

ECONOMY & ENVIRONMENT

Mark Widdup

Director of Economy & Environment

ENVIRONMENTAL HEALTH AND LICENSING SERVICE

Andy Glover LLB, DTS, DMS, MTSI, MCIM

Chief Environmental Health & Licensing Officer

Number One Riverside

Smith Street, Rochdale, OL16 1XU

Telephone: (01706) 924114

Fax: 0844 332 0324

Email: licensing.reg@rochdale.gov.uk

Web site: www.rochdale.gov.uk

NOTES FOR GUIDANCE FOR PRIVATE HIRE OPERATORS LICENCE

If you are thinking about setting up a **PRIVATE HIRE BUSINESS** you will need to:-

Original documentation must be produced. Documents which you need to provide are listed below.

➤ **IDENTIFY** a possible premise-

Please contact the relevant Planning Officer for the area concerned. They will be interested in issues such as **location, highways implications, car parking, amenities and nuisances.**

➤ **OBTAIN** the necessary Planning Permission **BEFORE OPERATION.**

Once planning permission has been given, you will need to apply.

To Apply for a Licence to Operate

You must:-

* **MAKE SURE EVERY PERSON INVOLVED IN THE BUSINESS COMPLETES AND SIGNS THE APPLICATION FORM. THIS INCLUDES PARTNERS, LIMITED COMPANY, DIRECTORS AND COMPANY SECRETARIES.**

(1)

* **ALL APPLICANTS MUST** complete a statutory declaration form if they do not hold a current badge with this Authority.

* Badge numbers must be listed on the application form if you hold a current badge.

* Pay appropriate fee.

(2)

* You will then be booked in for an operator's interview.

(3)

* Produce for inspection a current certificate of Employees and Public Liability Insurance. **Please Note** where the certificate states only Employees liability insurance, EVIDENCE or a SUPPORTING LETTER must be provided from your insurance broker for Public Liability (**Original documents MUST be produced at every application**).

(4)

* **Prior to licence being issued.**

* It will be checked that all concerned have **passed** the operator interview

* It will be checked that planning permission has been **granted**. You will be issued with a handbook.

APPLICATION FOR PRIVATE HIRE OPERATOR LICENCE

Name of Business

Address of Business

.....

Business Telephone Number

Email Address.....

What hours do you intend to operate?

Do you intend to appoint a manager Yes/No?

If Yes Please give details

Name

Address

.....

Home phone numberD.O.B.....

Does this person hold or have they previously been licensed as a Private Hire Driver/
Hackney Carriage Driver or Operator? Yes/No

If Yes please give details

.....

Has this licence ever been refused, revoked or suspended Yes/No?

If Yes please give details.....

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What facilities will be provided at your premises?

.....

Do you have any gaming or drinks machines on the premises? Please state

Which.....

Is this provided for drivers or members of the public? Please state

Which

Do you have any FREEPHONES Yes/No? If Yes Where are they located

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APPLICATION FOR PRIVATE HIRE OPERATOR LICENCE

1ST Applicant Details

Name.....

Any Previous Names/Surnames.....

Address.....

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Home Phone Number.....D.O.B.....

National Insurance Number.....Email.....

Have you ever applied for a Licence with this or any other Authority Yes/No?

If Yes please give details.....

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Have you ever been refused, had your licence revoked or Suspended Yes/No

If yes please give details.....

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2nd Applicant Details

Name.....

Any Previous Names/Surnames.....

Address.....

.....

Home Phone Number.....D.O.B.....

National Insurance Number.....Email.....

Have you ever applied for a Licence with this or any other Authority Yes/No?

If Yes please give details.....

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Have you ever been refused, had your licence revoked or Suspended Yes/No

If Yes please give details.....

3rd Applicant Details

Name.....

Any Previous Names/Surnames.....

Address.....

.....

Home Phone Number.....D.O.B.....

National Insurance Number.....Email.....

Have you ever applied for a Licence with this or any other Authority Yes/No?

If Yes please give details.....

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Have you ever been refused, had your licence revoked or Suspended Yes/No

If yes please give details.....

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4th Applicant Details

Name.....

Any Previous Names/Surnames.....

Address.....

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Home Phone Number.....D.O.B.....

National Insurance Number.....Email.....

Have you ever applied for a Licence with this or any other Authority Yes/No?

If Yes please give details.....

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Have you ever been refused, had your licence revoked or Suspended Yes/No

If Yes please give details.....

Business / Company Details

Advice

1st Applicant

If the applicant is a partnership or a limited company, information must be provided about each partner, director and secretary.

(1) Full Name.....

(2) What is your position held with this company.....

(3) List any current or previous business activities you have been involved in.....

.....

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(4) Have you previously applied for or held an operator licence either in this or any other authority.....

(5) Has any operator licence granted to you been refused, suspended or revoked for any reason? If Yes please give details.....

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(6) Have you ever been convicted by a court or cautioned by the police for any offence which is now not spent under the terms of the rehabilitation of offenders act 1974 Yes/ No? If yes please give details.

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(7) If you have been a partner, director or secretary of a company, please declare any convictions recorded against that company.

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(8) Has there been any previous application made by that company for an operators licence held by this company. If yes please give details.

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(9) Has there been at any time a suspension or revocation of the operators licence held by this company. If yes please give details.

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You are also required to give the following details

Present trade, business or profession.....

Employers name and address.....

Date commenced.....

Advice

2nd Applicant

If the applicant is a partnership or a limited company, information must be provided about each partner, director and secretary.

(4) Full Name.....

(5) What is your position held with this company.....

(6) List any current or previous business activities you have been involved in.....

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.....

(4) Have you previously applied for or held an operator licence either in this or any other authority.....

(5) Has any operator licence granted to you been refused, suspended or revoked for any reason? If yes please give details.....

.....

(6) Have you ever been convicted by a court or cautioned by the police for any offence which is now not spent under the terms of the rehabilitation of offenders act 1974 Yes/ No? If yes please give details.

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(7) If you have been a partner, director or secretary of a company, please declare any convictions recorded against that company.

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(8) Has there been any previous application made by that company for an operators licence held by this company. If yes please give details.

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(9) Has there been at any time a suspension or revocation of the operators licence held by this company. If yes please give details.

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You are also required to give the following details

Present trade, business or profession.....

Employers name and address.....

Date commenced.....

Advice

3rd Applicant

If the applicant is a partnership or a limited company, information must be provided about each partner, director and secretary.

(7) Full Name.....

(8) What is your position held with this company.....

(9) List any current or previous business activities you have been involved in.....

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(4) Have you previously applied for or held an operator licence either in this or any other authority.....

(5) Has any operator licence granted to you been refused, suspended or revoked for any reason? If Yes please give details.....

.....

(6) Have you ever been convicted by a court or cautioned by the police for any offence which is now not spent under the terms of the rehabilitation of offenders act 1974 yes/ No? If yes please give details.

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(9) Has there been at any time a suspension or revocation of the operators licence held by this company. If yes please give details.

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You are also required to give the following details

Present trade, business or profession.....

Employers name and address.....

Date commenced.....

Advice

4th Applicant

If the applicant is a partnership or a limited company, information must be provided about each partner, director and secretary.

(10) Full Name.....

(11) What is your position held with this company.....

(12) List any current or previous business activities you have been involved in.....

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(4) Have you previously applied for or held an operator licence either in this or any other authority.....

(5) Has any operator licence granted to you been refused, suspended or revoked for any reason? If Yes please give details.....

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(6) Have you ever been convicted by a court or cautioned by the police for any offence which is now not spent under the terms of the rehabilitation of offenders act 1974 Yes/ No? If yes please give details.

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(7) If you have been a partner, director or secretary of a company, please declare any convictions recorded against that company.

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(8) Has there been any previous application made by that company for an operators licence held by this company. If yes please give details.

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(9) Has there been at any time a suspension or revocation of the operators licence held by this company. If yes please give details.

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You are also required to give the following details

Present trade, business or profession.....

Employers name and address.....

Date commenced.....

How many vehicles do you intend to operate?.....

Private Hire Operator's fee Charges are as follows:

<u>1 Year Licence</u>
1 Vehicle £190.70
2-10 Vehicles £362
11-20 Vehicles £509
21-30 Vehicles £652
31-40 Vehicles £798
41-50 Vehicles £941
51-60 Vehicles £1084
61-70 Vehicles £1227
Over 70 Vehicles £1369

<u>5 Year Licence</u>
1 Vehicle £953.50
2-10 Vehicles £1811
11-20 Vehicles £2545
21-30 Vehicles £3259
31-40 Vehicles £3988
41-50 Vehicles £4703
51-60 Vehicles £5418
61-70 Vehicles £6133
Over 70 Vehicles £6845

Warning It is an offence under section 57(3) of the Local Government (Miscellaneous Provisions) Act 1976 punishable upon conviction by a fine, knowingly or recklessly to make any false statement or to omit any material particular.

I declare that to the best of my knowledge the information I have given is true.

**APPLICANTS SHOULD NOTE THAT TO MAKE A FALSE DECLARATION IS
A SERIOUS CRIMINAL OFFENCE**

Declaration

- I/We declare that the information given is correct and that I/We could be prosecuted and my/our licence could be revoked if I/We have made a false statement.
- I/We undertake to operate my/our business in accordance with the byelaws, legislation and appropriate licence conditions.
- **I/We further undertake not to commence operating unless and until a licence is issued to me/us.**

1st Applicant Signature.....

2nd Applicant Signature.....

3rd Applicant Signature.....

4th Applicant Signature.....

Date.....

For office use only

Fee	Ticket No	Statutory Dec	Insurance cert
Credit/Debit/Online Receipt No		1 <input type="checkbox"/>	3 <input type="checkbox"/>
		2 <input type="checkbox"/>	4 <input type="checkbox"/>
			Evidence Yes/no