



**Council Use Only:**

Application ref:

Premises Ref:

Licensing Team  
Causeway House  
Bocking End  
Braintree  
Essex  
CM7 9HB  
01376 557790  
licensing@braintree.gov.uk  
www.braintree.gov.uk/Licensing

**Application for a Private Hire Operators Licence**

**Local Government (Miscellaneous Provisions) Act 1976**

<b>1. Application Type</b>
New <input type="checkbox"/> Renewal <input type="checkbox"/>

<b>2. Applicant details</b>
Please state whether you are applying for a Private Hire Operator Licence as: Please tick as appropriate. ✓
a) An individual or individuals (Complete section 2a) <input type="checkbox"/>
b) As a limited company/limited liability partnership or partnership (Complete section 2b) <input type="checkbox"/>

<b>2a First Individual Applicant</b>
Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other <input type="checkbox"/>
Surname:
First Names:
Date of birth:
Address:

**2a Second Individual Applicant (if applicable)**

Mr  Mrs  Miss  Ms  Other

Surname:

First Names:

Date of birth:

Address:

**2b Limited company/limited liability partnership or partnership  
(Please provide names and registered address of applicant in full).  
Where appropriate please give any registered number. In the case of a  
partnership or other joint venture (other than a body corporate, please  
give the name(s) and address(es) of each party concerned).**

Name:

Address:

Registered Company number: (where applicable)

Description of applicant: (for example, Partnership, Limited Company etc.)

**3. Contact Details**

Contact Telephone number 1:

Contact Telephone number 2:

Mobile Telephone number:

Email:

**4. Operator Address (The address where the business will operate from)**

Trading Name of Operator business:

Operator address:

**5. HMRC Tax Code (Existing licence holders or those that have HELD a Private Hire Operator Licence with this or another authority within the past 12 months)**

Please Supply your 9-digit tax check code

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No licence will be granted if tax check code is not provided. (Multiple applicants to provide same information at the end of this form)

[www.gov.uk/guidance/complete-a-tax-check-for-a-taxi-private-hire-or-scrap-metal-licence](http://www.gov.uk/guidance/complete-a-tax-check-for-a-taxi-private-hire-or-scrap-metal-licence)

**6. HMRC Tax Check (New Operators who have either Never HELD or NOT HELD a Private Hire Operator Licence within the past 12 months)**

Confirm you understand your tax responsibilities.

Yes  No

(Multiple applicants to provide same information at the end of this form)

[www.gov.uk/guidance/confirm-your-tax-responsibilities-when-applying-for-a-taxi-private-hire-or-scrap-metal-licence](http://www.gov.uk/guidance/confirm-your-tax-responsibilities-when-applying-for-a-taxi-private-hire-or-scrap-metal-licence)

**7. Do you have the right to live and work in the UK?**

Yes  No

If No, detail any restrictions on your right to remain in the UK (Including any relevant dates)

If you have a Home Office share code, please provide.

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Have you ever been resident or spent any extended time outside of the UK in the past ten years?

Yes  No

If NO go to section 8

If YES, please obtain a 'certificate of good character' from each country outside of the UK that you have been resident in or spent extended time in.

(Multiple applicants to provide same information at the end of this form)

**8. Existing or Previous Operators licence(s)**

Do you (or any other party involved in this application) currently hold or have previously held a Private Hire Operator Licence with this Council or any other local authority?

Yes  No

If yes, please give details:

(Include name(s) of Council and dates licences held)

**9. Existing or Previous Operators licence(s) continued**

Have you (or any other party involved in this application) ever had a Private Hire Operator Licence refused, revoked or suspended?

Yes  No

If yes, please give details:

(Include name(s) of Council and date(s) of action taken)

**10. Existing or Previous Operator Licence(s) continued**

**Have you (or any other party involved in this licence application) been cautioned or convicted of any criminal offence?** The details of any cautions or convictions declared which are 'spent' as defined by the Rehabilitation of Offenders Act 1974 need not be declared.

Yes  No

**If yes, please give details including date and nature of offence(s):**

If you are in any doubt, use the link below to check if a conviction or caution is spent. <https://www.gov.uk/tell-employer-or-college-about-criminal-record/check-your-conviction-caution>

**11. Pending Court proceedings**

**Are any court proceedings pending against you (or any other party involved in this application) at present?**

Yes  No

**If yes, please give details including date and nature of offence(s):**

**12. Vehicle Fleet**

**Total number of vehicles to be included in this Licence:**

**Number of Wheelchair Accessible Vehicles (WAV's):**

(Braintree District Council requires all Private Hire Operator to licence at least 1 Wheelchair Accessible Vehicle for every 10 non-Wheelchair Accessible Vehicles on their fleet).

**I confirm that out of every 10 vehicles licenced at least 1 vehicle will be Wheelchair Accessible. Please tick the box to confirm acceptance of this requirement.**

**13. Vehicle Details covered by the Operator's Licence (Continue on a separate sheet(s) if required).**

<b>Registration Number</b>	<b>Make and Model</b>	<b>Colour</b>	<b>Seating capacity</b>	<b>Wheelchair accessible (Yes/No)</b>

## Privacy Statement & Declarations

### Privacy statement

The information that you provide on this form and obtained from other relevant sources (such as the DBS Check) will be used to process your application for a Private Hire Operator Licence.

The personal information that you provide us will also be used in a confidential manner to help us monitor our processes. We may also use the information if there is a complaint or legal challenge relevant to this process. We may check the information collected. We may also use or pass to certain third-party information to prevent or detect crime, to protect public funds, or in other ways as permitted by law. A full privacy notice is available on our website at:

<https://www.braintree.gov.uk/council/privacy-policies>

### Declaration(s)

I/we understand that it is an offence under the terms of the Local Government (Miscellaneous Provisions) Act 1976, Section 57(3) to knowingly or recklessly make a false statement or to omit any information required in this form.

I/we declare that the answers given above are true. I/we understand that if I/we have made any omissions or statements I/we know to be false, the application may be refused or if already issued, the licence may be suspended or revoked.

I/we have read the conditions relating to a Private Hire Operator Licence and the HMRC guidance relating to my tax obligations.

I authorise the Council to make such enquiries as they, at their sole discretion, may deem to be reasonably necessary in respect of my application.

**To be signed by all person(s) involved in this licence application.**

#### Name applicant 1:

Signature 1:

Date signed:

#### Name applicant 2:

Signature 2:

Date signed:

You may render yourself liable to prosecution for an offence if you fail to comply with the conditions of the licence. It is an offence to employ a driver who doesn't hold a current driver's licence issued by Braintree District Council.

**To apply for a Private Hire Operators Licence please submit to the Licensing Team at the address at the top of this form.**

**Additional Applicants Details: Complete this section ONLY where there is more than one individual applicant as stated in section 2a of this form.**

**6. HMRC Tax Code (Existing licence holders or those that have held a Private Hire Operator Licence with this or another authority within the past 12 months)**

**NAME OF APPLICANT 2:**

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**Please Supply your 9-digit tax check code**

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**7. HMRC Tax Check (New Operators who have either Never HELD or NOT HELD a Private Hire Operator Licence within the past 12 months)**

**NAME OF APPLICANT 2:**

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**Confirm you understand your tax responsibilities.**

Yes  No

**8. Do you have the right to live and work in the UK?**

**NAME OF APPLICANT 2:**

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**Do you have the right to live and work in the UK?**

Yes  No

**If No, detail any restrictions on your right to remain in the UK (Including any relevant dates)**

**If you have a Home Office share code please provide**

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**Have you ever been resident or spent any extended time outside of the UK in the past ten years?**

Yes  No

**If YES please obtain a 'certificate of good character from each country outside of the UK that you have been resident in or spent extended time in.**