



**The Licensing Team**  
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## **APPLICATION FOR THE GRANT/RENEWAL OF A PRIVATE HIRE OPERATOR'S LICENCE**

**Form Ref: V/PO1**

### **Privacy Notice – privacy & data protection**

North Devon Council, the Data Controller, collects personal information when you contact us for the licensing services we provide. We will use this information to provide these services, such as the granting of a licence, permit, registration or receipt of a notice.

We may need to share your information with other departments in North Devon Council or external/ third parties, where this is necessary to perform our public functions & services as provided by law.

For more information as a Data Subject regarding privacy & data protection, including how we manage your personal information, data retention and your rights, please see our Privacy Notice on the website: [www.northdevon.gov.uk/privacy](http://www.northdevon.gov.uk/privacy)

If you require this document in an alternative format, please contact us.

### **PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST**

If you are completing this form by hand, please write legibly in block capitals using ink. Use additional sheets if necessary (marked with the number of the relevant questions). You may wish to keep a copy of the completed form for your records.

# APPLICATION FOR THE GRANT/RENEWAL OF A PRIVATE HIRE OPERATOR'S LICENCE

## LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976

### Part 1 – Application Details

I/We HEREBY APPLY to North Devon Council for the :  of a Private Hire Operators' licence	Grant <span style="float: right;"><i>[Please tick]</i></span>	<input type="checkbox"/>
	Renewal	<input type="checkbox"/>
For a period of:	One year	<input type="checkbox"/>
	Five years <i>[see below]</i>	<input type="checkbox"/>

By law the standard duration of a private hire operator's licence is five years. The Council is however able to issue a licence for a period of one year based upon circumstances of an individual case. For those operators wishing to gain a licence for a period of one year please indicate under what personal circumstances you would wish to be considered for a one year licence (personal financial circumstances will be accepted):

### Part 2 - The Applicant

*[Please give as many contact details as possible in case we need to contact you]*

Individual <input type="checkbox"/> (complete Section A ONLY)	Partnership <input type="checkbox"/> (complete Section B ONLY)	Company <input type="checkbox"/> (complete Section C ONLY)
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#### A. Individual

Title: Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Dr ☐ Other *[please specify]*

Surname:

Other name(s):

Home Address:

Postcode:

Telephone:

Daytime:

Mobile:

Evening:

Email Address:

#### B. Partnership

##### 1<sup>st</sup> partner

Title: Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Dr ☐ Other *[please specify]*

Surname:

Other name(s):

Home Address:

Postcode:

Telephone:	Daytime:	
	Mobile:	
	Evening:	
Email Address:		
<b>2<sup>nd</sup> partner</b>		
Title: Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Dr <input type="checkbox"/> Other <i>[please specify]</i>		
Surname:		
Other name(s):		
Home Address:		
Postcode:		
<b>C. Company</b>		
Registered Office Address:		
Registered Company No:		
Telephone:	Daytime:	
	Mobile:	
	Evening:	
Email Address:		
<b>Personal details: Company Secretary</b>		
Title: Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Dr <input type="checkbox"/> Other <i>[please specify]</i>		
Surname:		
Other name(s):		
Home Address:		
Postcode:		
Telephone:	Daytime:	
	Mobile:	
	Evening:	
Email Address:		
<b>Personal details: Director 1</b>		
Surname:		
Other name(s):		
Home Address:		
Postcode:		
Telephone:	Daytime:	
	Mobile:	
	Evening:	
Email Address:		

<b>Personal details: Director 2</b>		
Surname:		
Other name(s):		
Home Address:		
Postcode:		
Telephone:	Daytime:	
	Mobile:	
	Evening:	
Email Address:		
<i>If the company has more than two directors please provide the personal details of each director on a separate sheet under the heading 'Additional Directors'.</i>		
<b>Part 3 – Business Details</b> (address from which bookings will be negotiated)		
Name of Company:		
Business Address:		
Postcode:		
Telephone:	Daytime:	
	Mobile:	
	Evening:	
Email Address:		
Website:		
Do you intend to have a waiting room at the premises for members of the public?	YES	NO
	<input type="checkbox"/>	<input type="checkbox"/>
<b>Part 4 – Controllers</b>		
<i>Please provide the personal details of any person that will be taking bookings on behalf of the Operator other than the individuals listed in Part 2 A-C above</i>		
<b>Personal details: Controller 1</b>		
Surname:		
Other name(s):		
Home Address:		
Postcode:		
Telephone:	Daytime:	
	Mobile:	
	Evening:	
Email Address:		
<b>Personal details: Controller 2</b>		
Surname:		
Other name(s):		
Home Address:		
Postcode:		
Telephone:	Daytime:	

	Mobile:		
	Evening:		
Email Address:			
<i>If the business has more than two controllers please provide the personal details of each individual controller on a separate sheet under the heading 'Additional Controllers'.</i>			
<b>Part 5 - Applicant History</b>			
What trade, business or profession have the applicants listed in Part 2 A-C above undertaken during the 5 years prior to applying for this licence?			
Name of applicant	Trade/Business/Profession and Address/dates		
<b>Applicant Status – Current</b>			
Are any of the applicants listed in Part 2 A-C above currently a company secretary or director of a limited company (other than any company detailed in answer to Part 2 C)? If so please give details below:			
Name of applicant	Date of appointment	Company number, name and registered office address	All convictions in relation to any offence recorded against the company since date of appointment
Are any of the applicants listed in Part 2 A-C currently disqualified from being a company director?			YES/NO*
Are any of the applicants listed in Part 2 A-C currently subject to an un-discharged bankruptcy order or similar insolvency proceedings (including IVA's)?			YES/NO*
<b>Applicant Status – Historical</b>			
Have any of the applicants listed in Part 2 A-C above ever been a company secretary or director of a limited company (other than any company already given). If so, please give details below:			
Name of applicant	Date of appointment	Company number, name and registered office address	All convictions in relation to any offence recorded against the company since date of appointment

**Previous Licence Applications**

Have any of the applicants listed in Part 2 A-C above ever applied for an operator's licence before, to this Council or to any other Council in the UK, or the Public Carriage Office/Transport for London? If so, when and where did you apply?

When:

Where:

Do any of the applicants hold a valid Private Hire Operator's licence issued by this or any other authority? If YES please provide detail:

YES/NO\*

**Refusal/Revocation/Suspension**

Have any of the applicants listed in Part 2 A-C above ever been refused an operator's licence or had their licence suspended or revoked. If so, please give details:

Name	Council	Date	Reason

**Part 6 - Details of Previous Convictions, Cautions, Orders etc.**

*This information will be used only for the processing of your application and for no other purpose.*

Have any of the applicants listed in Part 2 A-C above been found guilty or convicted of any offence, or been made the subject of an order, by a court in the UK or abroad which are NOT deemed 'spent' convictions under the Rehabilitation of Offenders Act 1974. This means all offences not solely motoring endorsements (including fixed penalties)?

*If no, insert 'NONE'. Please continue on a separate sheet if necessary. Failure to declare all relevant convictions may affect the outcome of your application.*

Applicant	Date	Court	Offence	Result

Do any of the applicants listed in Part 2 A-C have any unspent conditional cautions issued in relation to any offence in the UK? If YES please provide detail:

YES/NO\*

Are there any pending prosecutions against any of the applicants listed in Part 2 A-C of the application? If YES please provide detail:

YES/NO\*

**Part 7 – Vehicles**

List of vehicles to be included on the operators licence

*[please use additional paper if necessary]*

	Registration number	Make	Colour	Plate number
1				
2				
3				
4				

**Part 8 – Declaration and Checklist***(please tick)*

I/We enclose the appropriate fee for a one year or five year licence (cheques should be made payable to North Devon Council).	<input type="checkbox"/>
I/We enclose a Certificate of Good Conduct from a relevant embassy (where relevant for non UK applicants).	<input type="checkbox"/>
I/We have enclosed Basic Criminal Record Disclosure(s) where appropriate.	<input type="checkbox"/>
<i>Please note that applicants listed in Part 2 A-C (individuals, partners, and directors) who do not hold a valid hackney carriage/private hire driver's licence issued by North Devon Council, or who are not currently applying for such, will be required to submit a basic disclosure certificate, obtained in that individuals name and issued within the last three months, at the same time this application is made.</i>	
I/We have provided proof of appropriate public liability insurance if an office is made available to members of the public.	<input type="checkbox"/>
I/We declare that I have checked the information on this application form and to the best of my knowledge and belief it is correct. I understand that a false statement may render me liable to prosecution.	<input type="checkbox"/>

**Part 9 – Signatures of Applicants**

Signature:	
Print Name:	
Date:	
Signature:	
Print Name:	
Date:	
Signature:	
Print Name:	
Date:	
<i>[Please use a separate additional sheet if necessary. Where the application is to be submitted in an electronic form, the signature should be generated electronically and should be a copy of the person's written signature.]</i>	

\* Delete or select as appropriate.

**Notes**

1. Basic Disclosures may be obtained from:

Disclosure Scotland,  
 PO Box 250, Glasgow, G51 1YU  
 Telephone: 0870 6096006  
 Email: [info@disclosurescotland.co.uk](mailto:info@disclosurescotland.co.uk)  
 Website: [www.disclosurescotland.co.uk](http://www.disclosurescotland.co.uk)

2. Guidance on whether convictions are considered 'spent' under the Rehabilitation of Offenders Act is available on the gov.uk website <https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>
3. All applicants will need to demonstrate that they are authorised to work in the UK. The Licensing Authority operate its application procedures in line with guidance issued by the UK Border Agency on Prevention of Illegal Working and its associated Code of Practice. Further information can be obtained from [www.gov.uk/workingvisas](http://www.gov.uk/workingvisas), [www.gov](http://www.gov) or [www.workpermit.com](http://www.workpermit.com). Identification documents may be scanned and forwarded to the Home Office for verification.

4. The grant or renewal of a private hire operator's licence application does not constitute a grant of planning permission to operate a business from the above address.
5. Licensed operators must keep a record of all bookings showing the points of commencement and termination of each journey, the charge made, the person accepting the booking, the vehicle used and the name of the driver.
6. Licensed operators must keep a record containing the names and addresses of proprietors, registration numbers and numbers of all vehicles operated. Attention is drawn to the provisions under Section 40 (1)(e) & (2) of the Local Government (Miscellaneous Provisions) Act 1976 which states that no person licensed under Section 55 shall in a controlled district operate any vehicle as a private hire vehicle if a current licence for the vehicle under section 48 is not in force or the driver does not have a current licence under Section 51. If any person knowingly contravenes the provisions of this section they shall be guilty of an offence.