

**Application for a Private Hire Operator's Licence  
Local Government (Miscellaneous Provision) Act 1976**

If you require assistance in completing this form, please contact the  
Licensing Section. Tel. No. (01636) 655236

the boxes

Please complete in CAPITAL LETTERS

**Your Details**

1. Name and address in which licence is to be held (individual or partnership)
  
2. If a partnership, give the full names and addresses of each partner (continue on a separate sheet if necessary)
  
3. Trading name
  
4. Operating address   

Postcode
  
5. Telephone No.
  
6. Fax No.
  
7. Is there current planning permission for the use of these premises for this purpose?

**Registered companies only, please fill in this section**

8. Company No.
  
9. Registered Office Address (if same as 4. write 'as above')   

Postcode

- Please attach a list of names and addresses of directors
  
- Please attach your Certificate of Incorporation

## Application Details

10. (a) Has a Private Hire Operator's Licence been previously held by you or your partners or by any company of which you have been a Director or Secretary in this or any other Area?  Yes  No

If **Yes**, please give details

- (b) Is this application for the renewal of a Private Hire Operator's Licence?  Yes  No

**Please note** that for the application to be considered for the renewal of the licence it must be submitted before the expiration of the previous licence.

If **Yes**, give details of the licence number

Expiry date

- (c) Do you, your partners or your company currently hold a PSV Operator's Licence in this or any other Area?  Yes  No

If **Yes**, which area(s)?

11. Has any previous Private Hire Operator's Licence, Hackney Carriage/Private Hire Vehicle Licence or Hackney Carriage/Private Hire Drivers Licence held by you, your partner(s) or by any company of which you have been a Director or Secretary been refused or revoked or suspended?  Yes  No

If **Yes**, give details



## Finance

During the last two years:

14. Have you or your partners ever been made bankrupt? Yes  No

15. Have you, or your partners or directors been involved with a company which has gone into insolvent liquidation? Yes  No

16. Have you or any of your directors been disqualified from acting as a director or taking part in the management of a company? Yes  No

- If **yes** to any of the above questions, please give details on a separate sheet of paper

## Convictions

17. Have you, your partners(s), the Company Directors or Secretary any convictions, which under the terms of the Rehabilitation of Offenders Act 1974, are not spent?

Yes  No

- If **yes**, please fill in the box below

Name	Date of Conviction	Offence	Name of Court	Penalty Imposed

**Have you enclosed the following items?**

List of Directors (Companies only)

Certification of Incorporation (Companies only)

Bank or Building Society References

Receipt for the payment of £315 plus £30 per vehicle licence fee

<http://www.newark-sherwooddc.gov.uk/pay/>

Receipt No:

Payment date:

Basic Disclosure of each director (Non drivers)

**Declaration**

**I have read and understood the attached notes for guidance and the conditions of licence currently in force. (Note: If you do not already hold a current copy of the conditions of licence, further copies may be obtained from the Licensing Section on (01636 655894).)**

**I declare that the statements made in this application are true.**

**I understand that the licence may be suspended or revoked if any of the statements are false, or I do not fulfil the statement of intent made below and I understand that I may be liable to prosecution if I knowingly or recklessly make a false statement or omit any material particular from this application.**

**I declare that neither I nor any partners, nor any of the Directors of the Company (to the best of my knowledge) is disqualified from holding a Private Hire Operator's Licence and/or Hackney Carriage Vehicle Licence.**

**I understand that, in pursuance of the prevention or detection of crime, personal details may be released to Government agencies such as the Benefits Agency and the Inland Revenue.**

**I will**

- Notify the Council of any changes of operating address, convictions incurred, criminal or driving, during the period of the licence within 7 days of the conviction, or County Court Judgements, i.e. in the case of bankruptcy etc. which affect the licence.

Signature

*(To be signed by the applicant and in the case of a partnership or company, by each partner, director and/or secretary)*

Name in Capitals

Position in Business

Date

## **NOTES FOR GUIDANCE:**

1. If a licence is granted to you it will be subject to the Conditions of Licence for Private Hire Operators and any additional conditions the Council may deem necessary.
2. with effect from 1<sup>st</sup> January 1994, planning permission will not normally be required for the operation of a taxi and/or private hire business from a private residential property provided that:-
  - (a) Vehicles:
    - (i) only one vehicle is parked at and/or controlled from the property;
    - (ii) the one permitted vehicle is a passenger carrying saloon car, estate car or mini-bus with up to 9 seats capacity (including the driver);
    - (iii) no self-drive private hire cars or vans are based at or controlled from the property;
    - (iv) such operations do not constitute a part of a light haulage/courier operation;
    - (v) no vehicular movements to and from the property take place between the hours of 11.00pm and 6.00am seven days a week; (except that a vehicle may, within these time, return to its base at the completion of the driver's period of work and leave at the start of a period of work subject to there being no more than one movement to and one movement from the premises during the above seven hour period each day); and
    - (vi) no maintenance other than minor servicing takes place on or at the property;
  - (b) Aerials:

If the one car business is deemed not to require planning permission in accordance with (a) above, then any aerial erected in connection with that business will not require planning permission provided that:-

- (i) if attached to the property, it does not extend more than 1 metre above the ridgeline of the property; and
- (ii) if freestanding, the structure is no more than 3 metres high to the tip of the aerial from the ground level.

Where planning permission is deemed to be required, i.e. for the operation of two or more taxis or private hire vehicles and the associated communications equipment, then the acceptability of the proposed will generally be tested by reference to the impact of the proposed use on residential amenity, on-street car parking conditions and the character and appearance of the locality.

Note: Provided no valid planning complaints are received regarding the operation of the business, the Local Planning Authority will continue to honour the informal guidance offered to proprietors who were operating a maximum of two taxis/private hire vehicles from a property prior to 1<sup>st</sup> January, 1994.

However, proprietors who were operating only one vehicle prior to and since 1<sup>st</sup> January, 1994, will now need to apply for planning permission if they wish to increase their number of vehicles to two or more.

Any pre-1994 two vehicle operators will also be required to apply for planning permission if they wish to increase their number of vehicles to three or more.

### **General Data Protection Regulation (GDPR) 2016 Privacy Notice**

The personal information you provide will only be used by Newark and Sherwood District Council, the Data Controller, in accordance with General Data Protection Regulation 2016 to:

process your application

or

undertake a statutory function

The basis for processing this information is to enable the council to undertake a public task or to provide the service that you are requesting.

Your personal information will be shared with statutory bodies in connection with the above purpose. Some of your personal information will be included in a public register in accordance with our statutory responsibility. Such public information may also be disclosed if requested under the Freedom of Information Act 2000 or the Environmental Information Regulations 2004

Your personal data will be kept in accordance with the Council's retention policy and schedule. Details of which can be found on in the council's asset register on our website:

<http://www.newark-sherwooddc.gov.uk/yourcouncil/makingarequestforinformation/re-useofpublicsectorinformationregulations/>

In accordance with GDPR you have a right to:

have a copy of the personal information that we hold about you. Details of how to obtain this are <http://www.newark-sherwooddc.gov.uk/dataprotection/>

Complain to the Information Commissioner if you feel that your information is not being handled appropriately <https://ico.org.uk/>

You may also have a right

- to prevent automated processing and profiling
- to erasure ( also known as the right to be forgotten)
- to stop processing
- to data portability

For further details about how you information may be used or about your rights under this legislation and any subsequent data protection legislation, please contact the Council's Information Governance Officer on 01636 655216 or via email on [freedom@nsdc.info](mailto:freedom@nsdc.info)