



APPLICATION FOR A LICENCE TO OPERATE PRIVATE HIRE VEHICLES

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

Business Details	
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:	

How many Private Hire Vehicles do you intend to operate?			
Please provide the following details for ALL the Private Hire Vehicles you intend to operate: (continue on a separate sheet if necessary)			
Registration Number	Licence Plate Number	Registration Number	Licence Plate Number

Criminal Matters		
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Have you EVER been convicted of an offence or received a formal caution?	Yes	No
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If you have answered 'Yes' to the above question please provide details in the following table of ALL convictions, formal cautions and charges made against you in respect of ALL criminal offences. If you have not received any convictions, formal cautions or have never been charged with a criminal offence enter 'I have never been convicted, formally cautioned or charged of any criminal offences' in the table below. If you need more space, continue on a separate sheet.

IMPORTANT : YOU MUST LIST ALL YOUR CONVICTIONS, CAUTIONS AND CHARGES WHETHER SPENT OR NOT. REHABILITATION OF OFFENDERS ACT 1974 DOES NOT APPLY TO THIS APPLICATION.

IF YOU HAVE RECEIVED ANY CONVICTIONS, CAUTIONS OR CHARGES, FIXED PENALTY NOTICES OR ANTI-SOCIAL BEHAVIOUR ORDERS (ASBO) AND FAIL TO DECLARE THEM ON THIS FORM YOUR APPLICATION WILL BE REFERRED TO THE LICENSING SUB-COMMITTEE WHO MAY REFUSE YOUR APPLICATION.

Date	Convicting Court	Offence	Sentence

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 (or confirm that you hold an enhanced certificate as a driver)	
Proof of the right to work in the UK	
Application fee	

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

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

Worcestershire Regulatory Services
Wyre Forest House
Finepoint Way
Kidderminster
Worcestershire
DY10 1NW
Email: 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.

How to pay your licence fee

Paying online

You can pay online via the Pay It page on the Council’s website: <https://www.worcester.gov.uk/pay-it>. Select “Regulatory Services” and “Taxi Licencing” as the type of payment.

Paying in person

The Council uses PayPoint as its preferred cash and card payment option. You can pay:

- at any Post Office - You can pay by cash, debit card or cheque. There is a transaction limit of £999.99. If the fee amount is higher than this you can make more than one payment. You will not be charged for making payments.
- at PayPoint Shops - Payment is by cash only. There is a transaction limit of £200. If the fee amount is higher than this then you can make more than one payment. You will not be charged for making payments. For information on PayPoint locations visit <https://consumer.paypoint.com/>

You will need this barcode when paying by PayPoint:



**Paying by PayPoint?
Use this barcode when
paying at a PayPoint
store**



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