To book an appointment call 01484 456868 (option 1)

Kirklees Council Licensing Department
Town Police Clauses Act 1847/Local Government (Miscellaneous Provisions) Act 1976

Application for a new/renewal Private Hire Operator Licence

Before completing this form applicants are advised to carefully read the attached guidance notes. Applicants 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

   (This is required before an application will be accepted)

2. Fee (Card only) – Fee sheet can be found at www.kirklees.gov.uk/licensing

3. Disclosure and Barring Service Check and Fee (if applicable)

Please note: For applicant(s) who are already licensed as a Private Hire/Hackney Carriage driver, no DBS check will be required for this application. 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. See list below:

- Valid passport (if available)
- DVLA drivers licence
- 1 Utility Bill – electricity, gas, water, landline telephone bill, council tax or bank statement within the last 3 months
- Proof of national insurance number, on a wage slip or a letter from Inland Revenue stating your number. Please note National Insurance cards not acceptable

How to apply for an Operator's Licence

The Council shall not grant a licence to operate Private Hire vehicle to an applicant unless they are satisfied that the applicant is a fit and proper person to hold an Operator's licence. The Council can require an applicant for an Operator's licence to submit to such information as they may reasonably consider necessary to enable them to determine the licence. The applicant for an Operator's licence may be a sole applicant or a partner in a firm or the Director or Secretary of a Company or a Company itself. In deciding whether to grant a licence the Council may take into account spent and unspent convictions and you must therefore disclose all convictions in the application form.

If the applicant for a licence is not a Hackney Carriage/Private Hire Driver an enhanced Disclosure and Barring Service check application will be required. If you are a licensed driver with the Council then please produce your badge.

The applicant must also satisfy the Council that he/she has obtained any necessary planning permission the premises from which he/she intends to operate.

The Council may attach to the grant of a licence under Section 55 such conditions as they may consider reasonably necessary. A copy of the standard conditions approved by the Council can be found at www.kirklees.gov.uk/licensing . The Council may also attach such additional conditions as they may consider necessary in any particular case – these will be issued in a case by case basis.

An Operator must keep certain records relating to the bookings of Private Hire vehicles invited or accepted by him and of the vehicles operated by him. The standard conditions set out the form of records which must be kept. These records must be produced on request to an authorised Officer of the Council or any Police officer for inspection. If an Operator without reasonable excuse contravenes these provisions, they may be prosecuted.

Fee
Payment can be made by debit or credit card. The fee sheet can be found at www.kirklees.gov.uk/licensing

Operator Number:	**Expiry Date:**
Licence length applied for:	**One year** **Five years**

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 1	**Applicant 2**	**Applicant 3**
Title:			
Surname:			
Forename(s):			

Continued over…..

Address:			
Postcode:			
Date of birth:			
National Insurance Number:			
Contact Number:			
Email address:			

Have you obtained planning permission to operate Private Hire Vehicle from that address?

Yes ☐

No ☐

Application Number:…….. Date Issued:……

Date Expires:……

If the answer is NO to this question then you cannot continue until you have this in place

Operator Details

Operator Name:……

Operator Address:……

……..

Operator Postcode:……

Telephone Number:……

Number of Vehicles operating from the address……

Number of Vehicles do you have permission to operate?.....

Have you or your partner(s) ever been convicted or cautioned of any criminal or motoring offences?

Yes ☐
No ☐

If your answer to the above question is YES, please complete the box below. Please note that taxi drivers are not subject to the Rehabilitation of Offenders Act 1974. This means any convictions or cautions must be declared, irrespective of whether they are regarded as spent or not. If more than one please state which applicant has the conviction.
Failure to disclose any previous convictions or cautions at this stage could jeopardise your application

Motoring Offences: Please note for points received you may not have had ot attend court but they must be recorded

Applicant No:	Date of Offence	Date of Conviction/Caution/Incident	Court Attended	Sentence Received

**Please continue on separate sheet if necessary*

Criminal Offences: Please also record any ongoing investigations

Applicant No:	Date of Offence	Conviction	Court Attended	Sentence Received

**Please continue on separate sheet if necessary*

Have you or any of your business partners previously applied for an Operator licence with Kirklees Council or any other Licensing Authority?

Yes ☐
No ☐

If yes, was the Licence later suspended, refused or revoked please give details:

……

……

……

Do you currently hold an operator licence in any other Licensing Authority?

Yes ☐
No ☐

If yes, was the Licence later suspended, refused or revoked please give details:

……

……

……

Kirklees Council will use your personal information (including any references to your health, ethnic origin, nationality, or previous criminal convictions), for the purpose of assessing your application, administering the licensing regime, and equal opportunities monitoring. Your personal information will be properly safeguarded and processed in accordance with the requirements of the Data Protection Act 2018

Personal Data

We have recently updated our Privacy Notice about how we use personal data provided to the Council. Further information can be found at…
http://www.kirklees.gov.uk/beta/information-and-data/pdf/privacy-notice-taxi-licenses.pdf

Your name, badge/licence number and the status, start/expiry date of your licence may be made available on request or on a register for public inspection. If you have licensed a vehicle, the vehicle registration mark, licence number and expiry date may also be made available in the same way.

We may share your information with the Driver and Vehicle Standards Agency (DVSA) , Home Office Immigration Enforcement, Motor Insurer's Bureau (MIB), Vehicle and Operator Services Agency (VOSA), local authorities and other relevant organisations for the purposes of assessing your application and continuing fitness to hold a licence.

In certain circumstances, Kirklees Council may also share your personal information with the police and other agencies for the purposes of the prevention and detection of crime.

Information obtained by the police about criminal offences committed by taxi/private hire drivers or operators may be disclosed to Kirklees Council and used by Kirklees Council to refuse, suspend or revoke a taxi or private hire driver, operator or vehicle licence. Kirklees Council may inform the police of any decision to refuse, suspend or revoke a licence.

Your name and contact details may be disclosed to an external research company to conduct research amongst licensees on Kirklees Councils behalf. This research will be related to Kirklees Councils responsibilities for licensing, regulation, and integration between taxis/private hire services and other elements of the transport system. Your details will not be used for any marketing or other research activities.

DECLARATION

I declare that all information provided on this application form is true and correct to the best of my knowledge. I understand that providing false information is an offence punishable by a fine not exceeding the sum of £1000. I understand that the issue of a licence in respect of this application can be refused and any licence can be revoked if any statements are subsequently found to be false.

I undertake to keep Kirklees Council informed of any changes to any details supplied in this form and I am aware that failure to do so will constitute a breach of my licence conditions and may lead to the possible suspension or revocation of my licence.

I undertake to keep Kirklees Council informed of any changes to my name or address supplied in this form within 7 days and I am aware that failure to do so will constitute a breach of my licence conditions and may lead to the possible suspension or revocation of my licence.

I confirm that I do not have any outstanding debt or monies due to be paid to Kirklees council from a previous licensing history. I undertake to inform Kirklees Council within 7 days if I am arrested or charged with, or convicted of, any criminal offence, receive a police caution, am disqualified from driving, made the subject of a mental health order or sexual offences order, or if my medical status changes in any way that would affect my driving of a taxi or private hire vehicle. I also give Kirklees Council permission to access my criminal record with the police and the Disclosure and Barring Service (DBS) during the currency of my licence, as required.

I give Kirklees Council authority to receive update information (within the meaning of section 116A of the Police Act 1997) in relation to my criminal record DBS Certificate for the purposes of asking an exempted question within the meaning of section 113A of the Police Act 1997; or in relation to my enhanced criminal record DBS Certificate for the purposes of asking an exempted question for a prescribed purpose within the meaning of section 113B of the Police Act 1997.

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: ……

For Office Use Only

Date: …… Method of Payment: Card

Fee Paid: …… Receipt Number: ……