Application for initial grant or renewal of a private hire operator's licence

Warning

It is an offence for the applicant to knowingly or recklessly make a false statement or to omit any material to obtain a licence. Such action will reflect on the suitability of the applicant to hold such a licence.

Section 1 – Applicant details

Type of application	☐ **New application** ☐ **Renewal application**
Name	
Any previous name(s)	
Home address (including post code)	
Email address	
Telephone number	
Date of birth	
Place of birth	
Nationality	
National insurance number	
Right to work in the UK (individual applicants only)	☐ **Permanent** (provide documentation from **List A** on page 5) ☐ **Temporary** (provide documentation from **List B** on page 5)
Are you currently licensed in any other locality in North Yorkshire?	☐ **Yes –** Please provide licence number ☐ **No**

If there are restrictions on the length of time you may work in the UK, your licence will not be issued for any longer than this period. In such circumstances the check will be repeated each time you apply to renew or extend your licence. If during this period, you are disqualified from holding a licence because you have not complied with the UK's immigration laws, your licence will lapse and you must return it to the licensing authority. Failure to do so is a criminal offence.

****New applications only**
Have you lived overseas in the last 10 years?

☐ **Yes** (provide details below) ☐ **No**

Country	Date from	Date to

Have you ever held a private hire or hackney carriage driver and/or private hire operator or vehicle licence with any other council? ☒ **Yes** (provide details below) ☐ **No**

If yes (and in the last year), please provide a HMRC Tax code check:

HMRC Tax check code	

Details (including issuing authority, licence number, start date and expiry date)

****Renewal applications only**
All applicants must obtain a 9-digit tax check code from:https://www.gov.uk/guidance/complete-a-tax-check-for-a-taxi-private-hire-or-scrap-metal-licence#how-to-complete-a-tax-check

HMRC Tax check code	

Have you ever had a Private Hire or Hackney Carriage driver, vehicle or operator licence suspended or revoked by another authority? ☐ **Yes** (provide details below) ☐ **No**

Details (including issuing authority, licence type, dates of suspension/revocation)

Section 2 – Additional applicant details

This section should only be completed if the applicant in Section 1 intends to operate private hire vehicles in partnership with any other persons.

Name	
Any previous name(s)	
Home address (including post code)	
Email address	
Telephone number	
Date of birth	
Place of birth	
Nationality	
National insurance number	
Right to work in the UK (individual applicants only)	☐ **Permanent** (provide documentation from **List A** on page 5) ☐ **Temporary** (provide documentation from **List B** on page 5)

If there are restrictions on the length of time you may work in the UK, your licence will not be issued for any longer than this period. In such circumstances the check will be repeated each time you apply to renew or extend your licence. If during this period, you are disqualified from holding a licence because you have not complied with the UK's immigration laws, your licence will lapse and you must return it to the licensing authority. Failure to do so is a criminal offence.

Have you lived overseas in the last 10 years? ☐ **Yes** (provide details below) ☐ **No**

Country	Date from	Date to

Have you ever held a private hire or hackney carriage driver and/or vehicle licence with any other council? ☐ **Yes** (provide details below) ☐ **No**

Details (including issuing authority, licence number, start date and expiry date)

Have you ever had a Private Hire or Hackney Carriage driver, vehicle or operator licence suspended or revoked by another authority? ☐ **Yes** (provide details below) ☐ **No**

Details (including issuing authority, licence type, dates of suspension/revocation)

Section 3 – Operator details

Current licence number ****renewal only**	
Business name	
Operator base address (including post code)	
Company number (if Limited)	
Business email address	
Business telephone number	
Number of private hire vehicles	
Will the public have access to the premises?	☐ **Yes** ☐ **No**
Preferred licence duration	☐ **1 year** ☐ **5 years**

It is the private hire operator's responsibility to ensure that appropriate planning permission and public liability insurance is obtained where necessary prior to making provision for bookings. Any breaches in this regard would be enforceable under the relevant primary legislation.

Have you obtained planning permission to operate private hire vehicles from this address?

☐ **Yes** ☐ **No**

If yes, please provide the planning application number:

If the applicant is a company or partnership, please provide details of all directors or partners below

Director/Partner	Date of birth	Address and telephone number

It is the private hire operator's responsibility to set and uphold appropriate standards in relation to staff undertaking booking and dispatch duties. Any failure to do so may raise doubts as to the operator's suitability to hold a licence.

Policy for bookings and dispatch staff	☐ I intend to adopt the council's Template Policy for assessing the suitability of bookings and dispatch staff ☐ I have attached a copy of my own policy for assessing the suitability of bookings and dispatch staff

Section 4 – Declaration

- ☐ I have read and understood the implications of the warning regarding the making of false declarations in relation to this application and confirm that to the best of my knowledge the particulars I have provided with this application are correct
- ☐ ****New applications only** - I confirm that I have read and understood the HMRC guidance about my tax responsibilities via:https://www.gov.uk/guidance/complete-a-tax-check-for-a-taxi-private-hire-or-scrap-metal-licence#how-to-complete-a-tax-check
- ☐ If a licence is granted, I undertake to comply with all relevant licence conditions, policy requirements and byelaws where applicable
- ☐ I will notify the council if any information in this application changes, as outlined in our Hackney Carriage and Private Hire Licensing Policy

Signature(s):

Date:

Section 5 - Checklist

An application will not be determined unless the licensing authority is in receipt of:

- ☐ a fully completed application form
- ☐ the appropriate fee
- ☐ ****New applications only** - A copy of the private hire operator's policy on employing ex-offenders involved with taking bookings and dispatching vehicles

and, for any applicants, directors or partners who do not already hold a driver or operator licence with North Yorkshire Council:

- ☐ a satisfactory basic criminal record check from www.gov.uk/request-copy-criminal-record
- ☐ a certificate of good conduct (only if the individual has lived overseas for a period of six months or more in the 10-year period leading up to the date of application)
- ☐ a certificate to confirm that the applicant has undertaken appropriate safeguarding training in the last three years (to be approved by an authorised officer)

Please return the completed form & documents to your local North Yorkshire office:
licensing.central@northyorks.gov.uk (Harrogate and Selby)
licensing.east@northyorks.gov.uk (Scarborough and Ryedale)
licensing.west@northyorks.gov.uk (Richmond, Craven and Hambleton)

Personal data and information sharing

This authority requires the requested information to process your application for a licence. It has a duty to protect and safeguard the public and therefore may share the information you have provided on this form with other service areas within the council, Government Departments, law enforcement agencies and partners for these purposes.

This authority is under a duty to protect the public funds it administers. We may share information internally and externally with other organisations responsible for auditing or administering public funds, or where undertaking a public function, to prevent and detect fraud, including data to be used as part of the National Fraud Initiative. For further information, please see https://www.gov.uk/government/collections/national-fraud-initiative. We may also disclose information to a Specified Anti-Fraud Organisation for the purpose of preventing fraud under Section 68 of the Serious Crime Act 2007. Please also see our licensing privacy notice for further information.

Schedule 23 to the Finance Act 2011 (Data Gathering Powers) and Schedule 36 to the 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. Your personal data will not be used for any other purpose without your prior consent, except as permitted by statute.

Acceptable documents to prove right to work in the UK

List A – acceptable documents to establish a continuous statutory excuse

1. A passport (current or expired) showing the holder is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.
2. A passport or passport card (in either case, whether current or expired) showing that the holder is an Irish citizen.
3. A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man, which has been verified as valid by the Home Office Employer Checking Service, showing that the holder has been granted unlimited leave to enter or remain under Appendix EU to the Jersey Immigration Rules, Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 or Appendix EU to the Isle of Man Immigration Rules.
4. A current passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has a right of abode in the UK, or has no time limit on their stay in the UK.
5. A current Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.
6. A birth or adoption certificate issued in the UK, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.
7. A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.
8. A certificate of registration or naturalisation as a British citizen, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.

List B Group 1 – where a time-limited statutory excuse lasts until the expiry date of leave

1. A current passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question.
2. A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man, which has been verified as valid by the Home Office Employer Checking Service, showing that the holder has been granted limited leave to enter or remain under Appendix EU to the Jersey Immigration Rules, Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 or Appendix EU to the Isle of Man Immigration Rules.
3. A current immigration status document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK, and is allowed to do the type of work in question, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer

List B Group 2 – where a time-limited statutory excuse lasts for six months

1. A document issued by the Home Office showing that the holder has made an application for leave to enter or remain under Appendix EU to the immigration rules on or before 30 June 2021 together with a Positive Verification Notice from the Home Office Employer Checking Service.
2. A Certificate of Application (digital or non-digital) issued by the Home Office showing that the holder has made an application for leave to enter or remain under Appendix EU to the immigration rules (known as the EU Settlement Scheme), on or after 1 July 2021, together with a Positive Verification Notice from the Home Office Employer Checking Service.
3. A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man showing that the holder has made an application for leave to enter or remain under Appendix EU (J) to the Jersey Immigration Rules or Appendix EU to the immigration Rules (Bailiwick of Guernsey) Rules 2008, or Appendix EU to the Isle of Man Immigration Rules together with a Positive Verification Notice from the Home Office Employer Checking Service.
4. An Application Registration Card issued by the Home Office stating that the holder is permitted to take the employment in question, together with a Positive Verification Notice from the Home Office Employer Checking Service.
5. A Positive Verification Notice issued by the Home Office Employer Checking Service to the employer or prospective employer, which indicates that the named person may stay in the UK and is permitted to do the work in question.