



ADUR & WORTHING
COUNCILS

**Private Hire Operator
NEW & RENEWAL**
Please tick which authority

Adur District	<input type="checkbox"/>	Worthing Borough	<input type="checkbox"/>
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LICENSING AUTHORITY

Adur District & Worthing Borough Council Portland House Richmond Road Worthing BN11 1HS

**Application for Private Hire Operators Licence under Section 55 of the
Local Government (Miscellaneous Provisions) Act 1976**

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

If you are completing this form by hand please write legibly in **BLOCK CAPITALS**. In all cases ensure your answers are inside the boxes and written in black ink. Use additional sheets if necessary. You may wish to keep a copy of the completed form for your records.

I/We _____ (insert name(s) of applicant) apply for a Private Hire Operators Licence under Section 55 of the Local Government (Miscellaneous Provisions) Act 1976

Part 1 – APPLICANT DETAILS

Please state whether the application for the Private Hire Operators Licence is being made in the capacity of:

a) an individual

Please tick ✓

☐

please complete section (A)

b) a person other than an individual being

i. as a limited company

☐

please complete section (B)

ii. as a partnership

☐

please complete section (B)

(A) Individual

If more than one individual is applying, then please provide details on a separate sheet of paper.

Title - (tick as appropriate): Mr Mrs Miss Ms Other (please state)		
Full name		
Address		
Date of Birth	Contact Number	Email address
If you wish to operate under a trading name then please state:		

(B) Company or Partnership

Name of company/partnership - (If applying as a company then this must be the name registered with Companies House NOT the trading name)

Address of the company/partnership - ((If applying as a company then this must be the address registered with Companies House)

Company Number - (This is the unique reference number provided by Companies House)

Generic e-mail address for company/partnership

If the trading name differs from the company/partnership name then please state:

Director 1/Partner 1

Title - (tick as appropriate): Mr Mrs Miss Ms Other (please state)

Full name

Address

Date of Birth

Contact number

Email address

Company Secretary/Partner 2

Title - (tick as appropriate): Mr Mrs Miss Ms Other (please state)

Full name

Address

Date of Birth
Contact number
Email address

Director 2/Partner 3
Title - (tick as appropriate): Mr Mrs Miss Ms Other (please state)
Full name
Address
Date of Birth
Contact number
Email address

Please list the names of any other directors or partners on a separate sheet of paper and provide the corresponding details as requested above.

Part 2 – PREMISES DETAILS

Trading name
Address of Premises where operating from (If there is to be more than one operating base then please provide details on a separate sheet of paper).
Contact number at premises

Has planning permission been obtained to operate private hire vehicles from the operating address?	Yes	No
Please provide further details below, such as the Planning Ref No or the status of any current planning applications (If you have documented evidence then please provide this with your application).		

Are the premises it is proposed to operate from rented or leased?	Yes	No
If yes, has the landlord consented to the use of the premises for private hire purposes? (provide documented evidence)	Yes	No
Please provide name, contact number and email address of the landlord (If you have obtained written consent from the landlord then please provide this with your application).		

Will the premises provide a private parking space to accommodate the number of vehicles it is proposed to operate?	Yes	No
If no, please state where it is proposed to park vehicles.		

Will the premises provide a waiting room/area for prospective hirers?	Yes	No
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Will the private hire operation control a Private Mobile Radio (PMR) circuit?	Yes	No
If yes, please state the current Department of Trade and Industry Licence number and date of expiry.		

How many private hire vehicles is it proposed to operate from the premises? Please attach a list of all licensed drivers and licensed vehicles.	
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Part 4 – PREVIOUS HISTORY

Please tick ✓

Has any person(s) or company identified in Part 1 been cautioned or convicted of any offences or foreign offences or have any prosecutions pending against you ? (Please include details of any Behaviour Orders, County Court Injunctions, High Court Injunctions, Fixed Penalty Notices etc)	Yes	No
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For the purposes of this application **NO** conviction is deemed to be 'spent'.

If there is insufficient space then please provide further details on a separate sheet of paper.

Conviction 1	
Name	
Type of offence	
Date of conviction	Name of convicting court
Penalty	

Conviction 2	
Name	
Type of offence	
Date of conviction	Name of convicting court
Penalty	

Conviction 3	
Name	
Type of offence	
Date of conviction	Name of convicting court
Penalty	

Has any person(s) or company identified in Part 1 previously held or currently hold an Operator's Licence?	Yes	No
If yes, then please state the Operator's Licence Number, the name of the Issuing Authority and when the Licence expired or will expire.		

Is any person(s) or company identified in Part 1 currently a Director or Secretary for any other Registered Company or has been in the past 5 years?	Yes	No
If yes, then please provide relevant details such as the registered name(s)/number of the company, the goods and/or services in which it traded, the company's status i.e. active, dissolved etc and whether the company has been convicted of any offences or subject to any outstanding legal challenges.		

Has any person(s) or company identified in Part 1 of this form ever had applications for any of the permissions listed below refused or held the permission and had it revoked or suspended.	Yes	No
Private Hire Operators Licence		
Private Hire Drivers Licence		
Private Hire Vehicle Licence		
Hackney Carriage Drivers Licence		
Hackney Carriage Vehicle Licence		
If yes, then please state the Licence Number, the name of the Local Authority and a brief summary of why the application was refused or the licence revoked/suspended.		

Is any person(s) identified in Part 1 currently classified as an undischarged bankrupt/insolvent or has been over the past 5 years?	Yes	No
If yes, please provide further details below.		

Part 5 – ‘RIGHT TO WORK’ CHECK

ONLY COMPLETE PART 5 IF YOU ARE NOT APPLYING FOR A PRIVATE HIRE DRIVER’S LICENCE OR DO NOT HOLD A PRIVATE HIRE DRIVER LICENCE

The Immigration Act 2016 has made amendments to the licensing regime. The Council is now required to undertake a face-to-face immigration check in relation to **ALL** applicants to ensure the person has the right to work in the UK. Without evidence of this the Council cannot validate your application or issue a Hackney Carriage/Private Hire Driver Licence.

In order to satisfy this requirement certain documents need to be provided to the Council when you submit the application or as part of an interview with a member of the Licensing Team.

In most cases a current UK or EU passport or Biometric Residence Permit will normally be satisfactory.

Under certain circumstances where the immigration status of an applicant is not obvious the applicant’s right to work in the UK will be checked and information shared with the Home Office.

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.

Please tick to confirm that you have read and understood the information regarding the right to work in the UK

Please tick ✓

☐

Please tick to confirm that you are eligible to live and work in the UK

Please tick ✓

☐

Part 6 – DECLARATION & SIGNATURE

DECLARATION - I hereby make this application for a Private Hire Operator's Licence and declare that to the best of my knowledge and belief, the statements made on this form are true and that no material particular has been omitted.

IN RELATION TO THIS TYPE OF APPLICATION, IT IS AN OFFENCE UNDER SECTION 57(3) OF THE LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976 TO MAKE A FALSE STATEMENT OR TO OMIT ANY MATERIAL PARTICULAR.

SIGNATURE(S) - Signature of person submitting the application or their solicitor or other duly authorised agent. If signing on behalf of the applicant then please state in what capacity. If an application is being made on behalf of a company then the signature of 1 director or officer is sufficient.

Signature _____ Date _____

Print Name _____ Capacity _____

2nd SIGNATURE (Only complete if the application is being made by more than 1 individual or as a partnership) - Signature of 2nd person submitting the application or 2nd applicant's Solicitor or other authorised agent. If signing on behalf of the 2nd applicant then please state in what capacity.

Signature _____ Date _____

Print Name _____ Capacity _____

If there are any other individual(s) or partner(s) making this application then please ensure that they or their solicitor or other authorised agent sign this form.

PERSONAL DATA STATEMENT – Adur District & Worthing Borough Council manages personal data in accordance with the provisions of GDPR / Data Protection Act 2018

We may share information with other departments in the Council, other enforcement agencies and consulting bodies namely the DVLA, Sussex Police and other partners as the law allows.

The Act applies to personal information about living, identifiable, persons. Licensing data will be provided to the Audit Commission for data matching purposes in accordance with Section 6 of the Audit Commission Act 1998 as part of the National Fraud Initiative. This data will be used for cross-system and cross-authority comparison for the prevention and detection of fraud.

For more information, see the Council's web page on its Data Protection Policy

For office use only: Fee Receipt number Date

DBS Valid Yes ☐ No ☐ DBS Number Date

Application check date Authorised to issue

Licence no: Issued Date Expiry Date.....