



APPLICATION FORM FOR A NEW OPERATOR LICENCE

Local Government (Miscellaneous Provisions) Act 1976

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.	
6	Provide valid email address	
7	Provide a Certificate of Good Conduct (where needed)	
8	Provide Public Liability Insurance	
9	Confirm that you have read the conditions that would apply to your licence	

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

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:	
1 Name	
Address	Postcode
Position in Company	
Email address	
Home Telephone Number	
Mobile Phone Number	
2 Name	
Address	



	Postcode
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	
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(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	
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(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	
<i>(If YES, please give details below)</i>			
Has any person named in section A or B ever had an operator's licence refused, revoked or suspended by another authority?			
Yes		No	
<i>(If YES, please give details below)</i>			
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	
<i>(If YES, please give details below)</i>			

Maximum Number of Licenced Vehicles (Please tick)		
1 - 5 Vehicles Band	Maximum 5	
6 -10 Vehicles Band	Maximum 10	



Basingstoke
and Deane

11 -15 Vehicles Band	<i>Maximum 15</i>	
16 - 25 Vehicles Band	<i>Maximum 25</i>	
26 - 45 Vehicles Band	<i>Maximum 45</i>	
46+ Vehicles Band	<i>Please quote maximum number for licence</i>	

Details of Operated Drivers and Vehicles (All vehicles and drivers must be included)	
Driver Name(s)	Vehicle Registration Number(s)
(Continue on a separate sheet of paper if necessary)	

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)

Fees for 2023 – 2024

Operators (New fee structure)	Fees 2023/24 (£)	Office Use Only: Code
PH Operators - 5 year - New 1 - 5 Vehicles	418.00	£83.60 - RA0153 – A93155 £334.40 - YA0000 – B60010
PH Operators - 5 year - New 6 -10 Vehicles	598.00	£119.60 - RA0153 – A93155 £478.40 - YA0000 – B60010

PH Operators - 5 year - New 11 -15 Vehicles	778.00	£155.60 - RA0153 – A93155 £622.40 - YA0000 – B60010
PH Operators - 5 year - New 16 - 25 Vehicles	958.00	£191.60 - RA0153 – A93155 £766.40 - YA0000 – B60010
PH Operators - 5 year - New 26 - 45 Vehicles	1138.00	£227.60 - RA0153 – A93155 £910.40 - YA0000 – B60010
PH Operators - 5 year - New 46+ Vehicles	1318.00	£263.60 - RA0153 – A93155 £1054.40 - YA0000 – B60010
PH Operators - each additional operator premises (multi bases)	53.00	£53.00 - RA0153 – A93155
Replacement Paper Licence	21.00	£21.00 - RA0153 – A93155

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



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.....



**Immigration Act 2016 - Local Government (Miscellaneous Provision) Act 1976
Hackney Carriage/Private Hire Drivers/ Private Hire Operators**

IMMIGRATION CHECK 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:

DOCUMENTS EVIDENCING RIGHT TO WORK (see guidance notes attached for further information, include any reference or issue numbers and expiry dates)

1.

2.

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>



DECLARATION

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 or 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.

Alternatively, if you are a non-British passport holder,

An immigration self-declaration form must be completed.

Share code can be produced via this link,

[View and prove your immigration status: get a share code - GOV.UK \(www.gov.uk\)](#)

Visa Check: [Check if you need a UK visa - GOV.UK \(www.gov.uk\)](#)