

East Devon District Council  
Blackdown House, Border Road, Heathpark Industrial Estate,  
Honiton, EX14 1EJ

Tel: 01404 515616  
www.eastdevon.gov.uk  
DX 48808 Honiton



## Application for Renewal/Grant of Private Hire Operator's Licence

**PLEASE BE AWARE THAT ALL PRIVATE HIRE OPERATOR'S LICENCES WILL BE GRANTED FOR 1 YEAR ON INITIAL LICENSING IN LINE WITH OUR TAXI LICENSING POLICY. ON RENEWAL YOU WILL HAVE THE OPTION TO APPLY FOR A 1 YEAR OR 5 YEAR OPERATORS LICENCE.**

### **PART A To be completed by the applicant**

I am aware that the grant of a private hire operator's licence is subject to a Disclosure and Barring Service check. This has been explained to me and I understand that spent convictions may be considered by the licensing authority. **I also understand that, if I am granted a licence, and I receive any conviction, caution or prosecution during the term of that licence, I must declare this to the licensing authority as soon as possible.** I declare that the information I have given below is true.

<b>Signed:</b>	<b>Date:</b>

<b>Surname</b>	<b>All Forenames</b>
 	Mr/Mrs/Ms/Miss/Other
<b>Address</b>	
Post Code:	Telephone No:
E-mail:	Mobile No:
<b>Maiden name/Previous names</b>	<b>Sex</b>
 	Male                      Female
<b>Date of Birth</b>	<b>Place of Birth</b>

<b>Have you lived outside the UK for more than 3 months at any time?</b>	Yes	No
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If YES, please give the address or addresses where you lived and the dates (continue on separate sheet if necessary)	Date: showing From/To:	

If application is by a Company, please give name and address	
Post Code: E-mail:	Telephone No: Mobile No:

Address/Addresses from which Private Hire business will be operated (This must be within the district of East Devon)	
Post Code: E-mail:	Telephone No: Mobile No:

<b>Have you previously made an application for an Operator's Licence?</b>	Yes	No
<b>Has any Operator's Licence held by you ever been suspended or revoked?</b>	Yes	No
<b>Have you been convicted of any criminal offence, or received a fixed penalty notice from the police, or have been given an anti social behaviour order or do you have any impending prosecutions?</b>	Yes*	No

\*If YES give dates and details of offences below:

Date	Offence	Penalty	Court

<b>PART B JOINT APPLICATIONS</b>
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If the applicant proposes to operate the vehicle in partnership with any other person please state the name(s) and address(es) and dates(s) of birth of such person(s).
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<b>Surname</b>	<b>All Forenames</b>
Mr/Mrs/Miss/Other	
<b>Address</b>	
Post Code:	Telephone No:
E-mail:	Mobile No:

<b>Surname</b>	<b>All Forenames</b>
Mr/Mrs/Miss/Other	
<b>Address</b>	
Post Code:	Telephone No:
E-mail:	Mobile No:

<b>In respect of each partner (naming them) please state:</b>	
(a) Any conviction recorded against that person	
(b) Any trade or business activities carried on by that person	
(c) Any previous application made by that person for an Operator's Licence	
(d) Any revocation or suspension of an Operator's Licence previously held by them.	

<b>Have any partners lived outside the UK for more than 3 months at any time?</b>	Yes	No
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<b>If YES, please give the address or addresses where you lived and the dates</b>	<b>Date: showing From/To:</b>	
(continue on separate sheet if necessary)		

**PART C NEW APPLICANTS ONLY (for example Grant)**

Please give the name and addresses of two referees, none of them shall be related to the applicant, his partners, his fellow directors, or the secretary, neither should they be a fellow director, the secretary or partners.

Signature	Name	Address
Signature	Name	Address

<b>Are you or have you been a director or a secretary of a company?</b>	Yes*	No
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\* If YES please give full details as to:

(a) The Name of the Company	
(b) Any convictions recorded against the company whilst you were or have been a director or secretary	
(c) Any trade or business activities carried on by the company	
(d) Any previous application made by that company for an operator's licence	
(e) Any revocations or suspension of an operator's licence previously held by that company.	

**If this application is by a company, please give full details as to:**

(a) Any convictions recorded against a director or secretary of that company (naming the person)	
(b) Any trade or business activities carried on by any director or secretary of the company (naming the person)	
(c) Any previous application made by any director or secretary for an operator's licence in particular by whom, when and to which district council.	
(d) Any revocation or suspension of an operator's licence previously held by a director or secretary of the company.	

## 15. Right to work in the UK

The Immigration Act 2016 requires us to check your right to work in the UK as part of your licensing application. This could include us checking your immigration status with the Home Office.

Each partner will therefore need to provide us with proof of their right to work in the UK before we can accept your application. Please see the list of documents that we can accept on page 6 of this form. Please tick the box next to the form of identification that you will provide. You must bring the original document to your interview so that the check can take place. The document will be copied and the copy will be retained by us. The original document will be returned to you.

If there are any restrictions on the length of time you may work in the UK, your licence will not be issued for any longer than this period. 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 us, failure to do so is a criminal offence.

**I DECLARE THAT I understand the above information relating to the Immigration Act 2016 and that I have:**

(a) An indefinite right to work in the UK	Yes	No
(b) A right to work in the UK until ..... (please state the date your right to work in the UK expires)	Yes	No

**Signed:**

**Date:**

## Fees and documentation required

I enclose the current fee in respect of this application and document/s demonstrating my right to work in the UK.

New applicants **MUST** also supply:

- (a) A completed Disclosure and Barring Service check (with the appropriate fee/administration charge) unless the applicant is an existing licensed private hire driver

**Please note – if any of the information provided in this form changes during the licence term, you **MUST** notify the licensing service as soon as possible, either by emailing [licensing@eastdevon.gov.uk](mailto:licensing@eastdevon.gov.uk) or writing to the Licensing Service, East Devon District Council, Blackdown House, Border Road, Heathpark Industrial Estate, Honiton, EX14 1EJ.**

## Data Protection

Any personal information which you provide will be held and used by East Devon District Council for the purpose of the Licensing Service to process your private hire operator licence application(s) and administer any licence(s) which are granted. Your information may also be shared within East Devon District Council for the purposes of carrying out our lawful functions. Otherwise your personal information will not be disclosed to anybody outside East Devon District Council without your permission, unless there is a lawful reason to do so, for example disclosure is necessary for crime prevention or detection purposes. Your information will be held securely and will not be retained for any longer than is necessary. There are a number of rights available to you in relation to our use of your personal information, depending on the reason for processing. Further detail about our use of your personal information can be found in the relevant Privacy Notice which can be accessed online at <http://eastdevon.gov.uk/privacy>

We may lawfully disclose information to other public sector agencies to:

- prevent or detect fraud and any other crime;
- support national fraud initiatives;
- protect public funds;
- progress your request for service.

We may additionally disclosure information to other public agencies for the purpose of protecting public safety and we may also use basic information about you, e.g. name and address, in other areas of service provision at East Devon District Council if this: -

- helps you to access our services more easily;
- promotes the more efficient and cost-effective delivery of services;
- helps us to recover monies that you owe us.

East Devon District Council are required under Section 6 of the Audit Commission Act 1998 to participate in the National Fraud initiative (NFI) data matching exercise. This means that taxi and private hire licence data will be provided to the Audit Commission for NFI and will be used for cross-system and cross authority comparison purposes for the prevention and detection of fraud.

We will not use your personal information in a way that may cause you unwarranted detriment.

By signing the declaration at Part D you confirm that your signature authorises East Devon District Council to carry out checks with the Disclosure and Barring Service and/or MG Care Executive (Trading as uCheck) via their on-line system until further notice. The purpose of gaining a copy of your DBS Certificate is solely to ascertain whether you are a fit and proper person for the purpose of granting and renewing a licence to drive a hackney/carriage private hire vehicle. The copy of your DBS Disclosure Certificate will not be used for any other purpose.

**Your licence application will be valid for three months only from the date the Licensing Office receive the application.** By signing the declaration at Part D you confirm that you are aware that, if your application is not completed within three months (which must include payment of the application fee), your paperwork may be destroyed and you will be treated as a new applicant from there onwards.

When submitting an application for a private hire operator's licence you are required to declare any convictions or cautions you may have, **EVEN IF** they are 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.

<b>PART D</b>	
<b>Applicant's declaration:</b>	
<b>I declare that the information provided in this form is true, complete and I understand that I may be liable to legal proceedings being taken against me or the revocation of any Hackney Carriage or Private Hire Licences which may be issued to me (or both) if my disclosures are found to be inaccurate or untrue.</b>	
<b>Signed:</b>	<b>Date:</b>

<b>Reason</b>	<b>Fee</b>
Private Hire Operators Licence Fee	£130.00 one year £390 five year (only available on renewal)

## Right to work in the UK

The Immigration Act 2016 requires us to check your right to work in the UK. You must produce an original document that complies with List A or List B below.

<b>LIST A: If there are no restrictions on your right to work in the UK we will need to see an original document from the list below:</b>	
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 <b>current</b> 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 <b>current</b> 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 <b>current</b> 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, <b>together with</b> 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 <b>full</b> 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, <b>together with</b> 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, <b>together with</b> 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, <b>together with</b> an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
<b>LIST B: If there are restrictions on your right to work in the UK we will need to see an original document from the list below:</b>	
1.	A <b>current</b> 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 <b>current</b> 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 <b>current</b> 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 <b>current</b> 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, <b>together with</b> 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 <b>less than 6 months</b> old. Please note that we will also need to obtain <b>verification</b> from the Home Office Evidence and Enquiry Unit. In these cases, a licence may be granted for six months only from the date of the Certificate of Application.