For office use only:	5 year licence
Knowledge test	£65.00
1 vehicle	£341.00
2-5 vehicles	£389.00
Over 5 vehicles	£861.00
Date ……	

EASTSUFFOLK COUNCIL

Local Government (Miscellaneous Provisions) Act 1976, Part II

APPLICATION (RENEWAL) FOR PRIVATE HIRE OPERATOR'S LICENCE

Before completing this form, applicants are advised to carefully read the Guidance Notes and Conditions for Private Hire Operators.
Please complete form in ink and in BLOCK CAPITALS

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1. TYPE OF APPLICATION:

Initial Application ☐

Renewal ☐

If a renewal, please state Licence Number: ☐

2. DETAILS OF APPLICANT:

First or sole operator of the business
(The person to whom all correspondence will normally be sent)

TITLE	MR	MRS	MISS	MS	OTHER

FULL FORENAMES:	SURNAME:
HOME ADDRESS: POST CODE:	
TELEPHONE NUMBER:	MOBILE TELEPHONE NUMBER:
DATE OF BIRTH:	E-MAIL ADDRESS:

Has any Private Hire Operator's Licence previously held by you been revoked or suspended or has any Licensing Authority refused to renew a licence?

Yes ☐ No ☐

If Yes, please state authority and dates

Have you, or any Company of which you are or have been a Director or Secretary, been convicted of an offence?

Yes ☐ No ☐

If YES state

Date ……
Court ……
Offence ……
Sentence ……

Do not include any convictions in respect of which you have been Rehabilitated under the Rehabilitation of Offenders Act 1974.

Are you				
	(a)	The sole proprietor	Yes ☐	No ☐
	(b)	Operating in Partnership?	Yes ☐	No ☐
	(c)	Operating the business as a Limited Company?	Yes ☐	No ☐

3. OPERATING DETAILS

COMPANY NAME:

COMPANY ADDRESS (where bookings will be accepted):

POSTCODE:

TELEPHONE NUMBERS (which will be used for the acceptance of bookings):

COMPANY REGISTRATION NUMBER:

Has planning permission been granted for use of the above premises as a Private Hire Operation?
(If you need assistance please contact the Planning Department at East Suffolk Council - Pre-application advice service » East Suffolk Council)

Yes ☐ No ☐

If Yes, planning reference ☐ Date of Issue ☐

Please provide names, addresses and dates of birth of all persons who will be responsible for managing the Operator's Office:

NAME:

ADDRESS: POST CODE:

DATE OF BIRTH:

What communications will be used in vehicles?

PDA System ☐ Mobile Phone ☐

Do you hold a Ofcom Radio Licence, if so state licence number: ☐

Number of licensed Private Hire vehicles in operation:

4. MANAGEMENT DETAILS

PARTNERSHIP

Name and address of each Partner (please use separate sheet if more than 2):

1. ..... 2. .....

....

....

In respect of each partner, has a Private Hire Operator's Licence previously held by them been revoked or suspended or has any Licensing Authority refused `to renew a Licence'?

Yes ☐ No ☐

If Yes, please give details

LIMITED COMPANY Name of Registered Company
Address of Registered Office:
Your position within the Company:
Name and Address of each Director:
In respect of each Director, has a Private Hire Operator's Licence previously held by them been revoked or suspended or has any Licensing Authority refused ro renew a Licence? Yes ☐ No ☐ If Yes, please give details
In respect of each Director, have they or any Company of which they have been a Director or Secretary, been convicted of an offence? Yes ☐ No ☐ If Yes, state details

5. DECLARATION

To be completed by ALL applicants (including Partners and Directors)

I declare that to the best of my knowledge and belief the statements herein are true and correct. I understand that if, for the purposes of obtaining a licence, I make any false statement or omit any material particular to the application, I shall be liable to prosecution.

I confirm that I am aware of the content of HMRC guidance relating to my tax registration obligations (new applicants). I confirm that I have provided my tax check code (renewal applications).

I have read the Council's Hackney Carriage and Private Hire Licesning Policy including the Private Hire Operator Conditions and acknowledge my responsibilities as a Private Hire Operator.

Signed: Sole Proprietor …… Date: ……

Partner (each partner must sign) …… Date: ……

Director or authorised agent of the Company …… Date: ……

PRIVACY NOTICE

The information you have supplied is being collected in accordance with the Local Government (Miscellaneous provisions) Act 1976 and the Town Police Clauses Act 1847 and will be used for processing your application for a licence under these Acts.

Your information will not be used for any other purpose and will not be shared with any other third parties, unless permitted by law. Your information will be retained until a period of 6 years after the expiry of the licence; this is in line with the Limitations Act 1980 (section 2).

Data will be processed and held securely and in accordance with the UK General Data Protection Regulation and the Data Protection Act 2018 (and any updates).

Further information about data protection can be found on the East Suffolk Website:
www.eastsuffolk.gov.uk/assets/Your-Council/Access-to-Information/Privacy-Notices/Licensing-Privacy-Notice.pdf