

**PRIVATE HIRE OPERATOR LICENCE
 Application Form**

APPLICANT(S) DETAILS

	FIRST APPLICANT	SECOND APPLICANT
	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/>	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/>
	Other Title <input type="text"/>	Other Title <input type="text"/>
Surname	<input type="text"/>	<input type="text"/>
Forename(s)	<input type="text"/>	<input type="text"/>
Address including Postcode	<input type="text"/>	<input type="text"/>
Telephone No	<input type="text"/>	<input type="text"/>
Email	<input type="text"/>	<input type="text"/>
Place of Birth	<input type="text"/>	<input type="text"/>
Date of Birth	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>
N. I. No	<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"/> <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 TYPE

This is a **new application** Current Licence No I am applying for a **1-year** licence

This is a **renewal** I am applying for a **5-year** licence

BUSINESS DETAILS

Is the operating address open to the public to enter and make a booking face to face?	Company Name	<input type="text"/>																					
YES , the address is a public place <input type="checkbox"/>	Trading Name if not Company Name	<input type="text"/>																					
NO , the address is a private building <input type="checkbox"/>	Operating Address including Postcode	<input type="text"/>																					
How many vehicles will you operate?	Telephone No	<input type="text"/>																					
<table border="1"> <thead> <tr> <th>No of vehicles</th> <th>1 Year Fee</th> <th>5 Year Fee</th> </tr> </thead> <tbody> <tr> <td>1 - 5 <input type="checkbox"/></td> <td>£265</td> <td>£1325</td> </tr> <tr> <td>6 - 10 <input type="checkbox"/></td> <td>£440</td> <td>£2200</td> </tr> <tr> <td>11 - 15 <input type="checkbox"/></td> <td>£615</td> <td>£3075</td> </tr> <tr> <td>16 - 20 <input type="checkbox"/></td> <td>£790</td> <td>£3950</td> </tr> <tr> <td>21 - 30 <input type="checkbox"/></td> <td>£1035</td> <td>£5175</td> </tr> <tr> <td>30 + <input type="checkbox"/></td> <td>£1420</td> <td>£7100</td> </tr> </tbody> </table>	No of vehicles	1 Year Fee	5 Year Fee	1 - 5 <input type="checkbox"/>	£265	£1325	6 - 10 <input type="checkbox"/>	£440	£2200	11 - 15 <input type="checkbox"/>	£615	£3075	16 - 20 <input type="checkbox"/>	£790	£3950	21 - 30 <input type="checkbox"/>	£1035	£5175	30 + <input type="checkbox"/>	£1420	£7100	Email	<input type="text"/>
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ABOUT THIS APPLICATION

The Licensing Authority of Royal Borough of Windsor and Maidenhead needs to be satisfied on the contents of this application before granting to an applicant a Private Hire Operator Licence.

When completing this application form please:

- Write inside the boxes using **BLOCK CAPITAL** letters.
- Ensure that a response is given for **EVERY** question. Incomplete application forms will not be accepted.
- Provide **ALL** original documents required in the list below for inspection by the Licensing Officer.

Please return this completed form to: **Licensing Office, RBWM, Town Hall, St Ives Road, Maidenhead, SL6 1RF.**

REQUIRED DOCUMENTS

Completed Application Form	Passport / Visa / Proof of Right to Work
Basic DBS Certificate (if not a RBWM badge holder)	Certificate of Public Liability (for 5 or more vehicles)
Planning consent / Certificate of Lawfulness (new licence / address change)	

PREVIOUS LICENCES

Has **either applicant** previously held or applied for a Private Hire Operator Licence with this or any other authority? Yes No

If **YES**, who made the application?

If **YES**, with which authority?

Was the licence granted? Yes No Date the licence was granted

Has **either applicant** ever had a Private Hire Operator Licence:

a) Refused? Yes No b) Suspended? Yes No c) Revoked? Yes No

If **YES**, please give details – continue on a separate sheet if required

Name	Date	Authority	Duration	Reason

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During the last 3 years has **either applicant**:

- a) Been declared bankrupt? Yes No
- b) Been involved with a company which has gone into liquidation / solvency? Yes No
- c) Been disqualified as a director or from taking part in the management of a company? Yes No

If **YES**, please give details – continue on a separate sheet if required

DETAILS OF PLANNING CONSENT OR CERTIFICATE OF LAWFULNESS TO OPERATE BUSINESS

Reference Number: Date of issue:

BADGE DETAILS

If **either applicant** does not currently hold a RBWM Private Hire / Hackney Carriage / Combined Driver Licence, they will need to provide us with a basic DBS certificate. You can apply at: www.gov.uk/request-copy-criminal-record

APPLICANT 1, do you have a RBWM driver licence? Yes No Badge Number

APPLICANT 2, do you have a RBWM driver licence? Yes No Badge Number

FIRST APPLICANT - DECLARATION OF CONVICTIONS / DVLA POINTS

When submitting an application for a Private Hire Operator Licence applicants are required to declare **ALL convictions and cautions** you may have by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) (Amendments) Order 2002. **Any spent convictions must be disclosed.**

Please also record any current DVLA points on your driving licence.

Have you ever had any: a) Convictions Yes No c) Motoring Offences Yes No
b) Cautions Yes No d) DVLA Points Yes No

If **YES** to any, please give details below.

Date of Conviction	Offence	Court	Sentence / Fine

Are you currently on bail or subject of any outstanding charge or summons? Yes No

If **YES**, please give details – continue on a separate sheet if required.

SECOND APPLICANT - DECLARATION OF CONVICTIONS / DVLA POINTS

Have you ever had any: a) Convictions Yes No c) Motoring Offences Yes No
b) Cautions Yes No d) DVLA Points Yes No

If **YES** to any, please give details below.

Date of Conviction	Offence	Court	Sentence / Fine

Are you currently on bail or subject of any outstanding charge or summons? Yes No

If **YES**, please give details – continue on a separate sheet if required.

AUTHORISED SIGNATORIES FOR DRIVER AND VEHICLE APPLICATIONS AND RENEWALS

Name	Position in Company	Signature

HMRC TAX CHECK CODE

From 4 April 2022, we as a licensing authority need to perform an additional check when processing this application.

You will need to confirm you are aware of your tax responsibilities when applying for or renewing a Private Hire Operator Licence. Please start by answering the following questions:

Are you renewing an active licence? Yes No

Are you applying for a licence previously held with us, that expired less than a year ago? Yes No

Are you applying for the same type of licence you already hold with another authority? Yes No

If you answered yes to any of the above questions, you will need to provide us with a tax check code before we can issue your licence. To get a check code, you will need to complete a tax check using a Government Gateway account.

Tax check website: www.gov.uk/guidance/complete-a-tax-check-for-a-taxi-private-hire-or-scrap-metal-licence

The tax check should only take a few minutes. There will be guidance on GOV.UK and if you need extra support you will be able to complete the tax check by phone through the HMRC customer helpline: **0300 200 3300**

HMRC Tax Check Code: This code needs to be less than 120 days old.

We will not be able to proceed with your application without this check code.

Company Registration Number (CRN): (Not required for Sole Traders)

We will not have access to your tax information. The check code will only confirm that you have completed a tax check.

Please be aware that HMRC has powers to obtain information from us. Schedule 23 of the Finance Act 2011 (Data Gathering Powers) and Schedule 36 of the 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.

Tax Responsibilities

If you are applying for a licence for the first time, or you are reapplying for a licence that expired over a year ago, you do not need to provide us with a tax check code. However, you still need to confirm that you are aware of your tax responsibilities moving forward by reading the statement below and signing.

Please see the following GOV.UK websites for HMRC guidance about tax registration obligations:

PAYE information: www.gov.uk/income-tax/how-you-pay-income-tax

Registering for Self-Assessment: www.gov.uk/register-for-self-assessment

Corporation Tax information: www.gov.uk/corporation-tax

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

Signature of 1st applicant

Signature of 2nd applicant

BOOKING AND DISPATCH STAFF

As a Private Hire Operator, do you confirm you have a policy in place for employing people with criminal convictions and have ensured that all booking and dispatch staff employed by you comply with that policy by performing a basic DBS check.

Yes No

Names of all booking and dispatch staff (continue on a separate sheet if required)

Date of last DBS check

DATA PROTECTION

Royal Borough of Windsor and Maidenhead (RBWM) and its agents will use the information that you have provided on this form and subsequent information provided by you or others for the purposes of assessing your application to hold a Private Hire Operator Licence and for the administration of the licence.

If your application is successful, your name, licence number, licence status, issued date and expiry date will be made available on a public register. **By signing this form you are consenting to the processing of your data by RBWM for these purposes.** The data may also be disclosed to other departments within the Council or other organisations, but only in order to ensure compliance with relevant legislation, for identification purposes or to prevent or detect fraud or a crime.

For further information on the law surrounding Data Protection, please visit the Information Commissioner's Office website at www.ico.org.uk.

DECLARATION OF APPLICANT(S)

I hereby certify that, to the best of my knowledge and belief, the information I have given in this application is correct and I have given it knowing that I shall be liable to prosecution if I have knowingly or recklessly made a false statement or omitted any material particular and accept that Royal Borough of Windsor and Maidenhead reserves the right to clarify any of my answers or require further information in accordance with the provisions of The Town Police Clauses Act 1847, The Local Government (Miscellaneous Provisions) Act 1976 and any modification or re-enactment thereof.

I confirm that I have the right to work in the UK.

I confirm that I have read and understood the above declaration and the information supplied by myself is true and accurate to the best of my knowledge.

Signature of 1st applicant

Date

I confirm that I have the right to work in the UK.

I confirm that I have read and understood the above declaration and the information supplied by myself is true and accurate to the best of my knowledge.

Signature of 2nd applicant

Date

PRIVACY NOTICES

Private Hire Operator Licence applications are for the confidential use of the Licensing Authority.

We are a unitary authority responsible for all areas of local government within its geographical boundary. We are registered under the Data Protection Act as a Data Controller with the Information Commissioner's Office. The council registration reference is: **Z6764716**

Please see the following links for more information:

www.rbwm.gov.uk/home/council-and-democracy/strategies-and-policies/data-protection/privacy-notices

www.rbwm.gov.uk/sites/default/files/2020-04/privacy_notice_taxi_licences.pdf