

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.

Signed:

Date:

Surname

All Forenames

(please specify Mr/Mrs/Miss/Other)

Address

E-mail:

Tel No:

Post Code:

Maiden name/Previous names

Sex

NI Number

MALE

FEMALE

PREFER NOT TO SAY

Date of Birth

Place of Birth

All Present Employment

Previous addresses in last 5 years (continue on separate sheet if necessary)	Date From:	To:

Have you EVER lived outside the UK for more than 3 months at anytime?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
If YES, please give the address or addresses where you lived and the dates (continue on separate sheet if necessary)	Date From:	To:

If the application is by a company, please give details;		
Company Name and address		
	E-mail:	
Post Code:	Tel No:	
Legal Status of company: e.g. Partnership		
Is the company registered in the UK with Companies House?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Company Registration Number:		

Address/Addresses from which Private Hire business will be operated (This must be within the district of East Devon) You will need to provide your contract to occupy the premises if this is not your home address.
Post Code:

This section relates to previous taxi applications and licences you have held, including both Hackney Carriage and Private Hire. Taxi application refusals, suspensions and revocations are recorded on a National Database called NR3. Authorities perform mandatory checks of the database for each taxi applicant to verify the information provided. Authorities are also required to keep it updated with any refusals, suspensions or revocations that are made. More details on how your information will be used can be found at the end of this application form in the Data Protection Notice.

Have you ever been refused a licence application to drive a Motor Hackney Carriage or Private Hire Vehicle? If 'YES' please state details below. YES NO

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Have you ever had a Motor Hackney Carriage or Private Hire Driver or Operator Licence suspended? If 'YES' please state details below. YES NO

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Have you ever had a Motor Hackney Carriage or Private Hire Driver or Operator Licence revoked? If 'YES' please state details below. YES NO

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Have you previously made an application for an Operator's Licence? YES NO

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? YES NO

*If YES give dates and details of offences below:

Date	Offence	Penalty	Court

PART B JOINT APPLICATIONS

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).

Surname	All Forenames (please specify Mr/Mrs/Miss/Other)

Address	E-mail:
Post Code	Tel No:

Surname	All Forenames (please specify Mr/Mrs/Miss/Other)
Address	
	E-mail:
Post Code:	Tel No:

In respect of each partner (naming them) please state:	
(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.	

Have any partners EVER lived outside the UK for more than 3 months at any time?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
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If YES, please give the address or addresses of residence and the dates (continue on separate sheet if necessary)	Date From:	To:

PART C NEW APPLICANTS ONLY (for example Grant not renewal)

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

Are you or have you been a director or a secretary of a company?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
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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.	

Tax Check

HMRC requires authorities to carry out tax registration checks (Tax Checks) for Private Hire and Hackney Carriage licence applications and renewals. As a new applicant you must make yourself aware of your tax responsibilities by visiting:

<https://www.gov.uk/guidance/confirm-your-tax-responsibilities-when-applying-for-a-taxi-private-hire-or-scrap-metal-licence> and reading the guidance there. You may also wish to consult an accountant.

Do you confirm you are aware of your tax responsibilities?

YES

NO

If this is a renewal application, or you have held a Hackney, Private Hire Driver or Operator licence in the past year in another district, you need to show you are registered with HMRC for Tax and Self Assessment, if necessary, by obtaining a Tax Check code from <https://www.gov.uk/guidance/complete-a-tax-check-for-a-taxi-private-hire-or-scrap-metal-licence>.

My Tax Check Code is:

You must make it clear which letters are lower case and which are upper case

Tax Check Codes must be supplied for all applicants under a joint application, therefore please supply these below if applicable.

Name:.....

Tax Check Code is:

You must make it clear which letters are lower case and which are upper case

Name:.....

Tax Check Code is:

You must make it clear which letters are lower case and which are upper case

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 <input type="checkbox"/>	NO <input type="checkbox"/>
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(b) A right to work in the UK until a specified expiry date	YES <input type="checkbox"/>	NO <input type="checkbox"/>
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please state the date your right to work in the UK expires

Expiry Date:

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.

I also enclose the following if applicable;

- a) Proof of contract to occupy the Operating premises (if this is not your home address)
- b) New applicants MUST also supply a completed Disclosure and Barring Service check (with the appropriate fee/administration charge) AND Right to Work documents as above - 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 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 disclose 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.

Data Protection: National Register of Taxi/Private Hire Licence Refusals and Revocations (NR3)

The Licensing Authority provides information to the National Register of Taxi Licence Refusals and Revocations (NR3), a mechanism for licensing authorities to share details of individuals who have had a hackney/ private hire drivers licence revoked or an application for one refused. This is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the licensing authority – that is, assessing whether an individual is a fit and proper person to hold a hackney/private hire driver's licence, therefore:

- Where a Hackney/ Private Hire Drivers Licence is revoked or an application for one refused, the authority will automatically record this decision on NR3.
- All applications for a new licence or a licence renewal will automatically be checked on NR3. If a search of NR3 indicates a match with an applicant, the authority will seek further information about the entry on the register from the authority which recorded it. Any information received as a result of an NR3 search will only be used in respect of the specific licence application and will not be retained beyond the determination of that application. The information recorded on NR3 itself will be limited to:
 - Name
 - Date of birth
 - Addresses and contact details
 - National insurance number
 - Driving licence number
 - Decision taken
 - The date of the decision
 - The date the decision was effective from.

Information will be retained on NR3 for a period of 25 years.

This is a mandatory part of applying for and or being granted a Hackney/ Private Hire Drivers Licence. This authority has a published data protection policy on the approach it will take to requests by other authorities for further information about entries on NR3 and about the use it will make of any further information provided to it. Information will be processed in accordance with the Data Protection Act (DPA) and General Data Protection Regulation (GDPR). Any searches, provision or receipt of information of or under NR3 are necessary to the authorities statutory licensing functions of ensuring that all drivers are fit and proper to hold the applicable licence. It is not intended that any NR3 data will be transferred out of the United Kingdom. If you wish to raise any issue related to the data protection legislation, including by relying on any of the rights afforded to data subjects under the GDPR, you can do so to the authorities Data Protection Officer, Blackdown House, Border Road, Honiton EX14 1EJ.

This includes submitting a subject access request form. You always have the right to make a complaint to the Information Commissioners Office (ICO). Advice on how to raise a concern about handling data can be found on the ICO's website.

Any personal or special information you provide will be held by the Council on computerised and manual files. Processing of the data will be necessary in order to fulfil its official functions. The data may also be disclosed to other departments within the Council or other organisations, but only to ensure compliance with relevant legislation or for identification purposes or to prevent and detect fraud or a crime.

East Devon District Council is a Data Controller in accordance with Data Protection legislation. The data may also be processed by third parties who provide services on behalf of the Council.

More details may be found in the Privacy Notice on the Council's website:
<https://eastdevon.gov.uk/access-to-information/data-protection/privacy-notices/>

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.

PART D	
Applicant's declaration:	
By signing this document I agree to the terms and conditions outlined and 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.	
Signed:	Date:

Reason	Fee
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.

If you have a UK Visas and Immigration Account, status under the EU Settlement Scheme or a Biometric Residence Card or Permit, you can use the Home Office online service to prove your right to work in the UK. [Prove your right to work to an employer - GOV.UK \(www.gov.uk\)](http://www.gov.uk). This will generate a code which you can share with us to give us permission to view your status. You will not need to provide any further identification documents.

Not all individuals will have an immigration status that can be checked online and can prove their right to work in the UK by producing an original document that complies with List A or List B Group 1 or 2 below:

LIST A: If you have an indefinite right to remain and work in the UK we will need to see an original document from the list below:	
1.	A passport (current or expired) showing 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 passport card (in either case, whether current or expired) showing that the holder is an Irish citizen.
3.	A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man, which has been verified as valid by the Home Office Employer Checking Service, showing that the holder has been granted unlimited leave to enter or remain under Appendix EU(J) to the Jersey Immigration Rules, Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 or Appendix EU to the Isle of Man Immigration Rules.
4.	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.
5.	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.
6.	A birth or adoption certificate issued 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. (see note 1)
7.	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.
8.	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: Group 1 – if you have a temporary right to remain and work in the UK you will need to provide us with a document from the list below:	
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. (see note 2)
2.	A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man, which has been verified as valid by the Home Office Employer Checking Service, showing that the holder has been granted limited leave to enter or remain under Appendix EU(J) to the Jersey Immigration Rules, Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 or Appendix EU to the Isle of Man Immigration Rules.
3.	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.

LIST B: Group 2 – if you have a temporary right to remain and work in the UK which lasts for six months, you will need to provide us with a document from the list below:	
1.	A document issued by the Home Office showing that the holder has made an application for leave to enter or remain under Appendix EU to the immigration rules (known as the EU Settlement Scheme) on or before 30 June 2021 together with a Positive Verification Notice from the Home Office Employer Checking Service.
2	A Certificate of Application (digital or non-digital) issued by the Home Office showing that the holder has made an application for leave to enter or remain under Appendix EU to the immigration rules (known as the EU Settlement Scheme), on or after 1 July 2021, together with a Positive Verification Notice from the Home Office Employer Checking Service.
3	A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man showing that the holder has made an application for leave to enter or remain under Appendix EU(J) to the Jersey Immigration Rules or Appendix EU to the Immigration Rules (Bailiwick of Guernsey) Rules 2008, or Appendix EU to the Isle of Man Immigration Rules together with a Positive Verification Notice from the Home Office Employer Checking Service.
4	An Application Registration Card issued by the Home Office stating that the holder is permitted to take the employment in question, together with a Positive Verification Notice from the Home Office Employer Checking Service.
5	A Positive Verification Notice issued by the Home Office Employer Checking Service to the employer or prospective employer, which indicates that the named person may stay in the UK and is permitted to do the work in question.

2) by providing their 'share code' to enable the licensing authority to carry out a check using the Home Office online right to work checking service (see below).

Home Office online right to work checking service.

As an alternative to providing a copy of original documents, applicants may demonstrate their right to work by allowing the licensing authority to carry out a check with the Home Office online right to work checking service.

To demonstrate their right to work via the Home Office online right to work checking service, applicants should include in this application their share code, provided to them upon accessing the service at <https://www.gov.uk/prove-right-to-work> which, along with the applicant's date of birth, will allow the licensing authority to carry out the check.

In order to establish the applicant's right to work, the check will need to indicate that the applicant is allowed to work in the United Kingdom and is not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity.

An online check will not be possible in all circumstances because not all applicants will have an immigration status that can be shared digitally. The Home Office online right to work checking service sets out what information and/or documentation applicants will need in order to access the service.

Applicants who are unable to obtain a share code from the service should submit copies of documents as set out above.

Your right to work will be checked as part of your licensing application and this could involve us checking your immigration status with the Home Office. We may otherwise share information with the Home Office. Your licence application will not be determined until you have complied with this guidance.