

 Horsham District Council	APPLICATION FOR THE GRANT OF A PRIVATE HIRE OPERATOR LICENCE Local Government (Miscellaneous Provisions) Act 1976
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Any person that takes bookings for private hire vehicles in the Horsham District must be licensed as a Private Hire Operator, such licences are usually granted for a period of 5 years.

The Operator's base must be located within the Horsham District. Applicants are advised to check with the Planning Department regarding the need for planning permissions.

If you intend to operate as an individual, or if you intend to operate in partnership with anybody, this application must be completed with your personal details. If the business is to be carried on by a company, then the Licence should be taken in the company's name. Each person with an interest (who has money invested or a controlling say in how it is run) will need to be listed in the dedicated section and supporting documentation supplied as listed.

If this application is submitted and is incomplete and/ or documents are not provided or have expired, then your application will be rejected.

If you have any questions relating to the application process or requirements, please refer to the Council's Licensing Policy (available at www.horsham.gov.uk/licensing/taxi-and-private-hire/taxi-and-private-hire-licensing-policy-andguidance) or contact the Licensing Team directly via Licensing@Horsham.gov.uk

Application Type

Please mark with an **X** as appropriate:

NEW APPLICATION		RENEWAL APPLICATION	
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PART 1 - INDIVIDUALS & ROLES

How many individuals are linked to the application? Include the number of Partners, Directors and Secretary		
List all individuals with an interest in the business and their role in the business. This must include any person who has money invested, or a say in how the business is being run, even if they are not going to be named on the licence. Note: Unless these persons are licensed with Horsham District Council as a Private Hire or Hackney Carriage driver, each person is required to provide a Basic DBS and supply evidence of their right to work in the UK.	Name	Role E.g. Partners, Directors, Investors, Secretary, Controllers

Name and Address of all Directors and persons with responsibility	
Name	Residential Address

Has any previous application for an Operator's Licence been made by or on behalf of the applicant(s)?
If so, please provide details below:

Application Date:	
Licensing Authority Name and Address:	
Decision:	Grant ☐ Refusal ☐ Withdrawn ☐
Have any previous Operator licences held by the applicant(s) been revoked or suspended?	Suspended ☐ Revoked ☐
If a previous Operators Licence has been refused, suspended or revoked please provide details:	

PART 2 - LICENCE HOLDER DETAILS

Who will be the licence holder?	
E.g. Name of the company, individual, partnership	
Address of the licence holder	
This is the registered address of the company or address of the first applicant	
Telephone	
Email	

PART 3 - TO BE COMPLETED IF APPLICANT IS A COMPANY

Company Details - Use additional sheets where necessary

Name of Company As listed on Companies House	
Registration Number As listed on Companies House	
Registered Address (incl. postcode) As listed on Companies House	
Email Address	
Telephone Number	

Has the company ever been, or is it currently, involved in any other businesses or trades?		Yes ☐	No ☐
If yes, list below			
Business Type	Business Carried Out	Dates/ Ongoing etc	

PART 4 – OPERATION DETAILS

Enter the details for the primary business

Trading Name of Operator	
Primary operating base address (incl. postcode)	
Is this base address open to the public? Note: If yes, proof of public liability insurance is required to support the application for each address open to the public.	
Have you sought Planning Permission? Note: Separate Planning Permission may be required, please contact 01403 215187 for further advice	
Website(s) dedicated to the business:	
Do you have more than one trading name you intend to advertise under? Please confirm and list	
Primary Email Address(es)	
Primary Office Telephone Number(s)	

PART 4 - PROCESSES OF THE OPERATION

Will records be kept manually (handwritten) or electronically?	
If you are using an electronic booking system, what system is used?	
If you are using a computer system, who will have administrative access to the system?	

How many members of staff do you employ, or intend to employ	
How many members of staff do you employ, or intend to employ? NOTE: If zero you can enter N/A in the sections regarding staff training	
Do you provide staff training? If yes, please provide details of the types of training and how regular the training is	
How and where is this training recorded?	
Do you have specific procedures to vet new staff?	
If yes, please provide details of how you vet your staff. E.g. DBS check, references, right to work	
Please provide details of your complaint's procedure (you may also attach a copy of the procedure with your returned application)	
Please provide details of your lost property procedure (you may also attach a copy of the procedure with your returned application)	
Do you intend to accept and provide sub-contracted bookings to / from other operators? If yes, explain your procedure. You should include details of how the booking is to be logged showing a clear indication that it is sub-contracted work	
Explain and describe your procedure to ensure your drivers and vehicles are complying with licence conditions and relevant legislation.	
How do you ensure that vehicles you operate are roadworthy at all times, including having a valid MOT and road tax?	
How do you intend to keep copies of the vehicle and driver licences you operate? E.g. Electronic, paper files	

Do/ will the private hire vehicles you operate have meters fitted? If yes, provide a copy of the fare chart used in these vehicles.	
Do you pass any bookings to hackney carriage vehicles (pre-booked work)? If yes, how do/ will you ensure that they do not exceed to maximum chargeable fare for a journey in conjunction with Sections 66 and 67 of the Local Government (Miscellaneous Provisions) Act 1976?	
Intended Vehicle / Fleet Signage: Limited advertising on the inside and outside of the vehicle will be permitted provided it has first been approved by the Council.	Please provide details below and supply supplementary screenshots are supporting information with this application:

Part 5 – Criminal Convictions / Cautions

Criminal Offences & Cautions

In determining your application the Council is entitled to consider all convictions spent or otherwise. You are therefore required to declare all convictions (under Section 7 (3) of the Rehabilitation of Offenders Act 1974) and all cautions as required by the Councils Conditions.

Has the applicant(s) or the applicant(s) Company or any Director or Secretary been convicted of or cautioned for any offences? If yes, please give details below	Yes ☐ No ☐
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Name	Date of Offence	Court	Offence Details	Resulting Sentence/Fine/Caution

Are you aware of any pending court or criminal proceedings which are currently being taken or likely to be taken against you relating to any offence? If, yes please provided details and use an additional sheet where required	Yes ☐ No ☐
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Rehabilitation of Offenders Act, 1974

This Act provides that after a certain lapse of time, convictions for criminal offences are to be regarded as 'spent' for certain purposes. However, all criminal convictions are relevant for hackney carriage and private hire licensing purposes and must be declared. The Council will consider the offence committed and the time elapsed since conviction for that offence.

Part 6 - Disclosure and Barring Service Access

Would you, if required, obtain or consent to the Council obtaining from the Disclosure & Barring Service details of any criminal record?	
Have you a register of all staff employed and have they all had a basic DBS check?	

Part 7 – Right to Work (for each named person in Part 1)

A licence will not be granted unless sufficient proof of right to work in the UK has been provided. Licences will not be granted for a longer period than the applicant's right to work.

The Immigration Act does not permit the issue of licences to self-employed persons who are in the country on a student visa.

Please confirm that you are entitled to live and work in the UK and on request provide evidence as stated. Continue where needed on a separate sheet of paper:

Name:	
How long have you lived in the United Kingdom?	Years: Months:

If you were not born in the UK or have resided outside the UK for more than 3 months, please state countries and dates

Country of Residence	Dates From:	Dates To:

Please confirm that you are entitled to live and work in the UK and on request provide evidence as stated. Continue where needed on a separate sheet of paper:

Name:	
How long have you lived in the United Kingdom?	Years: Months:

If you were not born in the UK or have resided outside the UK for more than 3 months, please state countries and dates

Country of Residence	Dates From:	Dates To:

Please confirm that you are entitled to live and work in the UK and on request provide evidence as stated. Continue where needed on a separate sheet of paper:

Name:	
How long have you lived in the United Kingdom?	Years: Months:

If you were not born in the UK or have resided outside the UK for more than 3 months, please state countries and dates

Country of Residence	Dates From:	Dates To:

DECLARATION

I HEREBY make an application to Horsham District Council for the grant of a Private Hire Operators licence subject to the Statutes, Regulations, Policies and Conditions relating to the same for the time being in force.

I declare that I have checked the information on this application and to the best of my knowledge and belief it is correct. I understand that it is an offence for any person to knowingly or recklessly make a false statement or to omit material information for which I could be prosecuted, and any licence issued suspended or revoked.

I declare that I have the right to live and work in the United Kingdom.

I declare that I have supplied all the appropriate supporting documentation listed in the checklist below, and I am aware that if any of the information supplied on this application should change, I need to inform the Council in writing and pay the fee for amending the licence, if applicable.

I understand that I must undertake to comply with the legislation, byelaws, policy, code of conduct and conditions of licence as are now, or may hereafter be in force, for regulating private hire operator business within the said district.

I consent to the Council carrying out any checks of relevant systems as part of this application and subsequently for the duration of any licence issued to me, including:

- Identification checks
- Right to work checks
- DVLA Driving licence checks using Council nominated suppliers
- DBS Update Service checks via the online Update Service or other such facility
- Any other checks considered relevant to this application and any associated matters in connection with any licence granted
- Checks of the National Taxi Database (NR3S – NAFN) or other such services

Name & Signature of applicant:		Date:	
Name & Signature of applicant:		Date:	
Name & Signature of applicant:		Date:	
Name & Signature of applicant:		Date:	

The information you provide on this form will be used by Horsham District Council for licensing purposes. We may share your information and make any other necessary enquiries regarding your application with other departments and statutory organisations in relation to the application. Your personal information will be processed in line with Data Protection legislation and we will not disclose information about you to anyone outside the Council unless the law permits or requires us to.

The Council is under a duty to protect the public funds it administers and to assist other agencies in the prevention and detection of crime. We may use the information provided on this form for this purpose and share this information with other bodies responsible for auditing or administering public funds. I hereby consent to the use of such material for such purposes.

The local authority maintains a register of all licensees, including the following details which are available for inspection by members of the public:

The name of the person to whom it is granted; the date on which and the period for which it is granted; if the licence has a serial number, that number.

We will retain your data for as long as it is required for our administrative use, after which it will be securely disposed of. If you believe the data we process regarding you is incorrect you may request to see this information and, if necessary have it corrected or deleted. If you believe we are not processing your data lawfully you can complain to the Information Commissioner's Office (<https://ico.org.uk>)

Completed application should be returned to:

Horsham District Council, Licensing Team
Albery House
Springfield Road
Horsham
West Sussex
RH12 2GB

Alternatively you can scan and send your application by email with all supporting documentation as detailed in the checklist to: licensing@horsham.gov.uk

TAX STATUS

Schedule 23 to Finance Act 2011 (Data Gathering Powers) and Schedule 36 to Finance Act 2008 (Information and Inspection Powers), grant HMRC powers to obtain relevant information from third parties. This includes licensing bodies being required to provide information about licence applicants. Guidance is available at: <https://www.gov.uk/guidance/complete-a-tax-check-for-a-taxi-private-hire-or-scrap-metal-licence>

Please provide your 9 character tax check code issued within the last 120 days:

Tax Check Code									
Date Issued									

APPLICANTS CHECKLIST

The application will not be accepted without all appropriate documentation:

Checklist	Check Box
Vehicles and Operatives List of vehicles and drivers that will be operated (New & Renewal)	
Planning Permission Written Permission from relevant Planning Department (New & Renewal)	
Operating Base If an operating base is open to the public, valid certificate of public liability insurance for each premises (New and Renewal)	
Proof of right to work for each person completing Part 1, if not a licensed driver with Horsham District Council (New and Renewal)	
Tax Check Code Obtained from https://www.gov.uk/guidance/complete-a-tax-check-for-a-taxi-private-hire-or-scrap-metal-licence	
Basic DBS certificate printed in the last 3 months for each person competing Part 1 unless currently a private hire or hackney carriage driver licensed by Horsham District Council (New & Renewal) <i>Where an operator is a Ltd Company or partnership, a DBS will be required for each director/partner. If a partner / director changes during the term of the licence, the council must be notified.</i> <i>A Basic DBS for new directors/ partners will be required. Where an individual has lived or stayed outside the UK for a continuous period of 3 months or more, a Certificate of Good Conduct will be required</i>	

HDC – Additional Officer Check List

Payment of the fee by debit or credit card (New & Renewal)	
Operator Interview Conducted	Date: Outcome: