

LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976. PRIVATE HIRE OPERATORS LICENCE APPLICATION

PLEASE USE THIS FORM WHEN APPLYING FOR EITHER THE GRANT OR RENEWAL OF A PRIVATE HIRE OPERATORS LICENCE.

PLEASE NOTE SECTION 57(3) OF THE LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976 STATES: IF ANY PERSONS KNOWINGLY OR RECKLESSLY MAKES A FALSE STATEMENT OR OMITTS ANY MATERIAL PARTICULAR IN GIVING INFORMATION UNDER THIS SECTION, HE SHALL BE GUILTY OF AN OFFENCE

IT IS AN OFFENCE, UNDER THE ABOVE ACT, TO OPERATE WITHOUT A LICENCE, FOR WHICH ENFORCEMENT ACTION CAN BE TAKEN.

In order to apply for the grant of a Private Hire Operators Licence, you will need to send a completed application form, and submit all the documents listed in the "**Documents required**" page overleaf to the Licensing Section.

If you do not submit a completed application form, with all the documents required, your application will not be processed and will be returned to you. This is a standard requirement for all Private Hire Operators within Birmingham. The completed application form, along with the relevant documents listed must be sent to the Licensing Section.

No fee will be taken at this stage.

Within 7 days of a complete application having been submitted, a Senior Officer will arrange an appointment with the applicant. The applicant will be required to pay the Licence fee at this stage. **(See Fee's Chart).**

Renewal

You will be sent a reminder approximately 10 weeks before your licence is due to expire. An **application** form will also be sent to you which you must complete and return to the Licensing Section prior to the expiry date of your licence (Do not send any fee at this stage) on receipt of the application an appointment will be arranged for you to attend the Licensing Section to renew your operators licence. You are reminded that this is a courtesy service only, and that **ultimate responsibility for ensuring your licence does not expire remains with you.**

OPENING TIMES

MONDAY/ TUESDAY/ THURSDAY	09.00am until 04.00pm
WEDNESDAY	10.00am until 04.00pm
FRIDAY	09.00am until 03.30pm
SATURDAY/ SUNDAY	CLOSED

Website www.birmingham.gov.uk/licensing
Email: licensing@birmingham.gov.uk

Please note it is essential that you provide a letter from any partners or anyone involved in the business, stating their interest in the business, when making your application for an operators licence.

In the event of you selling the business at anytime, you must notify the Licensing Section, and provide documentation from your Solicitor confirming the sale.

Please note that you cannot sell or transfer an operators licence, anyone buying the business must apply and be granted an operators licence before commencing business.

DOCUMENTS REQUIRED

Please ensure all relevant parts of the form are completed fully or marked '**NOT APPLICABLE**'

PLEASE CHECK YOU HAVE ALL THE DOCUMENTS LISTED. IF YOU DO NOT THEN YOUR APPLICATION CANNOT BE PROCESSED.

NEW APPLICANTS – PRIVATE HIRE

- Written confirmation that the Operation will be run solely as one Operation. (**Only one Operating name is allowed**).
- VAT registration number, or letter from your accountant or HM Customs and Excise, confirming your exemption.
- A copy of planning permission obtained for the use of the premises as a Private Hire Operation.
- One copy of all business cards, letterheads, plaques and any other material intended to be used to publicise or advertise the operation.
- Confirmation of DTI approval for the Radio system, and details of frequencies used.
- All telephone numbers intended to be used to invite bookings and the addresses to which each one relates, ie. The first point of reception for each call. Please provide documentation from your telephone provider detailing the above, which must be in the name of the applicant/licencee
- The attached declaration duly completed by the proposed operator. (A copy of the current conditions of Licence is attached for this purpose).
- A list of all drivers and vehicles operated by you. (Form attached for this purpose).
- In the absence of the Operator, the Name(s) and Address(es) of all Managers who will assume control of the booking of Private Hire Drivers and Vehicles.
- A letter confirming your Company Policy in relation to the Carriage of passengers accompanied by Guide or Hearing Dogs.
- If the Private Hire Operation is being sold, documentation and/or contract from Solicitors confirming details of the sale.
- Certificate of Company Registration if applicable.
- Letter confirming ownership, partnership if applicable
- Confirmation that all driver/journey records for the past 12 months are in your possession

PRIVATE HIRE OPERATORS LICENCE APPLICATION

LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976.

Please complete in block capitals, one letter in each box, and in black ink.

SECTION 1

APPLICANTS DETAILS

Mr Mrs Miss or write title

A. First Name

B. Surname

C. Previous Names or Aliases

D. Date Of Birth

E. Current Home Address (House Number/Street Name)

F. District

G. City

H. PostCode

I. Telephone Number

J. National Insurance Number

K. Please provide telephone numbers where you can be contacted during normal offices hours, and for when you will not be present on the premises.

Office No

Other contact No

Mobile No

SECTION 1 CONTINUED

L. Please provide any previous addresses in the the last five years

M. Please also provide the Name(s) and Address(es) and dates of birth of all the Managers who will assume control of the booking of Private Hire Vehicles and drivers in your absence

Name	Address

N. Please state your current occupation 'if any' and any Trade(s) or Business that you have carried out in the last 5 years

O. Have you, or anyone named on this form been granted a Private Hire operators licence, or any other licence by this or any other Council?

YES

NO

If "YES" please state:

Type of Licence
Name of Council
Dates Licenced from to

Type of Licence
Name of Council
Dates Licenced from to

Type of Licence
Name of Council
Dates Licenced from to

Type of Licence
Name of Council
Dates Licenced from to

P. Have you, or anyone named on this form ever been REFUSED a Private Hire operators licence, or any other licence, or had a licence SUSPENDED, or REVOKED.

YES

NO

If "YES" please state:

Type of Licence
Name of Council
Date of Refusal/ Revocation/ Suspension
Name of Operation/ Proposed Operation (if applicable)

SECTION 2 CONTINUED

E. Is the application being made on behalf of a Limited Company?

YES

NO

If "YES" please provide the following details:

Name of Limited Company/ or other incorporated body

Address of Registered Office of Company

Your position within the Company

Full Name(s) and Private/ Home address(es) of Director(s)

Please state any other trade(s) or business(es) carried out by the operating Company

F. Has planning permission been obtained for the use of the premises as a Private Hire Operation?

YES

NO

If "YES" please state date permission was approved

G. Is the operation registered for VAT Purposes?

YES

NO

If "YES" please state VAT registration number

If "NO" please provide either:

A letter from a qualified accountant confirming that you are not liable to pay VAT, or

A letter from HM Customs and Excise explaining the VAT position.

H. How many vehicles will you operate under this Licence?

SECTION 2 CONTINUED

I. Will you be using a Radio System for the booking of Private Hire Vehicles?

YES

NO

If "YES" please attach the current licence issued to you by the Radio Communications Agency, which must be in the applicants name. (For Renewal application if the Licence is showing an expired date, then you will need to produce the receipt for payment of renewal fees for the current year).

BEFORE SIGNING THIS FORM

Please ensure that this application form is fully completed, and that ALL questions and required documents are submitted.

If you have not answered all relevant questions or you fail to submit any relevant documents, then staff will be unable to process your application.

Your licence fee will only be payable when your application has been accepted and verified.

SECTION 3

DECLARATION - TO BE COMPLETED BY ALL APPLICANTS

I certify that I have completed this form in my own hand, and that the particulars of the application are correct.

Signature:

Date:

PLEASE NOTE IT IS AN OFFENCE UNDER SECTION 57(3) OF THE LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976 TO MAKE A FALSE STATEMENT IN THIS FORM OR OMIT ANY RELEVANT INFORMATION

PAYMENT TO BE MADE IN PERSON BY:
CASH, CHEQUE or POSTAL ORDER.
(MADE PAYABLE TO Birmingham City Council
Payment can also be made by Credit/Debit Card.

YOUR GUIDE TO DATA PROTECTION

The Data Protection Act 1998 gives you rights, as our customers, about how your personal information is obtained and used by Birmingham City Council. The Act also places obligations on the Council.

This Guide informs you of your rights under the Data Protection Act and details how we handle your information.

WHAT INFORMATION DO WE HOLD AND HOW DO WE OBTAIN IT?

In addition to the information that you provide to us, we generally receive information about you from one or more of the following sources:

- The Police
- Local Government Departments
- Other Government Agencies

FOR WHAT PURPOSES DO WE HOLD THE INFORMATION?

We use your information for one or a number of purposes, which are outlined below:

- To process your Licensing application, enforcement and issue a Licence.
- We must protect the public funds that we handle, so we may use the information you have provided on this form for the prevention and detection of fraud and crime. We may also share this information for the same purpose with other organisations that handle public funds, and bodies involved in the investigation and detection of crime.

CARING FOR YOUR DATA

We undertake that we will have in place a level of security appropriate to the nature of the data and the harm that might result from a breach of security.

We further undertake that we will:

- Not hold information about you which is excessive in relation to the purpose for which it is processed.
- Keep any information about you accurate and, where necessary, up to date. **To help us do this, please keep us informed if any of your details change.**
- Not keep data processed for any purpose or purposes longer than necessary.
- Process your information in accordance with your rights under the Data Protection Act.

YOU HAVE CERTAIN RIGHTS UNDER THE DATA PROTECTION ACT IN RELATION TO THE INFORMATION THAT WE HOLD ABOUT YOU. IF YOU REQUIRE FURTHER INFORMATION ABOUT THESE RIGHTS, PLEASE WRITE TO:

The Senior Licensing Officer
The Licensing Section
Crystal Court
Aston Cross Business Park
50 Rocky Lane
Aston
Birmingham
B6 5RQ

IF YOU WOULD LIKE TO KNOW MORE ABOUT YOUR RIGHTS IN RESPECT OF THE PROTECTION OF PERSONAL DATA, WRITE TO THE:

Information Commissioner's Office
Wycliffe House, Water Lane
Wilmslow
Cheshire, SK9 5AF
Or telephone 01625 545700 (Switchboard).

I understand that my application form will be accepted subject to the provisions listed above and agree that my information may be used for these purposes

Signature of applicant

Dated

LIST OF DRIVERS AND VEHICLES

	NAME	BADGE No.	REG No.	PLATE No.	CALL SIGN
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					
21.					
22.					
23.					
24.					
25.					

CONTINUE ON A SEPARATE SHEET IF NECESSARY

LIST OF DRIVERS AND VEHICLES

	NAME	BADGE No.	REG No.	PLATE No.	CALL SIGN
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
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22.					
23.					
24.					
25.					

CONTINUE ON A SEPARATE SHEET IF NECESSARY

FOR OFFICE USE ONLY PROCESS CONTROL LIST

TYPE OF LICENCE

Private Hire Operators Licence

New Application

Renewal

APPLICANT DETAILS

Name

Date of Birth

Trading Name

Expiry Date

REQUIREMENT	YES	NO	NA
Application completed in full			
Planning Consent			
Letter from Accountant/ Custom& Excise			
Business Cards/ Advertising material			
DTI Radio Licence			
Confirmation business as one operation			
Letter Re Carriage of Guide/ Hearing Dogs			
User Guide Issued (New applicants only)			
Criminal Convictions - If Yes refer to Committee			
Letter from Solicitor Confirming Sale of Business			
Confirmation of telephone provider			
Certificate of Company Registration			
Letter of interest-partner/owner			
Confirmation that all driver/journey records for past 12 months are in your possession			

COMMENTS

APPLICATION PROCESSED BY

DATE

LICENCE ISSUED BY

DATE

LICENCE SENT OUT BY

DATE

SECTION 5

FOR OFFICE USE ONLY

Date Application received

Verified/ Not verified

Dated

Incomplete form/ documents, please state:

DOCUMENT	DOCUMENT
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Application returned to applicant	(DATE)
Re- submitted	(DATE)
In the presence of	

What is your ethnic origin

WHITE

British Irish

Any other White background (please write in)

MIXED

White and Black Caribbean White and Black African White and Asian

Any other Mixed background (please write in)

ASIAN OR ASIAN BRITISH

Indian Pakistani Bangladeshi

Any other Asian background (please write in)

BLACK OR BLACK BRITISH

Caribbean African

Any other Black background (please write in)

CHINESE OR OTHER ETHNIC GROUP

Chinese

Other (please write in)

This information is used for monitoring purpose's only and is useful for the Department in determining the needs of it's customers. This information does not form part of your application.