

APPLICATION FOR PRIVATE HIRE OPERATOR'S LICENCE



Cyngor Bwrdeistref Sirol
MERTHYR TUDFUL
MERTHYR TYDFIL
County Borough Council

OPERATING AS AN INDIVIDUAL (Complete Part A and C)		OPERATING AS A LIMITED COMPANY (Complete Part B and C)	
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PART A - INDIVIDUAL APPLICANTS. PLEASE COMPLETE ALL SECTIONS.

Applicant Name				
Trading Name				
Date of Birth				
Place Of Birth	Town		Country	
National Insurance No.				
Personal Contact Tel. Nos.				
Personal email address.				
Current Residential Address				
How long have you lived at this address	Postcode:			
	Years		Months	
If you have lived at this address for less than 5 years please give previous address				
Address from which you intend to carry out the business, take bookings, etc.				

Is there a customer waiting area.	YES / NO			
Does the premises have relevant planning permission to operate as a business	YES / NO. If YES please provide relevant date of permission. If NO please state what action you intend to take to remedy lack of permission.			
List all telephone numbers by which bookings can be made:				
Contact email address for Bookings				
Details of any applications made in respect of being a private hire operator either within Merthyr Tydfil County Borough Council area or any other Local Authority area.	Please provide details of dates, outcomes and authority to which application(s) made.			
If you are or have been a director or company secretary of a company, details of (i) Any convictions recorded against that company (ii) Previous application(s) made by that company for an operator's licence in any local authority area (iii) Revocation or suspension of an operators licence previously held by that company	(i) (ii) (iii)			
Have you been convicted or cautioned for any Offence? Please take into consideration the Rehabilitation of Offenders Act 1974 prior to responding to this question.	Yes		No	
If you have answered YES please give full details of the offence including detail of any conviction or caution.				
Are you currently being investigated for any offence by any agency such as the Police, Benefits, Customs, Immigration, etc	Yes		No	
If you have answered YES please give details of the investigation and the stage that the investigation has reached, such as awaiting court date or investigating authority.				
Do you hold any vehicle driver's licences issued by this authority?	Yes		No	
If YES please give following details – Licence Number and expiry date.				

PART B – APPLICANTS OPERATING AS A LIMITED COMPANY. PLEASE COMPLETE ALL SECTIONS.

Operating Name of Company				
Company Registration No.		Date of Incorporation		
Address of company head office if different from operating base:				
Contact tel. no.				
Address of operating base at which bookings are to be taken.				
Provision of customer waiting area.	YES / NO			
List all telephone numbers by which bookings can be made:				
Contact email address for Bookings				
Name and Address of all Directors. Use separate sheet of paper if insufficient space.				
Does the premises used as the operating base have relevant planning permission to operate as a business	YES / NO. If YES please provide relevant date of permission. If NO please state what action you intend to take to remedy lack of permission.			
Name of Company Secretary (if applicable)				
Name of Company Manager (If applicable)				
Have any convictions been recorded against any director or secretary of the company?	YES		NO	
If YES please give details of individuals name, address, the court where matter was heard, the nature and date of offence and the decision of the court. Please take into consideration the Rehabilitation of Offenders Act 1974 prior to				

responding to this question.	
If anyone listed above has been a director or company secretary of any other limited company, details of (i) Previous application(s) made by that company for an operator's licence in any local authority area (ii) Revocation or suspension of an operators licence previously held by that company	(i) (ii)

PART C - DECLARATIONS

Please note that individual applicants may be required to complete a 'Standard Level' Disclosure and Barring Service check and a DVLA mandate form. Such checks will not be required where the applicant holds a current Private Hire Vehicle or Hackney Carriage driver's licence issued by this authority.

If applying as an individual, original supporting documents will be required to prove your right to remain and work in the UK. Please see list of acceptable documents below.

A local authority shall not grant a Private Hire Operator's Licence unless they are satisfied that the applicant is a fit and proper person to hold such a licence. Please provide any additional information that you consider the local authority may wish to take into account. Such information should be provided on a separate sheet of paper.

Section 57(3) of the Local Government (Miscellaneous Provisions) Act 1976 states: If any person knowingly or recklessly makes a false statement or omits any material particularly in giving information he or she shall be guilty of an offence.

I understand that in pursuance of the prevention or detection of crime, personal details may be released to Government agencies such as the Benefits Agency and the Inland Revenue.

I understand you may give some information to other organisations such as government departments and other local authorities if the law allows this.

I hereby make an application for the GRANT / RENEWAL of a Private Hire Vehicle Operator's licence. I also hereby certify that all statements made in this application are true and correct and that I have not withheld any information.

Signed.

Print Name.

Date.

Position in Company.

Documents which demonstrate entitlement to work in the UK

- An expired or current passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.
- An expired or current passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
- A Registration Certificate or document certifying permanent residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
- A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
- A **current** passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
- A **current** Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A **full** birth or adoption certificate issued in the UK which includes the name(s) of at least one of the holder's parents or adoptive parents, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A certificate of registration or naturalisation as a British citizen, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A **current** passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to work relation to the carrying on of a licensable activity.

- A **current** Residence Card issued by the Home Office to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights or residence.
- A **current** Immigration Status Document containing a photograph issued by the Home Office to the holder with an endorsement indicating that the named person may stay in the UK, and is allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A Certificate of Application, **less than 6 months old**, issued by the Home Office under regulation 17(3) or 18A (2) of the Immigration (European Economic Area) Regulations 2006, to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence.
- Reasonable evidence that the person has an outstanding application to vary their permission to be in the UK with the Home Office such as the Home Office acknowledgement letter or proof of postage evidence, or reasonable evidence that the person has an appeal or administrative review pending on an immigration decision, such as an appeal or administrative review reference number.
- Reasonable evidence that a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence in exercising treaty rights in the UK including:-
 - evidence of the applicant's own identity – such as a passport,
 - evidence of their relationship with the European Economic Area family member – e.g. a marriage certificate, civil partnership certificate or birth certificate, and
 - evidence that the European Economic Area national has a right of [permanent residence in the UK](#) or is one of the following if they have been in the UK for more than 3 months:
 - (i) working e.g. employment contract, wage slips, letter from the employer,
 - (ii) self-employed e.g. contracts, invoices, or audited accounts with a bank,
 - (iii) studying e.g. letter from the school, college or university and evidence of sufficient funds; or
 - (iv) self-sufficient e.g. bank statements.

Family members of European Economic Area nationals who are studying or financially independent must also provide evidence that the European Economic Area national and any family members hold comprehensive sickness insurance in the UK. This can include a private medical insurance policy, an EHIC card or an S1, S2 or S3 form.