



**Application for a private hire operator licence
Public Health Act 1875, Town Police Clauses Act 1847 and 1889,
Local Government (Miscellaneous Provisions) Act 1976**

I hereby apply for a 5 year licence as an operator as detailed below. I accept that if a licence is granted it will be subject to the conditions attached to this type of application and any additional conditions which the Council may consider necessary.

Applicant details

Applications by individuals: please complete questions 1-18 inclusive

Applications by companies: please complete questions 1-13 and 19-20 inclusive

1. Mr Mrs Miss Ms Surname:
2. Christian or forenames in full:
3. Date of Birth:
4. Residential address:
.....
.....
5. Contact telephone number:
6. Email address:
7. Previous address (if any):
.....

Business details

8. Name of your taxi / private hire business:
.....
9. Address which you intend to operate the business from (*see note 1*)
.....
.....
10. Contact telephone number you intend to take bookings via:
.....

Operating details

11. How many private hire vehicles do you intend to operate if granted a licence?
(see note 2)
12. How many people do you intend to employ to take bookings and in what capacity?
.....
13. a) if a new applicant please complete the following declaration:
I have looked at HMRC's guidance – <https://www.gov.uk/guidance/confirm-your-tax-responsibilities-when-applying-for-a-taxi-private-hire-or-scrap-metal-licence> and confirm that I am aware of the guidance as well as my tax responsibilities ☐
(please tick)
- b) if renewing an existing operator licence please provide the 9-character tax check code from HMRC (see note 3)

Declaration for individuals

14. State your occupation before making this application:
15. Has a previous application for an operator licence been made by you, or by any firm in which you have had an interest, or any company of which you have been a director or secretary?
If so, please state the licensing authority:
16. Has any previous operator licence held by you, or by any firm in which you have had an interest, or any company of which you have been a director or secretary been refused, revoked or suspended?
If so, please give details:
17. Have you been convicted of any offence/s whatsoever within the last five years?
- | | |
|---------------|---------------|
| Date | Court |
| | |
| Offence | Penalty |
| | |

18. If you intend to operate the vehicle(s) in partnership with any other person(s):

a) State name and address of such person(s) along with their date of birth and contact telephone number:

.....
.....
.....

b) Supply details of any conviction(s) recorded against such person(s) within the last five years:

Date Court

.....

Offence Penalty

.....

c) State the occupation of such person(s) before making this application:

.....

d) Has any previous application for an operator licence been made by such person(s). If so, please state the licensing authority:

.....

e) Has any previous operator licence held by such person(s) been refused, revoked or suspended. If so, please give details:

.....

Declaration for companies

19. If this application is by a company, supply details of any conviction(s) recorded against a director or secretary thereof within the last five years:

Date Court

.....

Offence Penalty

.....

Declaration for companies (continued)

20. Has any previous operator licence held by the company or a director or secretary thereof been refused, revoked or suspended? If so, please give details:

.....

Signature and declaration

- I certify that the above information is correct to the best of my knowledge.
- I am fully aware that a copy of this form may be forwarded to the Police and any omissions and/or false particulars stated may result in prosecution and immediate revocation of any licence granted to me.

Signed

Date

Notes

1. Your operating address must be within West Lindsey's boundary in order to be licensed by West Lindsey District Council.
2. Operators are advised to contact West Lindsey District Council's planning team via 01427 676676 or planning.customercare@west-lindsey.gov.uk to obtain confirmation that, prior to commencement, the working practices are not in breach of the Town and Country Planning legislation.
3. For renewals, from 4th April 2022 the applicant will need to complete an online tax check (an agent or other person cannot do this) and provide the code received at question 13. See <https://www.gov.uk/guidance/changes-for-taxi-private-hire-or-scrap-metal-licence-applications-from-april-2022>
4. In line with new national standards, applicants for a private hire operator licence will also need to apply for a basic DBS certificate and provide this as a supporting document with their application. You can apply online at <https://www.gov.uk/request-copy-criminal-record>

Please note if you are also a licensed hackney carriage / private hire driver you will not need to provide a basic DBS as you will have applied for an enhanced DBS as part of your driver application.

Please note that policies change from time to time, if you are unsure of any recent changes please visit: www.west-lindsey.gov.uk/licensingpolicies

Once complete please return this form with the current fee of £223* and your basic DBS certificate *(if applicable – see note 4)* to licensing@west-lindsey.gov.uk or:

Licensing
West Lindsey District Council
Guildhall
Marshall's Yard
Gainsborough
Lincolnshire
DN21 2NA

* Payment can be made by credit/debit card over the phone with customer services (01427 676676, option 6) or in person at the address above. If paying by cheque please make it payable to 'WLDC'. To pay by bank transfer please use the details below:

Account name: West Lindsey District Council

Sort code: 30-00-02

Account number: 04066818

Ref: LIC + name

Amount: £223

For office use: payment code 6007-40094-41162

Privacy Notice: We will use the information you give us to (a) do the tasks we need to do for the job shown in the title of this form (b) carry out any of our official business (c) stop fraud or crime. To find out more about why we need your information, what we do with it and how to contact us if you have any concerns or questions please read our privacy notice. This can be viewed using the following link: www.west-lindsey.gov.uk/licensing-privacy/

This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes. For further information, see www.west-lindsey.gov.uk/fairprocessingnotice or contact the finance department on, 01427 676560, FinanceTeam@west-lindsey.gov.uk