

**APPLICATION FOR A LICENCE TO OPERATE PRIVATE HIRE VEHICLES (5 YEARS)**

<b>Applicant Details</b>		
Title:	First name(s):	Surname:
Postal Address:		
Post Town:	Post Code:	
Phone (Home):	Phone (Mobile):	
e-mail address:		
Date of Birth:	NI number:	

<b>Business Details</b>	
Give details of where the business of operating Private Hire Vehicles is to take place:	
Business Name	
Trading Name (if different):	
Postal Address	
Post Town	Post Coode:
Business Telephone Number:	
Business email:	



Do you know of any pending criminal charges or criminal investigations against you?	Yes	No
If you have answered "Yes" provide details here:		
Have you been involved in any other incident which may lead to Court proceedings being taken against you?	Yes	No
If you have answered "Yes" provide details here:		

General Matters		
Do you currently have the right to work in the United Kingdom?	Yes	No
Are there any restrictions on your right to work in the United Kingdom?	Yes	No
If you have answered "Yes" to the previous question, provide details here:		
Do you hold a licence to operate Private Hire Vehicles with any other local authority?	Yes	No
If you have answered "Yes" provide details here:		
Licensing Authority (District)	Licensed From	Licensed To
Have you ever been refused a licence to drive or operate Hackney Carriages or Private Hire Vehicles by any other Local Authority?	Yes	No
If you have answered "Yes" provide details here:		
Local Authority (District)	Date Refused	Reason for Refusal

Application Checklist	
Disclosure and Barring Service Basic Certificate	
Proof of the right to work in the UK	
Application fee	

### Tax registration declaration

As someone applying for a Hackney Carriage and/or Private Hire Vehicle driver licence, you are required to confirm that you are aware of the content of HMRC guidance relating to your tax registration obligations (see Notes).

If you do not confirm this, the Council will not be able to grant you a licence.

Please note that Schedule 23 to Finance Act 2011 (Data Gathering Powers) and Schedule 36 to 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.

I confirm that I am aware of the content of HMRC guidance relating to my (our) tax registration obligations.

Signature:

Print Name:

Date:

### Declarations

I declare that the information given above is true to the best of my knowledge and that I have not wilfully omitted any necessary material. I understand that if there are any wilful omissions, or incorrect statements made, my application may be refused without further consideration or, if a licence has been issued, it may be liable to immediate suspension or revocation.

I understand that it is an offence under Section 57 of the Local Government (Miscellaneous Provisions) Act 1976 to knowingly or recklessly make a false statement or omit any material particular in giving information.

I understand that the Authority is collecting my data for the purposes described on this form and will not be used for any other purpose, or passed on to any other body, except as required by law, without my consent.

I understand that the Authority is under a duty to protect the public funds it administers, and to this end may use the information I have provided on this form for the prevention and detection of fraud. I understand that it may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

Signature:

Print Name:

Date:

### Privacy Notice

We are collecting your information in order to process your licence application. For more information on how we use your information, please refer to the Privacy Notice on our website: [www.worcsregservices.gov.uk/about-us](http://www.worcsregservices.gov.uk/about-us)

Please return your completed form with any relevant supporting documents and the appropriate fee (made payable to **Bromsgrove District Council**) to either:

**Licensing  
Bromsgrove District Council  
Parkside  
Market Street  
Bromsgrove  
Worcestershire  
B61 8DA**

**Worcestershire Regulatory Services  
Wyre Forest House  
Finepoint Way  
Kidderminster  
Worcestershire  
DY10 1NW  
Email: [enquiries@worcsregservices.gov.uk](mailto:enquiries@worcsregservices.gov.uk)  
Telephone: 01905 822799**

## NOTES

### Making your application

It is **YOUR** responsibility to make sure your application is complete. Incomplete applications may not be accepted for processing and in this case will be returned to you for resubmission. In particular:

- Answer **ALL** the questions on the form or mark them as “not applicable”
- Sign and date the form.
- Include **ALL** the supporting documents **AT THE TIME OF APPLICATION**. A checklist is included on the application form to help you with what you must include. Original documents must be produced when specified.
- Provide payment or proof of payment of the required fee. Current fees are on the Council’s website.

Applications are processed in the order they are received and applications received earlier will be processed sooner. We accept no responsibility for delays in issuing a licence due to the late submission of an application or to the return of an incomplete application.

### Tax Registration Obligations

HMRC guidance on your tax registration obligations can be found online here:

If you are going to be an employee paying tax on your income via PAYE: [www.gov.uk/income-tax/how-you-pay-income-tax](http://www.gov.uk/income-tax/how-you-pay-income-tax)

If you are going to be self-employed: [www.gov.uk/register-for-self-assessment](http://www.gov.uk/register-for-self-assessment)

If you are going to pay tax on your profits by operating as a company: [www.gov.uk/corporation-tax](http://www.gov.uk/corporation-tax)