

# APPLICATION FOR A PRIVATE HIRE VEHICLE OPERATOR'S LICENCE

North Lincolnshire Council is under a duty to protect the public funds it administers and to prevent and detect crime, and to this end may use the information you have provided on this form within this authority for the prevention and detection of fraud or crime. It may also share this information with other bodies administering public funds solely for these purposes. Applications will be determined in accordance with our Hackney Carriage and Private Hire Licensing Policy.

I HEREBY apply to North Lincolnshire Council for an Operator's Licence as required by Sections 46 and 55 of the Local Government (Miscellaneous Provisions) Act 1976 to operate a Private Hire Vehicle business subject to all conditions as may be contained in such Licence, and also to the provisions of the said Act I hereby undertake to observe and perform. I accept that if I infringe or neglect to comply with any of the conditions or provisions in the said Act subject to which the Licence is held, the same shall be liable to be revoked or not renewed by the Council.

Type of Licence:                      1 year                       5 years

Name of Applicant

Home Address

Post Code                       Tel No

Email Address:

Operating Name  (Must not include TAXI or CAB)

Operating Address

Post Code                       Tel No  (Landline Only)

Details of any trade or business carried on before making this application

Details of any previous application made for an operator's licence by the applicant or by any company of which the applicant has been a Director or Secretary

Details of the revocation or suspension of any operator's licence held by the applicant, or by any company of which the applicant has been a Director or Secretary

Name of such person(s)

Address

Post Code

Any conviction(s) recorded against such person(s)

Any trade or business activities carried on by such person(s)

Any previous application made by such person(s) for an operator's licence

Any revocation or suspension of an operator's licence previously held by such person(s)

State the number of vehicles you intend to operate within North Lincolnshire Council's area

State the number of employees you intend to employ

## HMRC Tax Registration guidance and Tax Check

Applicants for a licence to operate private hire vehicles must evidence their understanding of their tax responsibilities, or provide a tax check code from HMRC.

### New Applications

If you are a new applicant, and have not held a valid private hire operator licence anywhere in the last year, then you are required to confirm your understanding of your tax obligations.

Please review the following links to HMRC guidance about:

- PAYE information: [www.gov.uk/income-tax/how-you-pay-income-tax](http://www.gov.uk/income-tax/how-you-pay-income-tax)
- registering for Self Assessment: [www.gov.uk/register-for-self-assessment](http://www.gov.uk/register-for-self-assessment)
- Corporation Tax information: [www.gov.uk/corporation-tax](http://www.gov.uk/corporation-tax)

By signing, you hereby confirm you are aware of the content of HMRC guidance relating to your tax registration obligations.

Applicant Signature:

Date:

### Renewal Applications

As a renewal applicant, or as an applicant who holds another private hire operator licence (either in North Lincolnshire or another local authority), or has held a licence that was valid up to one year ago, you are expected to be registered for tax and must complete the tax check.

Please go to <https://www.gov.uk/guidance/complete-a-tax-check-for-a-taxi-private-hire-or-scrap-metal-licence> to complete a tax check and enter the 9-digit code given into the box below.

Tax Check Code:

I hereby declare that if granted a Private Hire Operator's Licence I shall comply with the private hire operator's conditions applicable to the licence as attached.

If any person knowingly or recklessly makes a false statement or omits any information required on this application form, he shall be guilty of an offence. The licence, if granted, will be valid for either one or five years as specified above. The fee payable should accompany this application form.

To the best of my knowledge the answers to the questions above have been answered truthfully, and in the knowledge that any omissions or incorrect statements may result in my licence being refused or revoked. I agree to the Council making any necessary enquiries in order to check the information with the Police and other Services of the Council.

I understand and consent to the information provided being used for the prevention and detection of crime, the apprehension or prosecution of offenders and to prevent or detect fraud. The Council may also share this information for the same purposes with other organisations that handle public funds. My consent shall endure notwithstanding the expiration, suspension or refusal of a licence, for a period of 6 years following any of these events.

I will immediately inform the Council's Licensing Division, in writing, of any changes that may affect my eligibility to act as a Private Hire Operator.

**Signature of Applicant:**  **Date:**

**Office Use Only**

<b>Cost Centre</b>	<b>NEL002</b>	<b>Fee Paid</b>	<b>£</b> <input type="text"/>
<b>Income Code</b>	<b>9002</b>	<b>Receipt No:</b>	<input type="text"/>

**Note:**

1. Licensed operators must keep a record of all bookings, showing the points of commencement and termination of each journey, the charge made, the person accepting the booking, the vehicle used and the name of the driver.
2. Licensed operators must keep a record containing the names and addresses of proprietors, registration numbers and licence numbers of all vehicles operated. Your attention is drawn to the provisions made under section 46, (1)(e) and (2) of the Local Government (Miscellaneous Provisions) Act 1976 which state:

(1)(e) no person licensed under the said section 55 shall in a controlled district operate any vehicle as a private hire vehicle

- i. If for the vehicle a current licence under the said section 48 is not in force; or
- ii. If the driver does not have a current licence under the said section 51.

(2) If any person knowingly contravenes the provisions of this section he shall be guilty of an offence.

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.

Have you ever had any conviction recorded against you? (If a renewal, since you last applied for an Operator's Licence?)

Yes  No  (Please tick)

**Details of previous convictions**

Date of conviction	Offence	Sentence (including suspended sentences)
		(If no convictions, please enter "Nil")

I declare that I have checked the information given on this application form and to the best of my knowledge and belief it is correct.

**Signature:**

**Date:**

- (a) All convictions must be disclosed.
- (b) Spent convictions, as defined below, should not be included.

**Sentence:**

**Becomes spent after:**

Imprisonment of between 6 months and 2½ years:	10 years
Imprisonment of up to 6 months:	7 years
Borstal training:	7 years
A fine or other sentence not otherwise covered in this table:	5 years
Absolute discharge:	6 months
Probation order, conditional discharge or bind over:	1 year (or until the order expires, whichever is the longer)
Detention Centre Order:	3 years
Remand home, attendance centre of approved school order:	The period of the order and a further year after the order expires
Hospital order under the Mental Health Act:	The period of the order and a further 2 years after it expires
Cashiering, discharge with ignominy or dismissal with disgrace from the Armed Forces:	10 years
Dismissal from the Armed Forces:	7 years
Detention:	5 years

- Note:** (i) A sentence of more than 2½ years' imprisonment can never become spent.  
(ii) If you were under 17 years of age on the date of conviction, please halve the period shown in the right-hand column