

GUIDANCE ON COMPLETING AN APPLICATION FORM FOR A NEW PRIVATE HIRE CAR OPERATOR LICENCE

Section 1 – Relates to personal details of the applicant.

Question 1 – You only complete this question if you are an individual person applying for a private hire car operator licence.

Question 2 – You have to advise if you or someone else is going to be responsible for the operational management of the vehicle. If someone else is going to manage the vehicle you need to complete question 4.

Question 3 – You only complete this question if the private hire car is going to be operated by a company or partnership rather than an individual person.

Question 4 - When the application is being made by a company or partnership you must give details of the person responsible for the operational management of the vehicle. This question must also be completed when an individual applying for the licence will not be responsible for the operational management of the vehicle.

Question 5 – This question on the form refers to anybody named on the application. You must answer either yes or no on the application form to the question relating to convictions, fixed penalties or fixed penalties. All current convictions, conditional offers and or fixed penalties **within or outwith the UK** require to be disclosed. It is essential that full details of any current convictions are supplied on the application form so that necessary Police checks can be undertaken and your application can be processed as quickly as possible.

Question 6 – You must state if any person named at questions 1, 3 or 4 has lived outwith the UK for a period of six months or more within the last 10 years.

If the application is for the renewal of a licence it refers to a period of six months or more since the last grant of your licence.

If yes a Criminal Record Check/verification from the Embassy requires to be submitted with the application form. Otherwise your application will not be accepted. The following link may help you on how to get criminal record checks from overseas:-

<http://www.cpni.gov.uk/advice/Personnel-security1/Overseas-criminal-record-checks/>

Question 7 – You must answer this question as you are required to provide details of any other Private Hire Car Operator Licence you have held by this or any other authority.

Question 8 – You must answer this question as you are required to provide details of any applications for a Private Hire Car Operator Licence that have been refused by this or any other authority.

Section 2 – Relates to vehicle to be operated on the licence

Question 9 – If you know what vehicle you are proposing to have as a private hire car, please provide details.

Question 10 – You must answer this question to advise if the vehicle has previously been licensed as a private hire car or taxi.

Section 3 – Relates to a checklist of supporting documentation.

Question 11 - The application fee and all the necessary supporting documentation must be submitted with the application otherwise it will not be accepted.

Section 5 – Declaration by the applicant.

If you have completed question 2 complete the part relating to an individual person sign or if you have completed question 4 complete the part relating to company or partnership sign