

**Kirklees Council Licensing Department**  
**Local Government (Miscellaneous Provisions) Act 1976**

# **Application for renewal of a Private Hire Operators Licence**

Applications must be completed in full and supporting documents provided before attending the Licensing office. All applicants must attend the office in person

## **1. Current Planning Permission**

(If only issued for a temporary basis previously) This is required before an application will be accepted.

## **2. Fee**

This can be found at [www.kirklees.gov.uk/licensing](http://www.kirklees.gov.uk/licensing)

## **3. Disclosure and Barring Service Check and fee (if applicable)**

A DBS application is required every 3 years. For applicant(s) who are already licensed as a Private Hire/Hackney Carriage driver, no DBS check will be required. Applicants not already licensed with Kirklees Council will be required to carry out the DBS procedure.

You will need to produce supporting documents for this. DBS have published a Code of Practice and Explanatory Guide, copies of which can be found at:

[www.gov.uk/crb-criminal-records-bureau-check.co.uk](http://www.gov.uk/crb-criminal-records-bureau-check.co.uk)



# Application for renewal of a Private Hire Operators Licence

**Please Note:** This licence may be renewed up to one month before the expiry date.

**Operator No:**

**Expiry Date:**

**Important:** It is an offence under Section 57(3) of the Local Government (Miscellaneous Provisions) Act 1976 for any person to knowingly or recklessly make a false statement or omit any material particulars in giving the required information.

## 1. Applicant

Title: Mr/Mrs/Ms/Other .....

Forenames: ..... Surname: .....

Address.....

.....

Home Tel No: ..... Mobile No: .....

Email address: ..... Date of Birth: .....

**If the applicant proposes to operate the vehicle(s) in partnership with any other persons, please state the name and address of each partner**

## Applicant 2

Title: Mr/Mrs/Ms/Other.....

Forenames: ..... Surname: .....

Address.....

.....

Home Tel No: ..... Mobile No: .....

Email address: ..... Date of Birth: .....

## Applicant 3

Title: Mr/Mrs/Ms/Other.....

Forenames: ..... Surname: .....

Address.....

.....

Home Tel No: ..... Mobile No: .....

Email address: ..... Date of Birth: .....

**2. Business Name & address from which Private Hire Vehicles will be operated:**

.....  
.....

Telephone Number: .....

**3. Expiry date of planning permission** (we shall require copy of permanent/continued permission for record purposes): .....

How many Private Hire Vehicles do you intend to operate from that address?.....

How many Private Hire Vehicles do you have permission to operate? .....

**4. Do you or any of your business partners have any previous/pending court convictions? Yes / No**

If yes, please complete the box below.

Date Offence Committed	Date of Conviction	Nature of Summons or Charge	Description and Place of Court	Sentence or Order of the Court

**5. County Court Judgements (if any)**

Please state below details of any County/High Court Judgments against you for discrimination on the grounds or religion/race/sex/disability/age/gender/sexual orientation discrimination whilst providing services/goods or facilities to the public

Date of Judgment	Claim	Court	Order & Amount of Damages

I/WE HEREBY DECLARE that all particulars entered on this form are true and correct to the best of my/our knowledge and belief.

Signed ..... Date .....

Signed ..... Date .....

Signed ..... Date .....

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**For Official Use only**

Date: .....

Fee Paid: ..... Cash/Chq/Card

Receipt No: .....

Licence From: ..... Licence To: .....

Application No:  
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