

**Local Government (Miscellaneous Provisions) Act 1976
APPLICATION FOR PRIVATE HIRE VEHICLE OPERATORS LICENCE**

SECTION 1. (must be completed by all applicants)

Are you applying as
(please tick):

- | | | |
|-------------------|--------------------------|--------------------------------------|
| An individual | <input type="checkbox"/> | (Please complete Sections 1,2,3 & 6) |
| A partnership | <input type="checkbox"/> | (Please complete Sections 1,2,4 & 6) |
| A limited company | <input type="checkbox"/> | (Please complete Sections 1,2,5 & 6) |

Please state your trading name:

Head office name or house name or number:

First Line of Address:

Town/City:

Post Code:

Main telephone number :

E-mail Address:

Is this application for the grant of a new licence or a renewal (please tick the relevant box):

Grant of a licence

Renewal of an existing licence

If you are renewing an existing licence please provide your existing licence number:

A private hire vehicle operator's licence lasts for a period of five years or for such a lesser period as the Council thinks appropriate in the individual circumstances. Do you wish the Council to consider your application for a period of less than five years?

Yes

No

If Yes, please give details of how long you wish the licence to last.

<p>If Yes, please give the reasons why you are asking the Council to reduce the length of the licence should it be issued (please continue on a continuation sheet if necessary).</p>	
<p>SECTION 2. Details of Operation (If you propose to operate from more than one premises then please use a continuation sheet for the additional premises)</p>	
<p>State address at which it is intended to carry on the business of a private hire operator (if different from the address given in Section 1)</p>	
<p>Telephone Number (if different from the telephone number given in Section 1)</p>	
<p>E-mail Address (if different from the e-mail address given in Section 1)</p>	
<p>Do the premises listed have planning permission to operate as a private hire operator's office</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>
<p>Are these premises intended to be used for personal visits and/or telephone bookings</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>
<p>Do you have or intend to have a waiting room at these premises</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>
<p>State hours of operation</p>	
<p>How many vehicles do you intend to operate?</p>	
<p>Will these vehicles be fitted with taxi meters</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>
<p>How will booking records be maintained</p>	<p>Paper <input type="checkbox"/></p> <p>Computer <input type="checkbox"/></p>

SECTION 3. Details of an Individual Applicant

Title (Please tick)

Mr Mrs Miss Ms Other (please state)

Date of Birth:

National Insurance Number:

Surname:

Forenames:

Please also state your previous name or any other surnames by which you have been known:

Position/Role in the business:

House name or number:

First Line of Address:

Town/City:

Post Code :

Have you previously applied as an individual or as a member of a partnership or a director of a company for an operator's licence with any Council:

Yes

No

If the answer is 'Yes' please give details

Have you as an individual or as a member of a partnership or a director of a company ever had an operator's licence refused, suspended or revoked by any Council:

Yes

No

If the answer is 'Yes' please give details

SECTION 4. Details of Partnership (if you are applying as a partnership, please provide the following details in respect of each partner – where there are more than two partners then please use a continuation sheet and which should be signed by the person named)

Full Name:

Date of Birth:

House name or number:

First Line of Address:

Town/City:

Post Code :

Full Name:

Date of Birth:

House name or number:

First Line of Address:

Town/City:

Post Code :

Has any of the above named individuals applied as an individual or as a member of a partnership or a director of a company for an operator's licence with any Council:

Yes

No

If the answer is 'Yes' please give details

Has any of the above named individuals had an operator's licence refused, suspended or revoked by any Council either as an individual or as a member of a partnership or a director of a company:

Yes

No

If the answer is 'Yes' please give details

SECTION 5. Details of Limited Company (if you are applying as a limited company please provide the details set out below about the company)

Company Name:

Company Number:

First Line of the address of the registered Office:

Town/City:

Post Code:

Please provide the following details for each director, shadow director and company secretary – where necessary please use a continuation sheet and which should be signed by the person named.

Role:

Full Name:

Date of Birth:

House name or number:

First Line of Address:

Town/City:

Post Code :

Role:

Full Name:

Date of Birth:

House name or number:

First Line of Address:

Town/City:

Post Code :

Has any of the above named individuals applied as an individual or as a member of a partnership or a director of a company for an operator's licence with any Council

Yes

No

If the answer is 'Yes' please give details

Has any of the above named individuals had an operator's licence refused, suspended or revoked by any Council either as an individual or as a member of a partnership or a director of a company:

Yes

No

If the answer is 'Yes' please give details

SECTION 6. Declaration

Your right to work in the UK will be checked as part of your licence application and this could include the licensing authority checking your immigration status with the Home Office. We may otherwise share information 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 Section 8 of this application form. You must provide the original document(s), such as a passport or biometric residence permit, so that the check can take place. The document(s) will be checked in your presence. The document(s) will be copied and the copy(ies) retained by the licensing authority. The original document(s) will be returned to you. Your application will not be considered valid until all the necessary information and original document(s) have been produced and the relevant fee has been paid. 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 cease to have effect and you must return it to the licensing authority. Failure to do so is a criminal offence.

I/we declare that to the best of my knowledge and belief, the answers given in this application for a private hire vehicle operator's licence are true and that the documents submitted in support of it are genuine and have not been altered.

I/we understand that if I/we have provided any information in this application or the supporting documents that I/we know to be false or do not believe to be true that I/we shall be liable for prosecution and/or any licences issued to me/us may be suspended or revoked.

I/we consent to the information provided in this application and the supporting documents being used by Sunderland City Council for the purposes of undertaking its statutory licensing functions in relation to operators of private hire vehicles and understand that it may disclose any information to any third party, as may be required by law.

I/we understand the Council is under a duty to protect the public funds it administers, and to this end I/we authorise the Council to use the information I/we have provided on this form for the prevention and detection of fraud. I/we also authorise the sharing this information with other bodies responsible for auditing or administering public funds for these purposes.

If a licence is granted, I/we undertake to comply with the conditions attached to the grant of the licence.

If a licence is granted, I/we shall disclose to the Council in writing details of any conviction imposed on me, (or, if the operator is a company, on any of its directors, or if the operator is a partnership, on any of its partners) during the period of the licence, within seven days of the date of conviction.

Signed:	Date:
Signed:	Date:

Capacity (please Tick):

Applicant	<input type="checkbox"/>
Partner in business	<input type="checkbox"/>
Company Secretary	<input type="checkbox"/>
Company Director	<input type="checkbox"/>
Other	<input type="checkbox"/>

If 'Other' please give details:

SECTION 7 – Equal Opportunities

All applicants will be treated equally, regardless of ethnic or national origin, gender, religion, age and sexual orientation.

SECTION 8 – Lists of acceptable documents for a right to a licence checks

List A: No restrictions on right to work in the UK

1.	A 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.
2	A 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.
3	A Registration Certificate or Document Certifying Permanent Residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
4	A Permanent Residence Card issued by the Home Office to the family member of a national a European Economic Area country or Switzerland.
5	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.
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 person's 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 (including an official extract of an entry in the register of births in Scotland in long form), together with an official document giving the person's 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 person's 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 person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

List B: Restrictions on right to work in the UK

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 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 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 person's 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) Regulations 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 6 months old together with Verification from the Home Office Evidence and Enquiry Unit. The licence may be granted for six months from the date of the Certificate of Application.
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 and which is outstanding. The licence may be issued for six months from the date of the licence decision.

SECTION 9. For Official Use Only

Date Application Received:

Application Received By:

Fee(s) Paid:

Receipt Number(s):

Checklist on examining and identifying fraudulent identity documents

	Yes	No
Does the document allow the person to live and work in the UK?	<input type="checkbox"/>	<input type="checkbox"/>
Is the person presenting the document the same as the image or photograph?	<input type="checkbox"/>	<input type="checkbox"/>
Is the document genuine?	<input type="checkbox"/>	<input type="checkbox"/>
Have any pages been substituted?	<input type="checkbox"/>	<input type="checkbox"/>
Has the photograph/image been substituted?	<input type="checkbox"/>	<input type="checkbox"/>

Have any details been altered?	<input type="checkbox"/>	<input type="checkbox"/>
Is the document a fantasy/pseudo document?	<input type="checkbox"/>	<input type="checkbox"/>
Documents checked by		
Date		