



East Cambridgeshire  
District Council

## APPLICATION FOR THE RENEWAL 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 a signed application form, and the relevant fee.
  - In addition to the above, any licence granted by way of this renewal application will be immediately suspended where any of the following documents have expired before or during the application period. The suspension will not be lifted until all the documents are up to date.
    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)<sup>1</sup>
    2. Public and/or Employers Liability Insurance (if applicable)
    3. A 9-digit tax code (see [www.eastcambs.gov.uk](http://www.eastcambs.gov.uk) for more information)
- <sup>1</sup> 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](http://www.eastcambs.gov.uk).
- A renewal form must be completed with the same ownership details as your current licence. If any details other than the business name, or contact numbers have changed then you must apply for a new operator licence.

### 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 3<sup>rd</sup> 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.

### LICENCE PERIOD

The Deregulation Act 2015 requires East Cambridgeshire District Council to issue 5 year operator licences as its standard policy. However, it also permits a Council to issue licences for a lesser period where it is considered appropriate to do so. The Council believes it to be appropriate to issue an annual licence where the individual has formally requested it. Further to this please indicate below the period of licence you wish to apply for:

One year licence fees:		Five year licence fees:	
1 vehicle	<input type="checkbox"/> – £126	1 vehicle	<input type="checkbox"/> – £627
2 to 5 vehicles	<input type="checkbox"/> – £156	2 to 5 vehicles	<input type="checkbox"/> – £737
6 to 10 vehicles	<input type="checkbox"/> – £186	6 to 10 vehicles	<input type="checkbox"/> – £847
11+ vehicles	<input type="checkbox"/> – £216	11+ vehicles	<input type="checkbox"/> – £957

## APPLICANT TYPE

Please indicate who will be the private hire operator.

- Sole trader  (complete sections 1 to 11, and 30 onwards)
- Partnership  (complete sections 1 to 22, and 30 onwards)
- Limited Liability Partnership (LLP)  (complete sections 23 onwards)
- Limited Company  (complete sections 23 onwards)

## PROPRIETOR DETAILS

1. Surname:

2. Forename(s)

3. Current registered address:

Postcode:

4. Previous address (if not resident in current address for 5 years):

Postcode:

5. Further address (if required):

Postcode:

6. Date of birth:

7. Telephone:

8. Mobile:

9. National Insurance number:

10. Email:

11(a). Are you permitted to work in the UK?: Yes  No

11(b). Are there any restrictions?: Yes  No  (If yes, please detail them below)

## TAX CHECK

12. To carry out your tax check, visit the taxi operator page at [www.eastcamb.gov.uk](http://www.eastcamb.gov.uk) and click on the link, or enter tax conditionality into any internet search engine.

Check code:

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## ADDITIONAL PROPRIETOR DETAILS

13. Surname:

14. Forename(s)

15. Current registered address:

Postcode:

16. Previous address (if not resident in current address for 5 years):

Postcode:

17. Further address (if required):

Postcode:											
18. Date of birth:	19. Telephone:										
20. Mobile:	21. National Insurance number:										
22. Email:											
23(a). Are you permitted to work in the UK?: Yes <input type="checkbox"/> No <input type="checkbox"/>											
23(b). Are there any restrictions?: Yes <input type="checkbox"/> No <input type="checkbox"/> (If yes, please detail them below)											
<b>TAX CHECK</b>											
24. To carry out your tax check, visit the taxi operator page at <a href="http://www.eastcambs.gov.uk">www.eastcambs.gov.uk</a> and click on the link, or enter tax conditionality into any internet search engine.											
Check code: <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> </tr> </table>											

<b>OTHER PROPRIETOR DETAILS</b>											
25. Ltd Company/LLP name:											
26. Current registered address of Ltd Company/LLP:											
Postcode:											
27. Ltd Company/LLP registration number:											
28. Mobile:	29. Telephone:										
30. Email:											
31. Director/ Partner/Company Secretary names: (please indicate all persons registered with Companies House, in the order you would like us to contact you)											
<b>TAX CHECK</b>											
32. To carry out your company tax check, visit the taxi operator page at <a href="http://www.eastcambs.gov.uk">www.eastcambs.gov.uk</a> and click on the link, or enter tax conditionality into any internet search engine.											
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<b>APPLICANT HISTORY</b>	
33. 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 since you completed your last operator's application?: Yes <input type="checkbox"/> No <input type="checkbox"/> (If yes, please provide details below)	
Licensing Authority	Date of refusal, suspension(s), revocation

## PENDING PROSECUTIONS

34. Have 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

35. Have any of the applicants detailed on this form been convicted of any foreign or domestic offences, or received any Police cautions, or warnings since you completed your last operator's application?: 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

36. Address from which the business will accept bookings:

Postcode:

37. 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):

38. Telephone:

39. Email:

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

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

## VEHICLES OPERATED

42. 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"/> N/A: <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"/>

## 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 applicant<sup>2</sup>

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

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

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

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

<sup>2</sup> 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](mailto: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](http://www.eastcambs.gov.uk).