

## **Application for a licence to operate Private Hire Vehicles**

**Before completing this application form, please ensure you have read and understood the taxi licensing policy and licence conditions 2020**

*This is available on our website <https://www.staffordbc.gov.uk/licensing1>*

When applying for your licence, you will need to provide:-

1. The application form properly completed, dated and signed
2. The current licence fee

### **Standard Disclosure**

Where an existing or prospective Operator is **not** a licensed Hackney Carriage/Private Hire Driver and has **not** provided an Enhanced Disclosure with the Disclosure and Barring Service (DBS) then a **Standard Disclosure** must be obtained from Disclosure Barring Service prior to any licence being issued and then every three years thereafter. Online applications can be made at <https://www.gov.uk/request-copy-criminal-record> or by phoning **03000 200 190**.

**NOTE:** *The Licensing Authority will only issue reminders for renewal of licences via electronic means where possible.*

# PRIVATE HIRE OPERATORS' LICENCE CONDITIONS

- 1 The Operator must operate from only one address which is identified and specified on the Operator's licence, referred to as the "Operator's Base" which must be within the licensable area of Stafford Borough. The Operator's base must have planning consent. The day to day business of the Operator must be carried out at the Base. It is a requirement that the base must have a fixed landline number for a customer to call on even if other electronic methods for bookings are also used, for example, an app, website or email, for the taking and recording of bookings. If using other methods of electronic means you must be able to produce the booking records on request from an authorised officer.
- 2 The Operator must ensure that vehicles that are booked for private hire work are safe, mechanically sound and maintained in a good and clean condition.
- 3 The Operator shall check the DVLA licenses for drivers at least three monthly on line, to ensure that their driving entitlement is still valid, and that there are no penalties or driving convictions unreported to the Council. Operators shall inform the Council of any driver convictions.
- 4 All licensed operators must give written notification to the Licensing Section as soon as possible of:-
  - any offence with which s/he is charged;
  - any pending court appearances;
  - all convictions;
  - all cautions, including those commonly referred to as "simple" "formal" or "police" cautions issued by the police or any other prosecuting authority.

The operator shall notify the Council's Licensing Section by e-mail or letter within **48 hours** of accepting one of the above or receiving one of the above at court. Where the operator's business is a partnership or limited company, the Operator shall inform the Council of any convictions relating to business partners or company directors.

- 5 The Operator shall ensure that before the commencement of each journey the following is recorded:-
  - (i) Date and time of booking;
  - (ii) Name and address of hirer or passenger;
  - (iii) Details of journey;
  - (iv) Name of proprietor of vehicle;
  - (v) Name and Licence Number of driver.
- 6 The Operator shall retain this record of private hire journeys and shall produce the same upon request to any Officer authorised by the Council or to any constable for inspection.

- 7 The Operator shall keep a record of any private hire vehicle operated by him showing the following details:-
- (a) Name and address of the vehicle owner
  - (b) make type and colour of the vehicle;
  - (c) model of the vehicle;
  - (d) manufacturer of the vehicle;
  - (e) registration number of the vehicle;
  - (f) private hire vehicle licence number;
  - (g) the issuing authority of the licence;
  - (h) the date of expiry of the private hire vehicle licence.
  - (i) Copy of the current Insurance Certificate;
  - (j) Copy of the vehicle licence.
  - (k) Copy of MOT certificate
  - (l) Confirmation of payment of road tax

and the Operator shall produce this record of private hire vehicles operated upon request to any Officer authorised by the Council's Proper Licensing Officer or to any constable for inspection. These details must be kept up to date.

- 8 The Operator shall record particulars of any property accidentally left in a vehicle that was reported to him by the driver of such vehicle before the driver delivers the property to the Reception at Stafford Borough Council offices.
- 9 The Operator shall not assign or in any way part with the benefit of this Licence.
- 10 The Operator shall notify the Council of any change of circumstances relating to the business including changes of vehicles and the engaging or discharge of drivers.
- 11 The Operator shall be responsible for every contract for the hire of a private hire vehicle and shall ensure that:-
- (a) every private hire vehicle, whether or not the Operator provides the vehicle, is in possession of a current licence granted under the provisions of the Local Government (Miscellaneous Provisions) Act 1976.
  - (b) every private hire driver is in possession of a current licence granted under the provisions of the said Act of 1976.
- 12 The Operator shall not operate any Private Hire Vehicle of such design and appearance as to lead any person to believe that the vehicle is a licensed hackney carriage.
- 13 The Operator shall produce the licence upon request to any Officer authorised by the Council or any Police Constable for inspection. The Operator shall ensure that the licence is displayed in a prominent public position within the Operator's Base.
- 14 The Operator shall ensure that records of bookings taken and of vehicles and drivers carrying out the bookings are to be kept available for inspection for not less than a period of 12 months.

- 15 Private hire vehicles may be subcontracted by the operator in accordance with the requirements of section 11 of the Deregulation Act 2015 which inserted section 55(A) and (B) into the Local Government (Miscellaneous Provisions Act 1976). The Operator, however, must ensure that the passenger is informed in cases where the booking is sub-contracted to another taxi firm, and give them full details of the same.
- 16 The Operator shall employ a suitable complaints procedure through which they will record and subsequently investigate all complaints made in relation to any driver or vehicle which is operated by them. The complaints procedure must also record the outcome of any investigation. This complaints procedure will be inspected as appropriate by the Licensing Authority and details of all recorded complaints and investigations shall be made immediately available on request.
17. The Operator shall comply with all of the requirements of the Council's Taxi Licensing Policy.



## Application for a licence to operate Private Hire Vehicles

**If any person knowingly or recklessly make a false statement or omits any material particulars in giving information he/she shall be guilty of an offence**

**Please ensure that you answer all of the questions below**

In accordance with the appropriate provisions of the **Local Government (Miscellaneous Provisions) Act 1976**, I hereby apply for a licence to act as the operator of private hire vehicles licensed with Stafford Borough Council and give the following details in respect of the application:

**Full Name and Address:** .....

**Postcode:** .....

**Date of Birth:** .....

**National Insurance Number:** .....

**Full Landline Telephone Number (On Which Bookings Will Be Taken):**.....

**Operator Name:**.....

**If the Applicant is a Company, the Name of Secretary, Address and Contact Details:**

.....  
.....  
.....

**If the applicant proposes to operate the vehicle in partnership with any other person, the name, address and contact details of partner(s):**

.....  
.....  
.....

**Address/Addresses from which the Applicant intends to carry on business in connection with the Private Hire Vehicles:**

.....  
.....  
.....

**Any Trade or Business activities carried out before making this Application?**

Yes  No

**Any previous application made for an operator's licence?**

Yes  No

**Have you, or a partner, ever had an operator's licence suspended or revoked?**

Yes  No

**Any convictions recorded?**

Yes  No  (If Yes, Please Give Details In **Sections A and B** below)

Dated this ..... Day of ..... 20 .....

Signed .....Name: .....

**How we use your personal information**

The information that you have provided on this form will be used by Stafford Borough Council, who are the data controller, for the processing of your application and providing you with a licence. **We only keep this data for the time specified in our retention schedule.** We will only share your information with/ or on The Public Register, The Home Office, other Government agencies, Council departments and Enforcement agencies and the National Fraud Initiative when necessary or where the law otherwise requires or allows us to do so. For further information, please see [www.staffordbc.gov.uk/privacynotices](http://www.staffordbc.gov.uk/privacynotices)

## SECTION A:

### Details of Previous Convictions

- A.** Within the past 12 months, have you been convicted of any motoring offences or have you received any fixed penalty notices? If yes, please give details in Section B. **Yes**  **No**
- B.** Have you ever been convicted of or cautioned for any criminal offences? If yes, please give details in Section B. **Yes**  **No**
- C.** Do you have any pending convictions or appearances at Court or Fixed Penalty Notices? If yes, please give details in Section B. **Yes**  **No**
- D.** Do you have any convictions or pending matters in any other country? If yes, please give details in Section B. **Yes**  **No**

**SECTION B:**

**Convictions Cautions and Pending Prosecution Details  
(including Motoring and Criminal)**

Date Convicted	Type of Conviction (Criminal Motoring, Caution or Pending Matter)	Court or Police	Offence or Pending Matter	Penalty
<b>Example</b> 27.8.10	<b>Example</b> Motoring conviction	<b>Example</b> 1733 or M/C	<b>Example</b> IN10 Driving without insurance	<b>Example</b> £500 fine and 6pts

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**FOR OFFICE USE ONLY**

Application Received ..... Fee .....

Receipt No/Authorisation Code .....





**LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS)  
ACT 1976**

**PRIVATE HIRE OPERATORS LICENCE**

I wish to inform you that the following drivers operate under the auspices of

(Operator Name).....

Address .....

.....

Name	Vehicle Reg No	Driver Badge

*\*(If you require more space to list your drivers, please attach a list to this application)*

Date ..... Signed .....



**LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS)  
ACT 1976**

**PRIVATE HIRE OPERATORS LICENCE**

I wish to inform you that the following vehicle proprietors operate under the auspices of

(Operator Name).....

Address .....

.....

Name	Vehicle Reg No	Driver Badge

*\*(If you require more space to list your vehicles, please attach a list to this application)*

**On completion, this form should be returned to Licensing, Stafford Borough Council, Civic Centre, Riverside, Stafford, ST16 3AQ**

Date ..... Signed .....

**How we use your personal information**

The information that you have provided on this form will be used by Stafford Borough Council, who are the data controller, for the processing of your application and providing you with a licence.

**We only keep this data for the time specified in our retention schedule.** We will only share your information with/ or on The Public Register, The Home Office, other Government agencies, Council departments and Enforcement agencies and the National Fraud Initiative when necessary or where the law otherwise requires or allows us to do so. The Air Quality (Taxis and Private Hire Database) (England and Wales) Regulations 2019 require that the Council provides information about its licensed vehicles to DEFRA. This information includes the vehicle registration number, the type of licence, the date of licence issue and the date of licence expiry; these details of your licence will be provided as part of this legal obligation. For further information, please see [www.staffordbc.gov.uk/privacynotices](http://www.staffordbc.gov.uk/privacynotices)