

## APPLICATION FOR A PRIVATE HIRE OPERATOR LICENCE

### **Please read these guidance notes before completing this form**

You should also read the Private Hire Operator Licence conditions which can be found on the Council's website at [www.wirral.gov.uk/operator](http://www.wirral.gov.uk/operator)

Private hire operator licences are issued for a period of five years unless it is considered appropriate in the circumstances of the case to grant a private hire operator licence for a lesser period. The current fees can be found on the Council's website: [www.wirral.gov.uk/taxi](http://www.wirral.gov.uk/taxi)

All applicants (including all directors if the applicant is a registered company) must undergo a Basic Disclosure before a licence may be granted or renewed, unless they are in the process of applying for a private hire or hackney carriage driver licence and will therefore be subject to an Enhanced DBS check. Disclosure certificates more than 28 days old will not be accepted.

A Basic Disclosure Certificate can be obtained online at [www.gov.uk/government/organisations/disclosure-and-barring-service](http://www.gov.uk/government/organisations/disclosure-and-barring-service)

Applicants must present valid proof of right to work in the UK.

In order for a private hire operator licence to be granted, applicants must contact the Planning Section to ensure the correct Planning consent is in place to operate a Private Hire Operator business from the specified premises. This requirement may be satisfied by a pre-submission application, a certificate of lawful development, or full planning consent. Applicants must contact the Planning section for further guidance on [planningapplications@wirral.gov.uk](mailto:planningapplications@wirral.gov.uk).

The trading name of the business must not be similar to that of an existing licensed operator.

## DOCUMENTS REQUIRED WHEN SUBMITTING YOUR APPLICATION

You must provide the documents listed below with your application. Your application will not be accepted if you do not provide all the documents listed.

- Proof of Right to Work in the UK for all applicants/company directors/company secretary
- Basic Disclosure for all applicants/company directors/company secretary, dated no more than 28 days old
- Proof of address for each applicant/limited company. This must be either a utility bill, bank/credit card/benefit/council tax statement or central/local government document which is no more than 3 months old
- Planning consent for all premises from which you intend to operate
- Template door sign (*see Private Hire Operator Licence condition number 8*)
- Template to be used for recording list of drivers (*see Private Hire Operator Licence condition number 13*)
- Template to be used for recording bookings (*see Private Hire Operator Licence condition number 19*)
- Correct fee - payable by credit/debit card
- From 4 April 2022 you will be required to complete a tax check and provide a 9-character tax check code when renewing your licence. We will not be able to issue your licence if you do not provide a tax check code. For further information go to <https://www.gov.uk/guidance/changes-for-taxi-private-hire-or-scrap-metal-licence-applications-from-april-2022>

The current fees can be found on the Council's website: [www.wirral.gov.uk/taxi](http://www.wirral.gov.uk/taxi) The Council accepts payment by debit card/credit card.

This application, together with the relevant documents and fee, must be submitted in person, by appointment, to the Licensing Office at Wallasey Town Hall.

## PRIVACY POLICY

Wirral Council takes your privacy seriously. We will only use your personal information to administer your application and provide the products and services you have requested from us.

From time to time we may need to contact you with details of the service or information we require from you and we will do this using the contact information you provided on your application form. This can either be by post, email, telephone or text message.

The Council has a duty to protect the public and we implement a number of security measures to maintain the safety of your personal information. Please be aware however that the information you provide on this application may be shared with other public bodies where required, such as Council Departments, Government Services and the police, which may be used for the prevention of fraud or other serious offences.

If you require a copy of the data we hold or believe it to be inaccurate please contact the Council's Information Manager Officer by email at [DPO@wirral.gov.uk](mailto:DPO@wirral.gov.uk)

Any further information held by the Council about individuals will be held securely and in compliance with the law. Information will not be held for longer than required and will be disposed of securely.



## APPLICATION FOR A PRIVATE HIRE OPERATOR LICENCE

PLEASE COMPLETE THIS FORM USING CAPITAL LETTERS AND BLACK INK

Section 1	Premises details
Trading name	
Address(es) of premises at which bookings will be taken	
Please indicate how bookings will be taken and provide the relevant contact details below	
<input type="checkbox"/> telephone	
<input type="checkbox"/> website	
<input type="checkbox"/> app	
Maximum number of vehicles to be operated	1 <input type="checkbox"/> 10 <input type="checkbox"/> 50 <input type="checkbox"/> 51+ <input type="checkbox"/>

<b>Section 2</b>	<b>Applicant details</b>		
Are you applying for a Private Hire Operator Licence as	Sole trader	<input type="checkbox"/>	Go to section 2A
	Partnership	<input type="checkbox"/>	Go to section 2B
	Limited company	<input type="checkbox"/>	Go to section 2C

<b>Section 2A</b>	<b>Sole trader</b>		
Please complete this section <u>only</u> if you are going to operate the business as a <u>sole trader</u> (on your own and not as a limited company or partnership)			
Surname			
Forename			
Home address			
		Post Code	
Date of Birth			
NI Number			
Telephone No.		Mobile	
Email address			
Do you have the right to work in the UK?                      YES <input type="checkbox"/> NO <input type="checkbox"/>			

**Section 2B****Partnership**

Please complete this section only if you are going to operate the business with a partner (not on your own and not as a limited company)

Is the partnership registered with Companies House?      YES       NO

If YES, please provide Company Registration Number (CRN)

**Details - partner 1**

Surname

Forename

Home address

Post Code

Date of Birth

NI Number

Telephone No.

Mobile

Email address

Does this person have the right to work in the UK?      YES       NO

**Details – partner 2**

Surname

Forename

Home address

Post Code

Date of Birth

NI Number

Telephone No.

Mobile

Email address

Does this person have the right to work in the UK?      YES       NO

<b>Section 2C</b>	<b>Limited Company</b> Please complete this section <u>only</u> if you are going to operate the business as a <u>limited company</u>	
Company Name		
Registered Office address		
		Post Code
Telephone No.		
Email address		
Companies House Registration Number (CRN)		
<b>Details - Company Secretary</b>		
Surname		
Forename		
Home address		
		Post Code
Date of Birth		
Telephone No.		
Does this person have the right to work in the UK?      YES <input type="checkbox"/> NO <input type="checkbox"/>		
<b>Details - Company Director 1</b>		
Surname		
Forename		
Home address		
		Post Code
Date of Birth		
Telephone No.		
Does this person have the right to work in the UK?      YES <input type="checkbox"/> NO <input type="checkbox"/>		

**Details - Company Director 2**

Surname			
Forename			
Home address			
		Post Code	
Date of Birth			
Telephone No.			
Does this person have the right to work in the UK?      YES <input type="checkbox"/> NO <input type="checkbox"/>			

**Details - Company Director 3**

Surname			
Forename			
Home address			
		Post Code	
Date of Birth			
Telephone No.			
Does this person have the right to work in the UK?      YES <input type="checkbox"/> NO <input type="checkbox"/>			

**Details - Company Director 4**

Surname			
Forename			
Home address			
		Post Code	
Date of Birth			
Telephone No.			
Does this person have the right to work in the UK?      YES <input type="checkbox"/> NO <input type="checkbox"/>			

**Section 3****Convictions, cautions, warnings, reprimands, fixed penalties**

**All criminal convictions, cautions, warning, reprimands, fixed penalties as well as all motoring convictions** must be disclosed in accordance with the provisions of the Rehabilitation of Offenders Act 1974

You must list all convictions, cautions, warning, reprimands, fixed penalties for all applicants. You must also disclose if any applicant is being investigated for an offence. . If the applicant is a limited company, you must list all convictions, cautions, reprimands, warnings, fixed penalties, investigations for the company and all directors

*If you do not have any, please write **NONE***

**Criminal convictions**

Name	Offence	Conviction date	Sentence

**Motoring convictions**

Name	Offence	Conviction date	Sentence

**Cautions/warnings/reprimands/fixed penalties**

Name	Offence	Offence date

**Investigations**

If any applicant is being investigated for any offence, including motoring offences, you must provide details below

Name	Offence/investigation



Section 4		Previous Licence applications				
Has any applicant previously made an application for a Hackney Carriage or Private Hire Driver, Vehicle or Operator Licence?					YES <input type="checkbox"/>	NO <input type="checkbox"/>
If YES, please provide the following details						
Name of licence holder	Local Authority	Type of licence	Was a licence granted		Period of licence	
			Yes	No		
If a licence was refused, please provide the following details:						
Name of applicant	Local Authority	Type of licence	Reasons for refusal			
Has any applicant had a Private Hire Operator Licence, Private Hire Driver or Hackney Carriage Driver revoked or suspended?					YES <input type="checkbox"/>	NO <input type="checkbox"/>
If so, please provide the following details						
Name of licence holder	Local Authority	Type of licence	Licence valid from	Date of revocation / suspension	Reasons	

**Section 5****Right to work in the UK**

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. 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. You must provide the original document(s), such as your passport or biometric residence permit, 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. 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 lapse and you must return it to the licensing authority. Failure to do so is a criminal offence.

**Section 6****Documents that must be supplied with the application**

- EU passport or full UK birth certificate, or non EU passport with valid residence/work permit for all applicants/company directors/company secretary, Right to Work Share Code
- Basic Disclosure for all applicants/company directors/company secretary, no more than 28 days old
- Proof of address for each applicant/limited company. This must be either a utility bill, bank/credit card/benefit/council tax statement or central/local government document which is no more than 3 months old
- Planning consent for all premises from which you intend to operate
- Template door sign (*see Private Hire Operator Licence condition number 20*)
- Template to be used for recording list of drivers (*see Private Hire Operator Licence condition number 9*)
- Template to be used for recording bookings (*see Private Hire Operator Licence condition number 5*)
- Correct licence fee – payable by credit/debit card
- Any other documents in support of this application – please state:

**This application will not be accepted if you fail to provide all the necessary documents.**

**Section 7****Declaration****The relevant section to be signed by each person named in the application**

I/we declare that to the best of my/our knowledge and belief, the answers given herein are true. I/we understand that if I/we knowingly or recklessly make a false statement or omit any material particular, I/we shall be guilty of an offence which is punishable by a fine.

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

**Sole Trader**

Full name:

Signature:

Date:

**Partnership**

Applicant 1

Full name:

Signature:

Date:

Applicant 2

Full name:

Signature:

Date:

**Limited Company**

Director

Full name:

Signature:

Date:

Director

Full name:

Signature:

Date:

Director

Full name:

Signature

Date:

Director

Full name:

Signature

Date:

Company Secretary

Full name:

Signature:

Date: