		If yes, give details	

Has/have the applicant/s **EVER** been convicted of any criminal offences or received any cautions, reprimands, warnings, fixed penalty notices (including motoring) and/ or restorative justice disposals that are not 'protected' as defined by the Rehabilitation of Offenders Act? **You MUST include all those that may have already disclosed to the Licensing Team.**

If yes, please provide details below: **Please use separate sheet if required.**

Name	Date	Offence	Court	Sentence or order

All offences, including those which are 'spent' under the Rehabilitation of Offenders Act 1974, must be declared regardless of age, unless they are 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.

Section 2 - Limited Companies only				
Company Name		Company Number		
Registered Company Address including postcode				
Telephone Number				
This licence has been held continuously since (enter date):				
Have the company/directors /company secretary held a Private Hire Operators Licence before?	Yes / No	Have the company/ directors/company secretary anyone been refused a Private Hire Operators Licence before, or had one suspended or revoked?	Yes / No	
If yes, give details		If yes, give details		
Have the company, directors and/or company secretary EVER been convicted of any criminal offences or received any cautions, reprimands, warnings, fixed penalty notices (including motoring) and/ or restorative justice disposals that are not 'protected' as defined by the Rehabilitation of Offenders Act? You MUST include all those that may have already disclosed to the Licensing Team.				
If yes, please provide details below: Please use separate sheet if required.				
Name	Date	Offence	Court	Sentence or order

All offences, including those which are ‘spent’ under the Rehabilitation of Offenders Act 1974, must be declared regardless of age, unless they are ‘protected’ as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.

Section 3 – All applicants to complete Premises Details

Does your intended base address have current planning permission?	Yes / No			
If not, when are you intending to obtain permission?				
If granted a licence how many vehicles do you intend to operate from the base?				
How many will be :	Derby City licensed vehicles		Third party licensed vehicles	

Section 4 – Tax Conditionality

Are you applying for the same type of licence you previously held, that ceased being valid less than a year ago?	If ‘yes’ please provide details, including licence number, dates and licensing authority (please use a continuation sheet if necessary):
Are you applying for the same type of licence you already hold with another licensing authority?	If ‘yes’ please provide details, including licence number and licensing authority (please use a continuation sheet if necessary):
Please provide your 9-character tax check code (you must carry out the tax check yourself. You cannot ask a tax agent or adviser to do this on your behalf):	

I confirm that I am aware of the content of HMRC guidance relating to my tax registration obligations (please tick)	Yes <input type="checkbox"/>
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**Section 5 – All to complete
Declaration**

Warning: Applicants are liable to prosecution if they knowingly make a false statement to obtain a private hire operator’s licence, or do not give details of current endorsements or convictions of offences other than motoring offences. So is any other person who knowingly makes a false statement to help obtain one.

I/we declare that I/we have checked the answers given in this application and that to the best of my/our knowledge and belief they are correct.

I/we understand that by signing this form my/our right-to-work status will be checked by the Licensing Team, and in processing my/our application, the Licensing Team may pass my/our details to the Home Office in relation to further enquiries relating to my/our immigration status and right to work in the UK.
(individuals, partnerships and unincorporated organisations only)

I/we have read the conditions of Licensing and I/we undertake, in the event of a licence being granted, to observe and perform such conditions. I/we further undertake to allow authorised officers of Derby City Council access to the premises to determine the manner in which I/we propose to operate Private Hire Vehicles from the premises.

Signed..... Date.....
(Applicant(s) or Director/Secretary of Company)

Signed..... Date.....
(Applicant(s) or Director/Secretary of Company)

Signed..... Date.....
(Applicant(s) or Director/Secretary of Company)

Signed..... Date.....
(Applicant(s) or Director/Secretary of Company)

Signed..... Date.....
(Applicant(s) or Director/Secretary of Company)

Please return your completed form to the Licensing Team, Derby City Council, The Council House, Corporation Street, Derby, DE1 2FS, along with the following documents –

Please enclose/ produce the following documents with your application	Applicants check. Please ✓ if attached to application.	Office use only
Disclosure and Barring Service (DBS) completed form (individual, partnerships and unincorporated organisations only) and		

relevant identification documents if not subscribing to the DBS On-line Update Service		
Application fee		
Items documents to be considered as part of the application		
Safeguarding training certificate (Limited companies nominated individual)		
Certificate of Good Conduct (if required)		

Why are we asking these questions?

To make sure we comply with our legal equality responsibilities so we know what all sections of our community feel about our services and functions; particularly people from equality groups or with protected characteristics as referred to in the Equality Act, so that we can make any appropriate changes. You can find out more about this in the guide to public authorities.

We would like people to fill in the equality questions, but it is not essential if you do not wish to complete the questions then please leave the questions blank.

Q1 Please tell us how you describe your gender. (Please select all that apply)

- Woman/girl
- Man/boy
- Non-binary
- Prefer not to say
- In another way

Please tell us how you describe yourself in the box below

Q2 Do you identify as a gender other than what you were assigned at birth? (For example, are you a trans person or someone with a trans history?) (Please select one)

- Yes
- No
- Prefer not to say

Q3 **What was your age on your last birthday?**

(Please tell us your age in years)

Q4 **To which group do you consider you belong?** (Please select one)

- Asian or Asian British - Indian
- Asian or Asian British - Pakistani
- Asian or Asian British - Bangladeshi
- Asian or Asian British - Chinese
- Any other Asian background
- Black or Black British - African
- Black or Black British - Caribbean
- Any other Black background
- Dual Heritage - White and Black Caribbean
- Dual Heritage - White and Black African
- Dual Heritage - White and Asian
- Any other Dual Heritage background
- White - English/Welsh/Scottish/Northern Irish/British
- White - Irish
- White - Gypsy or Irish Traveller
- Any other White background
- Other ethnic group - Arab
- Any other ethnic group

If you have selected one of the 'Any other background' options, please give further details.

Q5 **Do you consider yourself to be a disabled person?** (Please select one)

Yes

No

Q6 **I consider myself to be...** (Please select one)

heterosexual/straight

bisexual

a gay man

a gay woman/lesbian

Other

Prefer not to say

Q7 **Do you have any religious beliefs?** (Please select one)

Yes

No

Prefer not to say

Q8 **If yes, to which religion do you belong?** (Please select one)

Buddhist

Christian

Hindu

Jewish

Muslim

Sikh

Other

Prefer not to say



All information provided will be treated in accordance with the Data Protection Act 2018 for the purposes of licensing. All of the information you provide will remain confidential.