

Application For A Private Hire Operators Licence

Private Hire Operator licences are issued for a maximum period of five years and are renewed on 1st December, i.e. if you apply in June your licence will expire on 30 November.

Surname	
Forename(s)	
Maiden Name (If Applicable)	
Full Postal Address	
Telephone Number	
E-Mail Address	
Date Of Birth	
Place Of Birth	
Proposed Business Name	
Private Hire And/Or Hackney Carriage Driver Licence Number (If Applicable)	

If Applicant Is A Company, Firm Or Partnership Please State:-

Full Title	
Address Of Office	
Telephone Number	
E-Mail Address	
Name & Address Of Secretary Where Applicable	
Name & Address Of All Directors/Partners Where Applicable	
(Please continue on a separate sheet if necessary)	
Position Held By Applicant	
Has the Company, Applicant or any person referred to above ever been refused a licence concerned with the Hackney Carriage or Private Hire trade or had any such licence(s) suspended or revoked?	YES/NO

If YES, Please give details (Please include authority and date)	
Has the Applicant or any person referred to above been a Director, Officer or Partner of any Company or Firm which has been refused a licence concerned with the Hackney Carriage or Private Hire trade or had any such licence(s) suspended or revoked?	YES/NO
If YES, Please give details (Please include authority and date)	
Has the Applicant or any person referred to above ever been Bankrupt?	YES/NO
If YES, Please give details	
State Business Name Registration Number	
State VAT Registration Number	
Have you, as the Applicant, or the Directors, Officers or Partners of the company or Firm itself, or any other company or firm in which they or you hold a like position been convicted of an offence, whether a motoring offence or not? Please read notes at the end of this form regarding the Rehabilitation of Offenders Act 1974	YES/NO

If you have any Convictions, which are not spent in accordance with the Rehabilitation of Offenders Act 1974, please enter below.

Person Or Company Name	Name Of Company & Position In Company	Date Of Conviction	Court In Which Case Heard	Offence	Penalty

This application must be accompanied by a Certificate of Search Results on Criminal Convictions for each Applicant, Partner and or Director, which must have been issued no earlier than one calendar month before making this application and can be either:

- (i) A Criminal Conviction Certificate Issued Under The Police Act 1997 Or;
- (ii) The results of a Subject Access Search under the Data Protection Act 1998 of the Police National Computer by the National Identification Service.

(Please note that this requirement does not apply if you currently hold a Private Hire and/or Hackney Carriage Drivers licence used by this Council)

State every Address at which it is intended to carry on business (Please note it is a Requirement that the Applicant operates from a premises within the controlled district of the Council)	
Telephone Number	
E-Mail Address	
Do The Premises Listed Have Planning Permission?	YES/NO
If YES, Please Give Date Of Planning Permission	
If any of the Premises listed is a Private Residence please state whether the property is	OWNED RENTED COUNCIL PROPERTY

Do you have or intend to have a waiting room at the premises listed above?		YES/NO
State whether the premises listed above will be used for personal visits and/or telephone bookings		
Is Off Street Parking accommodation available for Vehicles to be operated under this Licence?		YES/NO
If YES, please give location and number of spaces		
If NO, Please give all locations where vehicles will park whilst waiting for hiring's and the number of vehicles and time that they will park there.		
Is It Is Proposed To Park Any Other Vehicles On The Premises ?		YES/NO
If YES, Please give details		
Do you have, or intend to have Radiophones fitted in the vehicles you intend to Operate?		YES/NO
If you have the use of any free phones, please give their location(s)		
How many Vehicles do you intend to Operate?		
Will Vehicles be fitted with Taxi Meters?		YES/NO
If YES, Please provide details of the Fare Rate(s)		
Please indicated how booking records will be maintained		a) Paper b) Computer (Please Provide Details Of The System To Be Utilised)
Please Provide Details Of Public Liability Insurance (Please Note: A copy of your Insurance Certificate should be submitted with this application)		
Please provide details of the following Qualifications: (i) Level 2 VRQ Award in Transporting Passengers by Taxi and Private Hire (ii) Level 2 NVQ in Road Passenger Vehicle Driving (Copies Of Certificates should be enclosed with your Application)		Date Completed: Date Completed:

What Period Of Licence Do You Wish To Apply For? 1 Year Licence 5 Year Licence

Please Read Carefully The Statement Below Before Signing This Application

Data Protection Act 2018

General Data Protection Regulations (GDPR)

The information you have provided will be held in accordance with Data Protection regulations. The data we hold will be kept and used in accordance with statutory requirements and may be disclosed to others within the Council and to other, external organisations, but only in order to ensure compliance with relevant legislation or for identification purposes or to prevent or detect fraud or a crime. For more information on how we use your personal data please visit our website at www.stockton.gov.uk/dataprivacy.

I Declare That The Above Particulars Are True To The Best Of My Information, Knowledge And Belief

Signed		Print Name	
Date		Position In Company/Firm	

Private Hire Operator Statutory Declaration

I (Insert Full Name)

Of (Insert Full Address)

Date of Birth

Do solemnly and sincerely declare as follows:

Neither the applicant nor any of its directors or officers named at paragraph number 3 of the attached application have been convicted and sentenced to a term of imprisonment (whether or not suspended) or fined or placed on probation or conditionally discharged for any offence.

OR

The applicant and/or the directors and/or officers named at paragraph number 3 of the attached application form have been convicted and sentenced to a term of imprisonment (whether or not suspended) or fined or placed on probation or conditionally discharged or otherwise sentenced, for an offence or offences mentioned at paragraph number 9 of the attached application form within the terms of the Rehabilitation of Offenders Act, 1974. The applicant and/or directors and/or officers have not been convicted of any other offence(s).

I am a partner in the applicant firm, which is a partnership.

Neither the firm nor any of its partners named at paragraph number 3 of the application form have been convicted and sentenced to a term of imprisonment (whether or not suspended) or fined or placed on probation or conditionally discharged for any offence.

OR

The firm and/or the partners named at paragraph number 3 of the attached application form have been convicted and sentenced to a term of imprisonment (whether or not suspended) or fined or placed on probation or conditionally discharged or otherwise sentenced, for an offence or offences mentioned at paragraph number 9 of the attached application within the terms of the Rehabilitation of Offenders Act 1974. The firm and/or the partners have not been convicted of any other offence(s).

I have never been convicted and sentenced to a term of imprisonment (whether or not suspended) or fined or placed on probation or conditionally discharged, for any offence.

OR

I have been convicted and sentenced to a term of imprisonment (whether or not suspended) or fined or placed on probation or conditionally discharged or otherwise sentenced, for an offence or offences mentioned at paragraph number 9 of the attached application form within the terms of the Rehabilitation of Offenders Act 1974. I have not been convicted for any other offence(s)

The answers to the questions in the attached (or annexed) application form marked pages 1, 2, and 3 are true to the best of my information, knowledge and belief.

I make this solemn declaration conscientiously believing the same to be true and by virtue of the provisions of the Statutory Declarations Act 1835, and Section 5 of the Perjury Act 1911.

SIGNATURE OF APPLICANT

DECLARED AT (Full Address)

BEFORE ME
NAME (Block Capitals)

SIGNATURE

SOLICITOR/COMMISSIONER FOR OATHS/JUSTICE OF PEACE

DATED

This application containing the Statutory Declaration should be forwarded to the Licensing Service, Municipal Buildings, Church Road, Stockton-On-Tees, TS18 1LD, together with the relevant documentation and fee.

Applicants should note that to make a false declaration is a serious criminal offence, punishable upon conviction by imprisonment for a term not exceeding two years or a fine to be decided by the Court or both.

Explanatory Notes On The Rehabilitation Of Offenders Act 1974

The Act provides that after a certain lapse of time, convictions for criminal offences are to be regarded as "Spent" for certain purposes. However, all criminal convictions are relevant for Hackney Carriage and private Hire Licensing purposes and must be declared. Since 2002 Hackney Carriage and private Hire Drivers have been listed as Regulated Occupations in the Rehabilitation of Offenders Act 1974, Sch1 Part III. The Council will consider the offence committed and the time elapsed since conviction for that offence.

Sentences of Imprisonment exceeding 30 months duration can never be treated as spent and must be disclosed however long ago they were imposed. The period of time, which must elapse in other cases before the conviction becomes spent are as follows:

Sentence	Rehabilitation Period – Adult	Rehabilitation Period – Under 17
A Sentence Of Prison Or Youth Custody Of More Than 6 Months And Not Exceeding 30 Months	10 Years	5 Years
A Sentence Of Prison Or Youth Custody Of 6 Months Or Less	7 Years	3½ Years
A Fine	5 Years	2½ Years
Community Service Order	5 Years	2½ Years
Borstal	7 Years	
Detention Centre	3 Years	
Absolute Discharge	6 Months	
Probation Order	1 Year Or Until The Order Expires	
Care Order	1 Year Or Until The Order Expires	
Supervision Order	1 Year Or Until The Order Expires	
Conditional Discharge, Bound Over Probation	1 Year Or Period Of Discharge, Probation Bound Over, Or Probation Whichever Is Longer	
Absolute Discharge	6 Months	
Bound Over	1 Year Or Until The Order Expires	
Cashiering, Discharge With Ignominy	10 Years Or Dismissal With Disgrace From HM Service	
Dismissal From HM Service	7 Years	
Disqualification, Disability Or Prohibition	Period Of Disqualification, Disability Or Prohibition Unless A Longer Period As Set Out Above	
Order For Custody In A Remand Home Or An Approved School	Until The End Of 1 Year After The Order Expires	
Attendance Centre Order	Until The End Of 1 Year After The Order Expires	
Hospital Order (With Or Without A Restriction Order)	5 Years Or Until The End Of 2 Years After The Order Expires Which Ever Is Longer	
Supervision Requirements Made By Children's Hearing In Scotland	Similar To Care Or Supervision Orders (See Above)	

The periods of time, which must elapse in other cases before the conviction becomes spent, vary considerably according to the nature of the offence and other circumstances. The rehabilitation period may be extended by the commission of a further offence during the rehabilitation period.

Further guidance on this may be obtained from the Home Office publication "A Guide to the Rehabilitation of Offenders Act, 1974" purchasable from Her Majesty's Stationery Office or from a Solicitor.

If you have been convicted of a further offence during a rehabilitation period for a previous conviction then that conviction may not be spent. It is recommended that you seek legal advice if you are uncertain as to which convictions you should declare.

Applicants should note that to make a false statutory declaration is a serious criminal offence, punishable upon conviction by imprisonment for a term not exceeding two years or to a fine to be decided by the court of both.

Disclosure Requirements

Applicants for driver licences are required to declare any convictions or cautions including those regarded as "spent" under the Rehabilitation of Offenders Act 1974.

The information you give will be treated in confidence and will only be taken into account in relation to your application.

You should be aware that the licensing authority is empowered in law to check with the Criminal Record Bureau for the existence and content of any criminal record held in the name of the applicant. Information received from the Criminal Records Bureau will be kept in strict confidence while the licensing process takes its course and will be retained for no longer than is necessary. (For further information see Guidance Leaflet "Code of Practice - Handling, Storage and Use of Disclosure Information Received From Criminal Records Bureau")

The disclosure of a criminal record or other information does not debar applicants from obtaining a licence unless the Council considers that the applicant is not a fit and proper person. In making this decision the Council will consider the nature of the offence(s), the period since conviction(s), at what age the offences were committed and any other relevant factors. Any applicants refused a driver's licence on the grounds that he/she is not a fit and proper person to hold such a licence has a right of appeal to a Magistrates' Court. (For further information see Guidance Leaflet – Relevance of Convictions)