

Application Form for a New Operator Licence

Local Government (Miscellaneous Provisions) Act 1976

What is Private Hire?

Private hire is the provision of a vehicle and driver to undertake a journey carrying passengers from one location to another for a fee. The journey may only be undertaken if booked in advance with a licensed private hire operator.

Three licences are required in order to undertake a private hire journey

1. **Private Hire Operator Licence**
Authorises a company or an individual to receive bookings and dispatch licensed vehicles and drivers to undertake bookings.
2. **Private Hire Driver Licence**
Authorises a driver to drive licensed vehicles to carry the passengers.
3. **Private Hire Vehicle Licence**
Authorises a specific vehicle to be used for carrying the passengers.

This guidance document outlines the procedure that must be followed in order to apply for a new private hire operator's licence. Separate guidance documents are available on our website for private hire driver and vehicle licence applications. All three licences must be in place and issued by the same authority in order for a legitimate private hire booking to be accepted.

How long will my application take?

It is estimated an application process should take approximately 10 working days once all the documents required have been received by the Licensing Support Team. If an application is delayed due to relevant convictions, the process may take longer than stated above.

You are reminded that it is an offence to make provision for the invitation or acceptance of bookings for a private hire vehicle until you are in possession of a current private hire operators.

What do I need to consider before I apply to become a Private Hire Operator?

Applicants must apply for a licence from the local authority area where they plan to carry out their private hire work. However, this does not exclude them from taking bookings for journeys starting and finishing outside the district boundaries.

Operators must have a base and facility to take phone calls and record bookings. This can range from a commercial office to the back bedroom of a domestic premise. Operators are required to keep records of all their bookings in a format and level of detail determined by the council. This may include paper logs or computer records.



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Private hire vehicles and drivers may only be dispatched by a licensed private hire operator. No private hire driver or vehicle may work without taking bookings directly from a licensed operator. They are not permitted by law to take bookings directly from a passenger.

Operators are only permitted to dispatch drivers and vehicles licensed by the same local authority as themselves. Operators may sub-contract a booking to another private hire operator anywhere within the UK (with the exception of Plymouth). Whichever operator fulfils the booking, the operator, vehicle and driver must all hold licenses issued by the same authority. The initial operator remains responsible for that booking despite sub-contracting and must keep a record of each sub-contracted booking.

Applicants must meet specific criteria in order to be considered for a licence and the council must be satisfied that an applicant(s) is a 'fit and proper' person to hold a private operator's licence.

If applicants have reason to believe there may be doubt on criminal grounds as to whether the council will grant their request for a private hire operator's licence, applicants are advised to contact the LICENSING team before submitting an application for further advice.

What do I need when I submit my application?

Email a copy of the application using the relevant details from the footer for your issuing council.

Physical documents can be handed in at reception of the Denes building.

Basingstoke and Deane Civic Offices
London Road
Basingstoke
RG21 4AH

What happens next?

The licensing team will consider the application and make a decision whether to grant or refuse your private hire operator's licence within the given timescale.

Where a decision is made to **grant** the private hire operator licence, the operator's licence will be posted to the applicant directly.

Where a decision is made to **refuse** the private hire operator licence the applicant will be notified in writing and provided the opportunity to appeal the decision to the Licensing Sub-Committee or the Magistrates Court within 21 days.

Following issue of a new private hire operator's the licensing team will contact the licence holder to arrange an inspection of the operator base and ensure compliance with the standard operator licence conditions.



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DBS Basic disclosure requirements for licensed private hire operators

A basic criminal record certificate (DBS) is required every three years to determine an operator's suitability to be licensed. These must be submitted for all employees, partners, directors and secretary (if any). A basic disclosure lists all current convictions within the meaning of the Rehabilitation of Offenders Act 1974.

Licensed drivers will not be required to submit an additional basic disclosure certificate in relation to their operator's licence providing they complete their disclosure and barring service check by the date it is due.

A basic disclosure certificate can only be applied for, and is only issued to, the applicant direct. To obtain your certificate you can apply online at <https://www.gov.uk/request-copy-criminal-record>. The certificate must not be more than one month old when submitted with the application. Once you have received the Disclosure Certificate please provide the original to the council offices.

Failure to complete a disclosure and barring service appointment or provide a basic criminal record certificate by the date it is due will result in the immediate suspension of the private hire operator's licence until completed.

How do I renew my operator's licence?

Operators will be licensed for five years. It is the responsibility of the licence holder to ensure their operator licence is valid. Renewal applications must be submitted at least 15 working days before the current licence expires. Failure to do so could mean the licence is not renewed before your current licence expires, and therefore you will be unable to make provision for or accept private hire bookings.

Operators Application Checklist

Applicants must meet specific criteria in order to be considered for a licence and the council must be satisfied that an applicant is a 'fit and proper' person to hold a licence and oversee transportation services. Before you make an application, you should consider whether you are able to fulfil the following criteria:

	Requirement	Completed/submitted
1	Completed Application Form	
2	Pay Application Fee	
3	Complete Basic DBS Form (if not a licenced driver)	
4	Make DBS Payment (if applicable)	
5	Evidence of right to live and work in the UK. (for all employees)	
6	Provide valid email address	
7	Provide a Certificate of Good Conduct (where needed)	
8	Provide Public Liability Insurance (£5 Million)	
9	Confirm that you have read the conditions that would apply to your licence	
10	Where an application is made by a partnership, limited liability partnership or limited company, the same requirements apply to all partners, directors, and secretary (if any). To supply a basic DBS	
11	Basic DBSs for all employees, workers and independent contractors	
12	DAT Test (if not a licenced driver)	
13	Safeguarding Training (if not a licensed driver)	
14	Disability Awareness Training (if not a licensed driver)	
15	List of employees	
16	Tax Conditionality Form / Tax Check Code	
17	Applicants are reminded to ensure that they have the necessary planning permission to operate a business at their premises.	



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PLEASE COMPLETE ALL PAGES IN CAPITAL LETTERS USING BLACK INK

Operator name - Name of business (must not include the words 'taxi' or 'cab' unless taxis are operated)

Operator premises address (must be in Basingstoke and Deane)

Postcode

Telephone Number (of premises where bookings will be taken)

Email address

Web Site Address

APPLICANT DETAILS (Complete section A or B)

SECTION A - Complete this section **ONLY** if the application is made by an individual, a partnership or other unincorporated organisation.

Full name and address of each applicant

1 Name

Address

Postcode

Email address

Home Telephone Number



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Mobile Phone Number	
2 Name	
Address	Postcode
Email address	
Home Telephone Number	
Mobile Phone Number	

SECTION B - Complete this section **ONLY** if the application is from a limited company

Name of company	
Address of Registered Office	Postcode
Company Registration Number	
Business Telephone Number	
Web Site	

Full name and address of each director and secretary of the company

Continue on last page for additional persons:



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1 Name			
Address			
Position in Company			
Email address			
Home Telephone Number			
Mobile Phone Number			
2 Name			
Address			
Position in Company			
Email address			
Home Telephone Number			
Mobile Phone Number			
Has any person named in section A or B been a director or secretary of another company?			
Yes		No	

(If YES, please give details below)

Has any person named in section A or B received any convictions against a company of which they have previously been a director or secretary?

Yes

No

(If YES, please give details below)

What trade, business or profession has each person listed at A or B carried on for the five previous years immediately prior to applying for this licence?

(Include names of firms and addresses)

Has any person named in section A or B ever held an operator's licence with another authority?

Yes

No

(If YES, please give details below)

Has any person named in section A or B ever had an operator's licence refused, revoked or suspended by another authority?



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Yes		No	
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(If YES, please give details below)

Has any person named in section A or B ever been convicted of an offence in connection with a hackney carriage and/ or private hire vehicle or as an operator?

Yes		No	
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(If YES, please give details below)

Maximum Number of Licenced Vehicles (Please tick)		
1 - 5 Vehicles Band	Maximum 5	
6 -10 Vehicles Band	Maximum 10	
11 -15 Vehicles Band	Maximum 15	
16 - 25 Vehicles Band	Maximum 25	
26 - 45 Vehicles Band	Maximum 45	
46+ Vehicles Band	Please quote maximum number for licence	

Details of Operated Drivers and Vehicles (All vehicles and drivers must be included)	
Driver Name(s)	Vehicle Registration Number(s)



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(Continue on a separate sheet of paper if necessary)

Details Of Employees		
	Name	Role
1		
2		
3		
4		
5		

(Continue on a separate sheet of paper if necessary)



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DECLARATION OF CRIMINAL HISTORY

Have any of the applicants (or the secretary or directors of the company) listed at sections A or B ever been found guilty by a court or cautioned or warned by the police for any criminal or motoring offence or are there any prosecutions pending against them?

Yes

No

(If the answer is YES, please provide details below).

NAME

CONVICTION

DATE

COURT

OFFENCE

SENTENCE

NAME

CONVICTION

DATE

COURT

OFFENCE

SENTENCE

PUBLIC LIABILITY	Do your passengers have access to the operator base?
Yes, ☐ You must provide the original document of public liability insurance for the operator base.	
No ☐ No public liability insurance is required for the operator base.	

Authorised Signatories

In order to ensure that private hire vehicle and driver application forms are properly countersigned by either a licensed operator, or someone authorised to work on their behalf, please complete the below to confirm details for any persons authorised to countersign driver and vehicle application forms for your firm. If this section is left blank, we will presume that we should only deal with you as the licensed operator. Authorised persons should provide their signature as indicated and you must also sign the document to confirm the authorisation. Changes to your list of authorised signatories may be made at any time, please contact the Licensing Team at

Licensing@Basingstoke.gov.uk .

Name of firm:	
Name(s) (please print in block capitals)	Signature(s)



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Under Section 57(3) of the 1976 Act 'if any person knowingly or recklessly makes a false statement or omits any material particular in giving information (under this section), he shall be guilty of an offence'.

If you wish to see an officer to discuss your application, you will need to contact the Duty Officer on (01256) 844844 or email licensing@basingstoke.gov.uk to arrange a convenient appointment.

Basingstoke and Deane Borough Council 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 the level 2 notice on Basingstoke and Deane Borough Council's website which can be found at:

<http://www.basingstoke.gov.uk/fraud> or contact the Internal Audit team on 01256 845761(direct line) or email: fraudinvestigators@basingstoke.gov.uk



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Basingstoke and Deane Borough Council is the data controller for the personal information you provide on this form. You can contact the council by phone on 01256 844844, via email to customer.service@basingstoke.gov.uk or by writing to us at Civic Offices, London Road, Basingstoke RG21 4AH. The council's Data Protection Officer can be contacted at dpo@basingstoke.gov.uk

The personal information you provide will be used for council's legal obligations. It is necessary for you to provide this information to us so that we can process your application/provide the service you have requested.

- We may share your information with other teams within the council in order to provide a service to you, to ensure our records are kept up to date or otherwise where we are required to do so.
- We may share your information with the Police, Insurance Companies, HDC Legal Advisors, DBS, DVLA, Home Office, Cabinet Office National Fraud Initiative and all responsible bodies under the Licensing Act 2003 for the purpose of carrying out our statutory duties and public safety.
- We will not disclose any information to other organisations unless we are required by law to do so or to prevent fraud.
- Your personal details will only be held as long as is needed for this purpose and in accordance with our retention policy.

For further details on how your information is used; how we maintain the security of your information and your rights, including how to access information we hold on you and how to complain if you have any concerns about how your personal details are processed, please visit www.basingstoke.gov.uk or email dpo@basingstoke.gov.uk

Declaration:

I/we hereby certify that all statements in this application are correct and true to the best of my knowledge. I have read the guidance supplied, enclosed any required documentation and fees, and agree to abide by the conditions place on the licence should it be granted. I/we make it knowing that if it is tendered inaccurately, any licence determined and issued in connection with it may be suspended, modified and /or revoked

Signature(s).....

Print Name(s).....

Date signed.....

Basingstoke and Deane Borough Council and Hart District Council Shared Licensing Services
Civic Offices, London Road, Basingstoke, Hampshire, RG21 4AH
Tel: 01256 844 844 (BDBC) or (01252) 622122 (H) Email: licensing@basingstoke.gov.uk or HartLicensing@Basingstoke.gov.uk
www.basingstoke.gov.uk www.hart.gov.uk

Immigration Act 2016 - Local Government (Miscellaneous Provision) Act 1976

Immigration Self Declaration Form

Your right to work in the UK will be checked as part of your licence application, this could include the licensing authority checking your immigration status with the Home Office.

You must therefore provide a document or document combination that is stipulated as being suitable for this check. The list of documents is set out at List A and B below. You must bring in the original document(s) so that the check can take place. The document(s) will be copied and the copy retained by the licensing authority. The original document will be returned to you.

If there are restrictions on the length of time you may work in the UK, your licence will not be issued for any longer than this period. In such circumstances, the check will be repeated each time you apply to renew or extend your licence.

If, during this period, you are disqualified from holding a licence because you have not complied with the UK's immigration laws, your licence will lapse and you must return it to the licensing authority, failure to do so is a crime.

Name:

Date of birth:.....

Address:.....

.....

.....

.....

.....

Post code:

A check code can be created via this link and shared with the licensing team for review
<https://www.gov.uk/prove-right-to-work>

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I hereby solemnly and sincerely declare:

- That the information and particulars given by me are true and correct to the best of my knowledge and belief.
- I am aware if I make, knowingly or recklessly, a false statement or omit any information from this form, it is a criminal offence.
- I understand and consent that the information and particulars given by me in this self declaration form may be issued to and verified with other enforcement agencies and consulting bodies; including Hampshire Police, the Home Office, Local Magistrates Court, and any other corporate body in accordance with data protection and the Council's disclosure policy.
- I am aware if any information is tendered inaccurately, relevant information is not disclosed or I make any false statements, my suitability to hold a private hire/hackney carriage driver's licence could be reviewed and I would be subject to enforcement action in accordance with the Licensing Enforcement Policy.
- I will immediately notify licensing of any change in my immigration status which could result in a conviction, warning, penalty or caution and/or any change to my medical condition which could affect my fitness to hold a private hire/hackney carriage driver's licence.

Signature:

Date:

LIST A: No immigration restrictions on right to a licence in the UK

- 1) A passport showing the holder is a British Citizen or a citizen of the UK and the Colonies having the right of abode in the UK.
- 2) A passport or national identity card showing the holder is a national of a European Economic Area country or Switzerland
- 3) A Registration Certificate or Document Certifying Permanent Residence issued by the Home Officer to a national of a European Economic Area country or Switzerland
- 4) A Permanent Residence Card issued by the Home Office
- 5) A **Current** 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.
- 6) 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.
- 7) 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, together with an official document giving the persons permanent National Insurance number and their name issued by a Government agency or a previous employer.
- 8) 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, **together with** an official document giving the persons permanent National Insurance number and their name issued by a Government agency or a previous employer.
- 9) A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland together with an official document giving the persons permanent National Insurance number and their name issued by a Government agency or a previous employer.
- 10) A certificate of registration or naturalisation as a British Citizen **together with** an official document giving the persons permanent National Insurance number and their name issued by a Government agency or a previous employer

If you cannot provide one of the options from List A, please see below:

LIST B: Immigration restrictions on the right to a licence in the UK. You may issue the licence (subject to statutory limitations) up to the expiry date of the permission to work in the UK. You will need to check immigration status each time they make an application to renew or extend their licence.

- 1) A **current** passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question.
- 2) A **current** Biometric Residents 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 do the work in question.
- 3) A **current** Residence Card, including an Accession Residence Card or a Derivative Residence Card, issued by the Home Office to a non European Economic Area national who is a family member of a national of a European Economic Area country of Switzerland or who has a derivative right of residence.
- 4) A **current** Immigration Status Document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK and is allowed to do the type of work in question, together with an official document giving the persons permanent National Insurance number and their name issued by a Government agency or a previous employer.
- 5) A certificate of Application issued by the Home Office under regulation 17 (3) or 18A(2) of the Immigration (European Economic Area) Regulation 2006, to a family member of a national of a European Economic Area country or Switzerland stating that the holder is permitted to take employment which is less than six months old.
- 6) A **Verification** issued by the Home Office Evidence and Enquiry Unit to you, which indicates that the named person may stay in the UK because they have an in time application, appeal or administrative review which is outstanding. The licence may be issued for 6 months from the date of the licence decision.



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Private Hire Operator Consent Form

I confirm that I do/do not* wish my Private Hire Operator details to be listed on the Website.

*Please delete as appropriate

The following information will be displayed:

Name of the Company

Contact Name

Contact Number(s):

Mobile Number

Office Number

Email Address:

Signed

Print Name

Date
