

**APPLICATION FOR A LICENCE TO OPERATE
PRIVATE HIRE VEHICLES IN THE COUNTY OF
MONMOUTHSHIRE**

RETURN TO THE LICENSING SECTION, MONMOUTHSHIRE
COUNTY COUNCIL, COMMUNITY EDUCATION CENTRE,
OLD HEREFORD ROAD. ABERGAVENNY. NP7 6EL



NOTES

'Operate' means in the course of business to make provision for the invitation or acceptance of bookings for a private hire vehicle. No person shall operate any vehicle as a private hire vehicle without having a current Operator's licence.

The licence will normally expire 5 year later.

ADDITIONAL PREMISES – Subject to satisfactory proof of planning permission, the address of the premises can be added to the current licence.

CHANGE OF PREMISES - Again, subject to satisfactory proof of planning permission, the address of the premises can be noted on the current licence.

CHANGE OF OWNERSHIP OF THE FIRM – Where there is a change in the ownership of a firm (by the addition or removal of one or more partners) in possession of an operator licence, this must be notified to the Council immediately. Whereupon, the new owner(s) must make an application for a new licence as if it were a First Application, whether or not the operating name remains the same. There is no provision for the transfer of an operator licence.

CHANGE OF SECRETARY OR DIRECTOR (S) IN A LIMITED COMPANY – Such a change must be notified to the Council.

TRANSFER OF OPERATOR LICENCES – It is not possible to transfer an operator licence to another person(s).

ALL APPLICANTS ARE REQUIRED TO PRODUCE WITH THIS FORM:-

- (a) current certificate of insurance for employer's Liability Policy
- (b) the licence fee
- (c) a Disclosure and Barring Service certificate or application must be provided with this application form. In order to obtain the Disclosure and Barring Service basic disclosure check please follow the instruction provided overleaf in the text box

(A completed Disclosure and Barring Service application form is only required if the Operator is not a licensed Private Hire / Hackney Carriage Driver with this Authority)

Please write in BLOCK LETTERS.

1. Full name and address of person(s) or limited company wishing to operate private hire vehicles

- (a) Trading name of person(s) or limited company _____

(b) Registered Office address of limited company if different from 1 above

2. If the applicant is a partnership or limited company the full names and addresses of all partners or directors and secretary.

3(a) Address at which you intend to carry on business as an operator.

(b) Do you have or intend to have a waiting room at the premises mentioned in question 3 for members of the public? (please answer yes or no) _____

(c) How many private hire vehicles do you intend to operate from your base? _____

(d) Is there current planning permission in respect of the use of this address as a private hire booking office?
(please answer yes or no) _____ If yes, state planning reference number _____

If no, when will the application be made? _____

4. Do persons mentioned in 1 or 2 above have permission to lawfully reside in the UK? YES NO

5. Do persons mentioned in 1 or 2 above have permission to lawfully work in the UK as a private hire operator. YES NO

Please Note: You will be required to submit a national Passport or full UK Birth Certificate to confirm question 4 and 5 above.

6. Has any person in 1 or 2 above ever applied for an operator's licence before, to this Council or any other Council? If so, when and where did you apply? _____

7. Does any person in 1 or 2 above hold any of the following – private hire driver's licence, private hire vehicle licence, hackney carriage driver's licence or hackney carriage vehicle (proprietor's) licence – issued by this Council or any other Council? If so, give full details including the Council name, badge numbers, date of grant and expiry. Continue on a separate sheet of paper if required. _____

8. Has any person in 1 and 2 above ever been refused a private hire driver's licence, private hire vehicle licence, private hire operator's licence, hackney carriage driver's licence or hackney carriage vehicle (proprietor's) licence or had any such licence suspended or revoked? If so, give full details including the name of the Council and the date. _____

9. What trade, business or profession has each person named in 1 and 2 carried on over 5 years prior to applying for this licence and where? _____

10. Do you intend to fit radiophones in vehicles you operate? (please answer yes or no)

If YES state: -

(a) make and model _____

(b) the frequency on which the radios broadcast _____

(c) address where radio transmitter is based _____

11. How many telephone lines will you have which will be available for public telephone bookings? _____

12. (a) Please state Telephone Number (if known) _____

(b) If any of the above are 'FREEPHONES' please state the location(s) of the freephones.

13. If any person in 1 or 2 above is or has been a director or secretary of any other limited company the following information must be provided about each of those companies.

(a) Name and Registered Office _____

(b) Trade or business activities carried on by each company _____

(c) Previous applications made by each company for an operator's licence, to this council or any other council _____

(d) Any revocation or suspension of any operator's licence issued by this council or any other council previously held by any company _____

(e) **ALL CONVICTIONS** in relation to any offence recorded against any company _____

Disclosure and Barring Service Certificate

In order for the council to process your application you must submit a Disclosure and Barring Service (DBS) certificate. If you hold a Hackney Carriage/ Private Hire drivers licence with the council you will already hold an enhanced DBS certificate that's valid and in date you will not need a duplicate certificate.

However if you do not hold a Hackney Carriage/ Private Hire drivers licence with this council or for new operators who do not intend to apply for a drivers licence you must apply for a standard certificate with the DBS at a cost of £26:00.

If you require a DBS application form please contact The Licensing Section on 01873 735420 or email licensing@monmouthshire.gov.uk

I/WE DECLARE THAT TO THE BEST OF MY/OUR KNOWLEDGE AND BELIEF, THE ANSWERS GIVEN ABOVE ARE TRUE. IF A LICENCE IS GRANTED I/WE UNDERTAKE TO COMPLY WITH THE CONDITIONS ATTACHED ON THE GRANT OF THE LICENCE.

Date ____/____/____

Signature of Applicant(s) _____

Date ____/____/____

Signature of Applicant(s) _____

APPLICANTS ARE ADVISED THAT TO MAKE, KNOWINGLY OR RECKLESSLY, A FALSE STATEMENT OR OMIT ANY INFORMATION FROM THIS APPLICATION IS A CRIMINAL OFFENCE.

PLEASE NOTE: Monmouthshire County Council is under a duty to protect the public funds it administers and to this end may use the information you have provided on this form within Monmouthshire County Council for the prevention and declaration of fraud. It may also share this information with other bodies administering or in receipt of public funds solely for these purposes. Monmouthshire County Council may also release personal information to Government Agencies such as the Benefits Agency, Inland Revenue and the Home Office for the prevention and detection of crime.