



Application For Private Hire Operators Licence

Local Government (Miscellaneous Provisions) Act 1976

Surname

Forename(s)

Trading As

Address

Home number

Mobile number

Business number

Email

- Hereby request you to *(tick as appropriate)*
- | | | | |
|--------------------|--------------------|--------------------------|------------------|
| Grant me a licence | (New Licence only) | <input type="checkbox"/> | 1 Year |
| Grant me a licence | | <input type="checkbox"/> | 5 Years |
| Renew my licence | No.OP _____ | <input type="checkbox"/> | |
| Transfer licence | No.OP _____ | <input type="checkbox"/> | (Change address) |
| Transfer licence | No.OP _____ | <input type="checkbox"/> | (Change Owner) |
| Upgrade licence | No.OP _____ | <input type="checkbox"/> | |

Date transfer is to be effected

- To operate :-
- | | | |
|------------------|--------------------------|------------------------------|
| 1 to 2 Vehicles | <input type="checkbox"/> | |
| 3 to 30 Vehicles | <input type="checkbox"/> | |
| 31 Plus Vehicles | <input type="checkbox"/> | <i>(tick as appropriate)</i> |

Private Hire Vehicles within your district, and declare that the following particulars are correct:

<p>1. Address(es) from which it is intended to carry on business in connection with private hire vehicles</p> <p>(a) Will any licenced vehicles be kept at the premises?</p> <p>(b) Is there provision for customers to wait for vehicles?</p> <p>(c) Is there a radio system in place for the direction of licenced vehicles?</p> <p>(d) Is there any advertising at the premises to be licensed?</p>	<p>..... Yes/No</p> <p>..... Yes/No</p> <p>..... Yes/No</p> <p>..... Yes/No</p>
--	---

2. Description of any trade or business carried on by the applicant(s) before the date of this application	
3. Details of any previous licence applications, and results	
4. Details of suspension or revocation of any previous licences	
5. Details of any convictions recorded against applicant(s)	
6. Name(s) and address(es) of any other person(s) who is, are, will be concerned in operating the vehicles	
7. Details of any other licenses held with other local authorities	

I enclose (Circle as appropriate):-

The fee

	1 to 2 Vehicles	3 to 30 Vehicles	31 Plus Vehicles
1 Year (New Licence only)	£163	£205	£248
5 Year	New - £410	New - £623	New - £836
	Renewal - £385	Renewal - £600	Renewal - £812

If you are paying by debit/credit card you can make payment by telephoning the Customer Contact Centre on (01444) 477335

Caution

Section 57(3) of the Local Government (Miscellaneous Provisions) Act 1976 provides that if any person knowingly or recklessly makes a false statement or omits any material particular in giving information under this section that person shall be guilty of an offence.

You must declare any unspent conviction even though it has been declared on any previous application or on the D.B.S Disclosure Form.

The information you provide on this form will be retained by the Council.

The Council can be required by law to pass on personal information to other government agencies such as the Police, HMRC, UK Border Agency, and the Benefits Agency.

I have read the above and the answers given on this application are to the best of my knowledge and belief true.


Signed _____

Date

(if signing on behalf of a company state in what capacity)

Please note no licences will be issued or renewed unless this form has been completed fully and all relevant documents supplied

To :- Taxi Licensing Team
Mid Sussex District Council
Oaklands
Oaklands Road
Haywards Heath
West Sussex
RH16 1SS

 The information you have given on this form will only be used by Mid Sussex District Council and its employees in accordance with the Data Protection Act 1998. The information will not be given to any other organisation or individual except to the extent permitted by the Data Protection Act. Mid Sussex District Council may use the information to help with the efficient provision of services and for the prevention and detection of fraud, tax evasion and other crime. The information may also be shared for these purposes with HM Revenue & Customs, the Department for Work and Pensions, the Home Office, the Audit Commission, the police, other local authorities and other permitted organisations. For further information, see under Data Protection Act on Mid Sussex District Council's web site www.midsussex.gov.uk

FOR OFFICE USE ONLY

Receipt No.	<input type="text"/>	Amount	£ <input type="text"/>	Cheque/Card/Postal Order
Licence No	<input type="text" value="OP"/>	Date	<input type="text" value="/ /"/>	
Valid from	<input type="text" value="/ /"/>	To	<input type="text" value="/ /"/>	Authorised by _____ (Signature)

Notes

Right to Work Checks

With effect from 1st December 2016 the Council has a legal duty not to issue operator or private hire or taxi driver licences to people disqualified by their immigration status from holding them. This has been introduced by the Government in order to prevent illegal working in the private hire vehicle and taxi sector.

The Immigration Act 2016 states that for all Operator and Taxi/Private Hire driver licence applications made (sent) on or after 1 December 2016, the Licensing Authority must comply with the legal requirement not to issue a licence to someone who is disqualified from holding the licence by reason of their immigration status.

The Licensing Authority must discharge this duty by requiring the applicant to submit one of a number of prescribed documents which show that the applicant has permission to be in the UK and undertake work as an operator or PHV or taxi driver.

The check must be performed when the applicant first applies for a licence or first applies to renew or extend their licence on or after 1 December 2016.

For those who have time-limited permission to be in the UK, the Council must repeat the check at each subsequent application to renew or extend the licence until such time as the applicant demonstrates that they are entitled to remain indefinitely in the UK.

Therefore, we must conduct 'right to a licence' checks on all applicants for operator or PHV or taxi driver licences. This means we will ask ALL applicants for such licences to provide us with one of the original documents/combination of documents set out at Annex A.

To ensure that we do not discriminate against anyone, we will treat all licence applicants in the same way when they first apply or renew their licence on or after 1 December 2016 during the licence application process. This demonstrates a fair, transparent and consistent application process. No assumptions will be made about a person's right to work in the UK or their immigration status on the basis of their nationality, ethnic or national origin, accent, the colour of their skin, or the length of time they have been resident in the UK.

The list of documents is set out at Annex A. You must provide the original document(s), as indicated in the published guidance, so that the check can take place. The document(s) will be copied and the copy retained by the licensing authority. The original document will be returned to you.

Annex A

Lists of acceptable documents for right to a licence checks

The lists of documents are based on those prescribed to show evidence of a right to work.

List A: No immigration restrictions on right to a licence in the UK.

Once you have undertaken the necessary check once in respect of an application made on or after 1 December 2016, you will not have to repeat the check when you subsequently apply to renew or extend your licence.

1. A passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.
2. A passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland
3. A Registration Certificate or Document Certifying Permanent Residence issued by the Home Office to a national of a European Economic Area country or Switzerland
4. A Permanent Residence Card issued by the Home Office to the family member of a national a European Economic Area country or Switzerland
5. A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.

6. A current passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
7. A current Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer
8. A full birth or adoption certificate issued in the UK which includes the name(s) of at least one of the holder's parents or adoptive parents, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
9. A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
10. A certificate of registration or naturalisation as a British citizen, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.