

PRIVATE HIRE VEHICLE OPERATOR'S LICENCE (5 YEAR LICENCE)

Local Government (Miscellaneous Provisions) Act 1976

Please read the Taxi and PHV Licensing Policy before completing this form to ensure that you and your vehicle meet the licensing requirements.

Please complete this form in block capitals and enter ticks where appropriate. **Please note this form will NOT be processed unless ALL sections below are completed.**

The Council has published a statement of policy about the relevance of convictions which is available at <https://www.denbighshire.gov.uk/en/licences-permits-and-trading-standards/business-and-street-trading-licences/taxi-licences/taxi-driver-licence.aspx> or as a hard copy from the Licensing Section. **You should read this document before completing your application.**

Mae'r ffurflen hon hefyd ar gael yn Gymraeg / This form is also available in Welsh

1. Application Type

New Application	<input type="checkbox"/>		
Renewal Application	<input type="checkbox"/>	Licence No:	Insert licence no

2. Applicant's Details

a) Individual Applicants (if operating as limited company please complete section B below)

Applicant's Full Name (s):			
Applicant's Residential Address			
Post Code:			
Landline Number		Mobile Number	
Email:			
Date of Birth:	DD/MM/YYYY	Country of Birth:	
Do you have the Right to Work in the UK? <small>Only applicable if you are NOT a licensed driver in Denbighshire)</small>	Yes / No		
	If yes, please provide proof		

2nd Applicant where applicable

Applicant's Full Name (s):			
Applicant's Residential Address			
Post Code:			
Landline Number		Mobile Number	
Email:			
Date of Birth:	DD/MM/YYYY	Country of Birth:	
Do you have the Right to Work in the UK? <small>Only applicable if you are NOT a licensed driver in Denbighshire)</small>	Yes / No If yes, please provide proof		

b) Applicants operating as a Limited Company

Operating Name of Company			
Company Registration No:		Date of Incorporation	DD/MM/YYYY
Company Head Office Address			
Name & Address of all Directors (use separate sheet if necessary)			
Name of Company Secretary (if applicable)			
Name of Company Manager (if applicable)			
Post Code:			
Phone No.			
Email:			

3. Declaration of Previous Convictions etc.

If you do not hold a hackney carriage/private hire driver's licence with this Council, we will require you to submit a Basic Disclosure Certificate via the Disclosure and Barring Service on an annual basis. In the case of limited companies, a Basic Disclosure Certificate is required for each director and the company secretary on an annual basis.

Have you been convicted, received a caution or fixed penalty notice for any offence other than motoring offences? Please note this question applies to the company secretary and each director of a limited company.	Yes <input type="checkbox"/> No <input type="checkbox"/>
If you answered yes, please give details below including date of conviction and sentence/penalty:	

Do you have any driving and/or criminal prosecutions pending against you? Please note this question applies to the company secretary and each director of a limited company.	Yes <input type="checkbox"/> No <input type="checkbox"/>
If you answered yes, please give details below including the hearing date:	

<p>Have you ever had a Private Hire Vehicle Operator's Licence refused / revoked / suspended by this or any other local authority? Please note this question applies to the company secretary and each director of a limited company.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>If yes, please give dates and details:</p>	

4. Operating Base

<p>Trading Name</p>	
<p>Address from which you intend to carry out the business, take bookings, etc.</p>	
<p>Does the premises used as the operating base have relevant planning permission to operate as a business?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> If YES please provide relevant date of permission. If NO please state what action you intend to take to remedy lack of permission</p>
<p>Does the operating base have a customer waiting area? (if so, please provide evidence of Public Liability Insurance)</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>

<p>Is booking permitted via an App/online booking?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>Telephone booking line</p>	
<p>Do you intend to have radio equipment fitted in the operating center and for base to driver communications?</p>	

How many Private Hire Vehicles do you intend to operate from the operating center?	
Do you currently hold a hackney carriage, private hire vehicle or operator's licence in any other county?	<p style="text-align: center;">Yes / No</p> <p style="text-align: center;">If yes, please give details of licences held and name of local authority.</p>

Tax Check									
<p>The Finance Act 2021 introduced tax checks as part of applications to renew licences for taxi and private hire drivers and private hire operators.</p> <p>This section is only applicable if you are making an application on or after 4 April 2022, and if you are doing any of the following:</p> <ul style="list-style-type: none"> • renewing a licence; or • applying for the same type of licence you previously held, that ceased being valid less than a year ago; or • applying for the same type of licence you already hold with another licensing authority 									
Tax Check Code									

Planning Permission

If your application is granted, Planning will be informed and therefore you are advised to contact the Council's Planning Section prior to you submitting this application, to establish whether planning permission is required for the change of use of the premises as detailed in section 2. Planning are based at Caledfryn, Smithfield Road, Denbigh.

5. Checklist

- Properly completed, dated and signed application form
- Fee (currently £420 per 10 vehicles)
- Have you contacted Planning to establish whether any permissions are required? – *new applications only*
- Original radio licence – *if required*
- Basic DBS – *if you are not a Denbighshire licensed driver*

6. Declaration

Please read this section carefully and only sign it if you understand it and you accept each of the statements.

- (1) I hereby declare that I have checked the information given on this Private Hire Vehicle Operator's application form and that it is true to the best of my knowledge. I make this declaration in the knowledge that if I have knowingly or recklessly made a false statement or make a misleading omission, I shall be liable to prosecution and that my licence (if granted) will be liable to be suspended or revoked.
- (2) I understand that any licence will be subject to the provisions of:
 - a. the Local Government (Miscellaneous Provisions) Act 1976
 - b. the Council's licence conditions and to any other relevant laws, byelaws or regulations which come into force
- (3) **Data Protection Act 2018**

With regard to the Data Protection Act 2018, the Council has a duty to protect the public funds it administers, and to this end may use the information that you provided in respect of your licensing application and the data held within the authority for the prevention and detection of fraud and to prevent/detect crime. Where required, it may also share this information with other bodies administering public funds and other organisations solely for these purposes. Under Article 6(1)(e) of the GDPR, we are permitted to use data for our tasks.

Any data supplied by you on this form will be processed in accordance with Data Protection Act requirements and in supplying it you consent to the Council processing the data for the purpose for which it is supplied. All personal information provided will be treated in the strictest confidence and will only be used by the Council or disclosed to others for a purpose permitted by law. For further information on how your data is managed please see: <https://www.denbighshire.gov.uk/en/resident/legal/privacy.aspx>
- (4) **Tax Check – where applicable**

The Finance Act 2021 introduced tax checks as part of applications to renew licences for taxi and private hire drivers and private hire operators.

 - I confirm that I have read the [guidance](#) by HMRC on registering my tax check.
 - By providing my HMRC tax check code I am consenting to the Council confirming with HMRC that I have carried out a tax check.
 - I understand that I will not be granted a licence if I do not provide a tax check code.
- (5) I have read and understood the 'Statement of Policy Regarding the Suitability of Applicants and Licensees in the Hackney Carriage and Private Hire Trades' issued with my application pack.
- (6) I understand I must provide a basic DBS with my application if I am not a licensed driver.
- (7) I have read and understood the Private Hire/Hackney Carriage Driver Licence Conditions which are available at <https://www.denbighshire.gov.uk/en/licences-permits-and-trading-standards/business-and-street-trading-licences/taxi-licences/taxi-driver-licence.aspx> and agree to abide by them.
- (8) I understand that I must provide a copy of my original radio licence if required.

- (9) The information I have provided will be held by the Council on computerised and manual files and will be used as outlined in the Privacy Notice that accompanied your application pack. Data will be made available on a public register as required by relevant legislation.
- (10) I hereby declare that the information given in this form is true, complete and correct and that I have no objections to and hereby authorise the council to make such enquiries as may be necessary to check the truth of that information. I authorise the Council to enquire and receive information from any relevant organisation in support of this application.
- (11) I understand that it is an offence to make a false statement, or to omit relevant details, in this application and to do so can carry heavy penalties if convicted. Additionally, my application may be refused, or my licence subsequently revoked, if statements are found to be incorrect.

1st Applicant

I understand and accept each of the 11 <u>statements</u> above.	Date:	DD/MM/YYYY
Signature:		
Print Full Name:		

2nd Applicant (if applicable)

I understand and accept each of the 11 <u>statements</u> above.	Date:	DD/MM/YYYY
Signature:		
Print Full Name:		

ONCE COMPLETED, IN THE FIRST INSTANCE YOUR APPLICATION SHOULD BE SENT TO:

Email: licensing@denbighshire.gov.uk

ALTERNATIVELY, YOU CAN POST YOUR APPLICATION TO:

**Licensing Section
Denbighshire County Council
Caledfryn
Smithfield Road
Denbigh
LL16 3RJ**