

# PRIVATE HIRE OPERATORS LICENCE APPLICATION

## APPLICANT DETAILS (Individual)

Ref:

*Please complete / amend / delete as appropriate*

Title:  Forename(s):

Surname:

Date of Birth:  Role in Operator Business:

Home Address:  Home Telephone:

Mobile Telephone:

Business Telephone:   
*(if different)*

Home Email:

Trading As:

Please mark the cross if this person is to receive all correspondence in respect of this application and the maintenance of any licence subsequently issued. (NB: Mark only one cross per application).



## APPLICANT DETAILS (Corporate)

Ref:

*Please complete / amend / delete as appropriate*

Registered Business Name:  Registered Business N<sup>o</sup>:

Registered Business Address:  Business Telephone:

Business Email:

Business Website:

Please mark the cross if this address is to be used to receive all correspondence in respect of this application and the maintenance of any licence subsequently issued. (NB: Mark only one cross per application).



## TYPE OF LICENCE APPLIED FOR

*Please complete / tick as appropriate*

I/ we, being the above named applicant, hereby apply for grant / renewal of the following licence in respect of the following operator premises -

Type of licence sought:	Duration of licence sought:
<input type="checkbox"/> Private Hire operators licence	<input type="checkbox"/> 5 years (60 months) <input type="checkbox"/> 3 years (36 months) <input type="checkbox"/> 1 year (12 months)

## INTENDED PREMISES FROM WHICH TO OPERATE

*Please complete / amend as appropriate*

Operator Address:  Operator Telephone:

Business Email:

Business Website:

Please mark the cross if this address is to be used to receive all correspondence in respect of this application and the maintenance of any licence subsequently issued. (NB: Mark only one cross per application).




**BUSINESS ASSOCIATE DETAILS**

(Please identify all business officials inc. Director(s) / Company Secretary / Partner(s) in Partnership etc) Please complete / amend as appropriate

<b>Title:</b>		<b>Forename(s):</b>	
		<b>Surname:</b>	
<b>Date of Birth:</b>		<b>Role in Operator Business:</b>	
<b>Home Address:</b>			<b>Home Telephone:</b>
			<b>Mobile Telephone:</b>
			<b>Home Email:</b>

Please mark the cross if this person is to receive all correspondence in respect of this application and the maintenance of any licence subsequently issued. (NB: Mark only one cross per application).



Continue on a separate sheet if necessary

**BACKGROUND**

Please circle / delete as appropriate

<b>Q1</b>	Have you, or any of the business associates detailed above, ever been convicted of any civil and/or criminal offence? (If 'YES' please give full details below*)(NB: You are required to declare <b>all</b> previous convictions and cases pending against you).	Yes / No
<b>Q2</b>	Have you, or any of the business associates detailed above, ever been the subject of a police caution (i.e. you have signed a formal admission of guilt)? (If 'Yes' please provide full details below*)(NB: You are required to declare <b>all</b> previous cautions and cases pending against you).	Yes / No
<b>Q3</b>	Have you, or any of the business associates detailed above, ever been arrested, investigated by the Police, or had any cause to be on Police records? (If 'Yes' please provide full details below*)	Yes / No
<b>Q4</b>	Where applicable, has the applicant company ever been convicted of any civil and / or criminal offence or the subject of a formal caution? (If 'YES' please give full details below*)(NB: You are required to declare <b>all</b> previous convictions and cases pending against you).	Yes / No
<b>Q5</b>	Have you, or any of the business associates detailed above, ever held or been refused a private hire operators licence by any local or police authority, or had any such licence suspended and/or revoked? (If 'Yes' please provide full details below*)	Yes / No
<b>Q6</b>	Have you, or any of the business associates detailed above, lived outside of the UK for more than 6 months since the age of 10? (If 'Yes' please provide full details below*)	Yes / No

\*The details required will be explained by a licensing officer

If you answered 'YES' to any of the questions (Q1 – Q6) above, please use the space below to provide **full** details.

**NB: IT IS A CRIMINAL OFFENCE TO MAKE, KNOWINGLY OR RECKLESSLY, A FALSE STATEMENT OR OMIT ANY INFORMATION FROM THIS APPLICATION**

## PRIVACY & DATA PROTECTION NOTICE

We may use any information you provide to us, some of which may be sensitive, to process and determine any application you make for the grant or renewal of a private hire operator's licence for the purpose of securing compliance with and enforcement of relevant UK and international laws.

As one of the Council's public tasks, undertaken in the public interest, it is necessary to use your personal information in this way to provide our services, carry out our functions and responsibilities in accordance with these laws and the Council's licensing policies and to keep our records up to date.

We may share the information you provide to us with other parts of the Council in order to carry out the Council's statutory functions. We may also share this information with outside bodies for the purposes of law enforcement or the sharing is in the public interest.

In particular, we may share information with those within the Council who can help to determine or advise upon applications and authorisations of this kind. This may include, but is not limited to, the Council's licensing officers, senior management, the Members and officers of the Council's Licensing, Audit & General Purposes Committee (or Sub-Committee), and the Council's medical and legal advisers. We may also share your information with the Council's Benefits, Housing, Planning, Traffic Management, Legal and Democratic Services and Investigations teams. If you ask a Councillor for help we may share your information with them to assist them and you.

We may also, where required to or, permitted by law to do so, pass information about you to third parties. This may include, but is not limited to, other local authorities, government departments, the National Fraud Initiative, the DVLA, HMRC, the UK Border Agency and the police carrying out their tasks in the public interest.

Where appropriate some of the information you provide may be made public as part of any public consultation and/or hearing requirements to determine your application or to ensure compliance with any licence issued and related licensing laws. Some of your information may be included in a public register containing details of the applications we receive and any authorisations we grant or refuse.

For full details of how we will handle any personal data we collect, please see our privacy policy at [www.rushmoor.gov.uk/privacypolicy](http://www.rushmoor.gov.uk/privacypolicy).

## TAX DECLARATION

I confirm that I have read the relevant guidance at [Confirm your tax responsibilities when applying for a taxi, private hire or scrap metal licence - GOV.UK \(www.gov.uk\)](#) and I am aware of my tax responsibilities in respect of the licence applied for.

<b>Signed:</b>			
<b>Name:</b> <i>(in CAPITALS)</i>		<b>Date:</b>	

## DECLARATION

I declare that to the best of my knowledge and belief the information given above and any other information I have provided in connection with this application is true and accurate. I understand that it is a criminal offence to make, knowingly or recklessly a false statement or omit any information from this application. By signing this form, I consent and agree to the processing, sharing and use of the information I provide in connection with this application in accordance with the privacy notice above. I give my permission for the Council to retain a copy or record of any documents I provide to them in connection with this application on the basis that it will be held strictly in accordance with the provisions of the Data Protection Act 2018 and the Council's retention guidelines. If I am granted a licence I undertake to comply with the terms and conditions attached to the licence.

<b>Signed:</b>			
<b>Name:</b> <i>(in CAPITALS)</i>		<b>Date:</b>	

**NB: IT IS A CRIMINAL OFFENCE TO MAKE, KNOWINGLY OR RECKLESSLY, A FALSE STATEMENT OR OMIT ANY INFORMATION FROM THIS APPLICATION**

<b>FOR OFFICE USE ONLY</b>		<i>To be completed by licensing officer only</i>
<b>Planning Questions</b>		
Has the applicant contacted planning already?		Yes / No
Is the applicant the sole operator of the company?		Yes / No
Is the applicant using only one vehicle?		Yes / No
Does the applicant have exclusive use of parking spaces for the licensed vehicles?		Yes / No
Would the applicant have customers visit the premises?		Yes / No
Would the applicant employ other staff at the premises?		Yes / No
Does the applicant have any other businesses operating from that premises?		Yes / No
Would there be any time when people would convene at the premises in association with the business?		Yes / No

<b>Referred to planning?</b>	Yes / No	<b>Date:</b>		<b>Officer:</b>	
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Whilst we are providing this information to try and assist you, it is given as an opinion based on the information you have provided, and is not a formal or legally binding decision of the Council. If you are in any doubt you should contact Rushmoor Planning on [plan@rushmoor.gov.uk](mailto:plan@rushmoor.gov.uk)