



WATFORD BOROUGH COUNCIL

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APPLICATION FOR A PRIVATE HIRE OPERATOR'S LICENCE Local Government (Miscellaneous Provisions) Act 1976 Part II

All questions set out below must be answered by the applicant and not crossed out.
Please use BLOCK CAPITALS

N.B. If any person knowingly or recklessly makes a false statement or omits any material particular in giving the information required he or she will be guilty of an offence.

<p>1. Full name(s), date(s) of birth and full address(es) of applicant(s).</p> <p>(Give address of registered office if applicant is a company)</p> <p>Email address :</p> <p>[] By ticking this box, you agree to us mainly communicating with you by email, including sending reminder letters.</p>
<p>2. Name of business and address(es) from which the business is to be carried on (including any address outside the Borough of Watford)</p>
<p>3. Telephone No(s) of business address(es)</p>
<p>4. Full names and full address of any other person with whom the applicant proposes to operate any vehicle in partnership.</p>

<p>5. If applicant is a Company full names and full addresses of all the Directors and Secretary of the applicant Company.</p>						
<p>6. Full name and address of registered office of any Company of which applicant is or has been a Director or Secretary.</p>						
<p>7. If applicant is an individual/partnership, are you entitled to work in the United Kingdom?</p> <p>You will need to provide evidence of your entitlement to work in the United Kingdom, this can be provided by either: (1) producing your UK or Irish passport, or (2) an immigration status share code obtained from gov.uk</p> <p>If providing a share code, please write this in the space below</p>						
<p>8. Number of licensed Private Hire Vehicles applicants intends to operate.</p>						
<p>9. Number of licensed Private Hire Vehicle drivers applicant intends to employ/engage.</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;"></td> <td style="width: 25%;">(i) Full time</td> <td style="width: 25%; text-align: right;">.....</td> </tr> <tr> <td></td> <td>(ii) Part time</td> <td style="text-align: right;">.....</td> </tr> </table>		(i) Full time		(ii) Part time
	(i) Full time				
	(ii) Part time				

10. Answer the following questions on behalf of (i) Yourself AND (ii) any Company of which you are or have been a Director or Secretary AND (iii) any other person with whom you propose to operate any vehicle in partnership AND (iv) (if the applicant is a Company) all Directors and Secretary of the applicant Company:-

<p>(a) Have you made any previous application for a Private Hire Operator's Licence to this or any other Licensing Authority? If so, give date and name and address of Licensing Authority and result of application.</p>						
<p>(b) If you have held an operator's licence from Watford Borough Council or another council which has been in force in the last 12 months you must provide a tax check share code. You obtain this code from gov.uk.</p>						
<p>(c) Has any Private Hire Operator's Licence previously held by you been revoked or suspended by this or any other Licensing Authority? If so, give details and name and address of Licensing Authority.</p>						
<p>(d) Have you any convictions recorded against you for any offence? If so, give following details:</p> <table data-bbox="236 1176 1212 1249"><tr><td>(i) Date</td><td>(ii) Court</td><td>(iii) Offence</td></tr><tr><td>(iv) Sentence</td><td>(v) Any order of the Court</td><td>(vi) Any endorsement.</td></tr></table> <p>Do not include any convictions in respect of which you have been rehabilitated under the Rehabilitation of Offenders Act 1974.</p>	(i) Date	(ii) Court	(iii) Offence	(iv) Sentence	(v) Any order of the Court	(vi) Any endorsement.
(i) Date	(ii) Court	(iii) Offence				
(iv) Sentence	(v) Any order of the Court	(vi) Any endorsement.				
<p>11. Is there any other information of which you consider the Council should be aware?</p>						

Private Hire Operators Licence Application
Additional Information & Declaration

The information below is intended to ensure your understanding of the differences between Hackney Carriages and Private Hire Vehicles, and to highlight some of the roles and responsibilities of a licensed Private Hire Operator. In general, the intention of the information is to increase your knowledge around the issues covered, and to give you the opportunity to ask any questions that occur to you at this time.

By signing this form you are making a declaration that you understand all the information detailed below and will instruct any drivers operating under your licence (if granted) of the same.

1. Under NO circumstances can a Private Hire Vehicle pick up a passenger that has not been pre-booked.
2. Private Hire vehicles cannot use taxi ranks as these are provided exclusively for Hackney Carriages.
3. If a Private Hire driver is approached by a passenger that has not pre-booked they must not take the fare or play any part in booking that journey. The driver cannot telephone or radio through the booking or even lend the customer their mobile phone. The driver may give that customer the number of their Operators office but the booking must then be made by the customer.
4. Private Hire Vehicles do not have to be fitted with a taximeter. The fare for a journey is to be quoted by the Operator and negotiated with the customer if necessary. Once quoted neither the Operator or Driver should vary this fare to a higher amount.
5. As stated in the Private Hire Operators standard conditions, accurate records of the certain information shall be made (in a format acceptable to Watford Borough Council) before the commencement of any journey. These must be made available for inspection by any Authorised Officer of the Council or Police Officer.
6. Records of the particulars of Private Hire Vehicles and Private Hire Drivers operating under his licence must be kept.
7. Drivers have to tell the Council about criminal convictions, driving licence endorsements, changes of vehicle ownership and changes of address.
8. Private Hire Operators are responsible for ensuring all the Drivers and Vehicles engaged by them are correctly licensed and insured.
9. The Council can suspend and / or revoke a Private Hire Operator, Driver or Vehicle licence for any reasonable cause.
10. Private Hire Operators and Drivers can appeal to an independent Licensing Sub-Committee made up of Councillors in the event of disputes they may have against decisions taken by the Licensing Section or Conditions attached to Licences.
11. A Private Hire Operator licensed by Watford Council can only use Drivers and / or Vehicles licensed by Watford Council.
12. A Private Hire Operator may transfer a booking made with them to any other licensed Operator in the event they are unable to provide a Driver / Vehicle for the booking.

Applicant's declaration:

I declare that:

1. I, the undersigned, hereby apply for a Private Hire Operator's Licence to operate Private Hire Vehicles within the Borough of Watford.
2. I have read and understood the information given and will instruct drivers operating under my licence accordingly.
3. I have not knowingly or recklessly made a false statement in this application or left out any relevant information and I know that I can be prosecuted if I have.
4. I am entitled to work in the United Kingdom and understand that I can be prosecuted if I make an application and I am not entitled to work in the United Kingdom.
5. I give consent for a copy of my application to be provided to Hertfordshire Police in order for them to conduct intelligence checks in connection with my application. I understand the results of these checks will be provided to the council for consideration in connection with this application.
6. I undertake to inform the licensing department in writing of any change in my home address, contact telephone numbers, or e-mail address as soon as is reasonably practicable.
7. The information on this form is used for the consideration of and processing of my application for an operator's licence. I understand that the information on this form may also be used in connection with the administration of Council Tax, and may be used by other council departments, the Department of Social Security and other public bodies for the prevention of fraud and the prevention and detection of crime.
8. I understand that I need to make payment of the relevant fee (fees available on www.watford.gov.uk/operator) either by bank transfer or by calling the licensing team on 01923 278476.
9. If applying for a licence for the first time, or if applying for a licence more than 12 months after having held a licence of the same type, I confirm that I am aware of the content of HMRC guidance relating to our/my tax registration obligations, specifically:
 - PAYE information: www.gov.uk/income-tax/how-you-pay-income-tax
 - registering for Self Assessment: www.gov.uk/register-for-self-assessment
 - Corporation Tax information: www.gov.uk/corporation-tax

Date

Signature

Capacity in which application is signed

(This application must be signed by the applicant personally or, in the case of a Company, by a Director or other duly authorised agent of the Company.)

DATA PROTECTION – Keeping your personal information safe

Any data that you provide will be stored and processed by Watford Borough Council or its appointed agents in accordance with the law.

Information collected may be shared with other Council departments and/or organisations the Council works with who assist us in the performance of our functions. It may also be shared with outside organisations such as the Police, DWP, and County Council, to prevent and detect crime. It may be shared with insurance companies and bodies responsible for auditing or administering public funds for the prevention and detection of fraud. Schedule 23 to Finance Act 2011 (Data Gathering Powers) and Schedule 36 to Finance Act 2008 (Information and Inspection Powers), grant HMRC powers to obtain relevant information from third parties. This includes licensing bodies being required to provide information about licence applicants.

Further information on the Council's obligations to safeguard your personal information and your rights on accessing data held about you can be found on the Council's website at:

<https://www.watford.gov.uk/privacynotice> and <https://www.watford.gov.uk/ehlprivacynotice> or by telephoning 01923 278000