



East Cambridgeshire
District Council

APPLICATION FOR THE GRANT OF A PRIVATE HIRE OPERATOR'S LICENCE

- Please familiarise yourself with our terms and conditions before completing this application
- It is an offence to give false information - all questions must be answered.
- An application will not be deemed valid unless the Licensing Authority receives the following documents in addition to a completed and signed application form, and the relevant fee:
 1. A basic Disclosure England certificate or higher level DBS check (less than 3 months old for all applicants who do not hold a joint driver's licence with East Cambridgeshire District Council)¹
 2. Proof of right to work in the UK² ([Immigration documents](#)) for all applications who do not hold a joint driver's licence with East Cambridgeshire District Council.
 3. Public and/or Employers Liability Insurance (if applicable)
 4. Certificate of good conduct from your own embassy for all applicants³
 5. A 9-digit tax code, or a declaration you are registered for tax (see www.eastcambs.gov.uk for more information)

¹ The Council recognises the DBS "Update Service" scheme, providing the certificate registered on the scheme is of an equivalent level to the DBS check conducted by the Council. For more information, please see our website www.eastcambs.gov.uk.

² Applicants must have a right to work in the UK in order to submit a valid application, and must provide evidence of this fact.

³ Only required for any applicant who has not been resident in the UK for the previous 5 years.

METHOD OF COMMUNICATION

- The Council's primary method of communication is by email.
- The Council may also communicate with you via text message to your mobile phone. As the Council is not a telecommunications company it will be necessary to use the services of a 3rd party such as BT or Virgin to provide this facility. Where text messaging is used the Council will observe the principles of General Data Protection Regulations (GDPR) and the Data Protection Act 2018.
- By signing this application form you are agreeing to permit the Council to contact you using email, phone, text, and traditional paper based communication.

TAX CHECK

25. You will need to complete a tax check if:

- you have held a private hire operator licence previously, which ceased being valid less than a year ago, and/or
- you already hold a private hire operator licence with another licensing authority

To carry out your tax check, visit the taxi operator page at www.eastcambs.gov.uk and click on the link, or enter tax conditionality into any internet search engine.

Check code:

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26. If the above statements **do not** apply to you, you must read the following statement and tick the box.

I hereby declare that the above points do not apply to me, and I further declare that I am aware of my need to register for tax purposes, and I will do so upon grant of any licence issued to me as a result of submitting this application form.

Tick here to confirm your acceptance of the above statement:

OTHER PROPRIETOR DETAILS

27. Ltd Company/LLP name:

28. Current registered address of Ltd Company/LLP:

Postcode:

29. Ltd Company/LLP registration number:

30. Mobile:

31. Telephone:

32. Email:

33. Director/ Partner/Company Secretary names:

(please indicate all persons registered with Companies House, in the order you would like us to contact you)

TAX CHECK

(for all applications submitted on or after 4 April 2022)

34. You will need to complete a tax check if:

- your company has held a private hire operator licence previously, which ceased being valid less than a year ago, and/or
- your company already holds a private hire operator licence with another licensing authority

To carry out your tax check, visit the taxi operator page at www.eastcambs.gov.uk and click on the link, or enter tax conditionality into any internet search engine.

Check code:

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35. If the above statements **do not** apply to you, you must read the following statement and tick the box.

I hereby declare that the above points do not apply to my company, and I further declare that I am aware of my need to register the company for tax purposes, and I will do so upon grant of any licence issued to me as a result of submitting this application form.

Tick here to confirm your acceptance of the above statement:

APPLICANT HISTORY

36. Have any of the applicants detailed on this form held a Hackney Carriage or Private Hire driver or vehicle or Private Hire Operator licence in the last 5 years?:

Yes No (If yes, please provide details of the issuing authority and dates licensed below)

Licensing Authority	Status (Active or Expired)

37. Have any of the applicants detailed on this form had a Hackney Carriage or Private Hire driver or vehicle or Private Hire Operator application refused, or licence suspended, or revoked in the last 5 years?: Yes No N/A (If yes, please provide details below)

Licensing Authority	Date of refusal, suspension(s), revocation

PENDING PROSECUTIONS

38. Do any of the applicants detailed on this form have any foreign or domestic prosecutions pending against them?: Yes No

(If yes, please give details and continue on a separate sheet if needed)

Date of Court hearing	Offence	Court

CRIMINAL CONVICTIONS, CAUTIONS, and/or WARNINGS

39. Have any of the applicants detailed on this form been convicted of any foreign or domestic offences, or received any Police cautions, or warnings?: Yes No (If yes, please give details and continue on a separate sheet if needed)

NB: Please include all offences NOT considered "spent" under the Rehabilitations of Offenders Act 1974.

Date	Offence	Court	Sentence

OPERATOR OFFICE DETAILS

40. Address from which the business will accept bookings:

Postcode:

41. Trade name of business (must not include the words Hackney Carriage, Taxi, or Taxi Cab, or be similar to any existing operators registered with the Council. Please provide 3 names in order of preference):

42. Telephone:

43. Email:

44. Will members of the public be allowed to enter the bookings office/waiting area?: Yes No

45. Is there current planning permission in respect of the use of this address for a Private Hire business?: Yes No

VEHICLES OPERATED

46. Please list the vehicle licence numbers for the vehicles you operate:

Vehicle registration:	Licence number:	Vehicle registration:	Licence number:

SUPPORTING DOCUMENTS CHECKLIST

1. Basic Disclosure or DBS certificate (less than 3 months old or update service version)	Enclosed: <input type="checkbox"/> To follow: <input type="checkbox"/>
2. Public liability insurance certificate	Enclosed: <input type="checkbox"/> To follow: <input type="checkbox"/> N/A: <input type="checkbox"/>
3. Employers liability insurance certificate	Enclosed: <input type="checkbox"/> To follow: <input type="checkbox"/> N/A: <input type="checkbox"/>
4. Certificate of good conduct	Enclosed: <input type="checkbox"/> To follow: <input type="checkbox"/> N/A: <input type="checkbox"/>
5. Proof of right to work in the UK*	To follow: <input type="checkbox"/> Share code entered: <input type="checkbox"/>

* Must be presented by the applicant(s) in person at the Council Offices, unless share code used.

DECLARATION

Fraud Act 2006

I hereby declare that I fully understand, have read and checked the details and questions on this application form and the foregoing statements are true. I understand that it is a criminal offence if I or anyone else gives false information, or makes a false representation, or fails to disclose information in order for me to obtain a private hire operator's licence. I am fully aware that the provision of a false statement, or information, or the concealment of offences/ convictions/ cautions in order to obtain a licence is an offence under the above Act which may result in the refusal of this licence application and any subsequent licence applications for a period of one to three years. I am also aware that any licence granted as a result of breaching the above Act will be immediately revoked. A refusal or revocation decision is not reliant on a formal conviction under the above Act being secured.

I have read the Taxi and Private Hire Licensing Policy, and I undertake, in the event of a licence being granted, to observe and comply with its contents.

Signed by or on behalf of the applicant³

Signed (by the applicant):.....Date:.....

Print name:.....Capacity:.....

Signed (by the applicant):.....Date:.....

Print name:.....Capacity:.....

³ If signing on behalf of a Ltd Company or LLP only one responsible person needs to sign.

GDPR AND THE DATA PROTECTION ACT 2018

In line with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018, East Cambridgeshire District Council is fully committed to protect the privacy of our constituents, staff and members. We ensure the safe processing of personal data through strict guidelines for collection, storage and retention of information. Where appropriate, data sharing protocols are entered into and robust security measures are in place. The council maintains its Public Services Network (PSN) compliance, demonstrating its on-going commitment to supporting best practice in the maintenance and handling of data.

For further information contact: The Data Protection Officer, The Grange, Nutholt Lane, Ely, Cambs., CB7 4EE (email: dataprotection@eastcambs.gov.uk)

The Licensing Authority maintains a data retention and sharing policy in accordance with GDPR rules, which explains how your information could be used by the Licensing Authority. Further details are available on the Council's website www.eastcambs.gov.uk.