

## Operator Licence Application Form

**LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976**

**PLEASE ENSURE YOU READ AND UNDERSTAND EACH SECTION OF THIS FORM**

**THE FORM MUST BE COMPLETED IN FULL BEFORE IT WILL BE ACCEPTED. INCOMPLETE FORMS WILL BE REJECTED**

1. APPLICATION TYPE
<p><b>NEW:</b> Application for:    <input type="checkbox"/> 1 year (£125)            <input type="checkbox"/> 5 years (£495)</p> <p>If you are changing address of the Operator Licence, you will need to complete this application as <b>New</b></p>
<p><b>RENEWAL:</b> <input type="checkbox"/>    Operator Licence Number: <b>O</b>            Expiry Date:    /    /</p> <p>Application for:    <input type="checkbox"/> 1 year (£125)            <input type="checkbox"/> 5 years (£400)</p>
2. APPLICANT ONE
<p><b>Title:</b> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other (please state): _____</p> <p><b>Forenames:</b></p> <p><b>Surname:</b></p> <p><b>Address:</b></p> <p><b>Telephone Number:</b></p> <p><b>Email Address:</b></p> <p><b>Do you have the right to work in the UK? YES <input type="checkbox"/> NO <input type="checkbox"/></b></p> <p><b>Do you have any restrictions or time limits on your eligibility? YES <input type="checkbox"/> NO <input type="checkbox"/></b></p> <p>(If answering YES please give details below)</p> <p><b>Have you ever received a conviction, caution or warning? YES <input type="checkbox"/> NO <input type="checkbox"/></b></p>
2a. PREVIOUS LICENCES

Are you currently licensed or have you ever been licensed by any licensing authority before?  
(Including HDC)

YES  NO

If YES, please state which authority:

Have you ever had a licence to drive a Hackney carriage or Private Hire Vehicle refused,  
revoked or suspended?

YES  NO

Have you ever had a Private Hire Operators licence refused, revoked or suspended?

YES  NO

### 3. APPLICANT TWO (If Applicable)

Title: Mr  Mrs  Miss  Ms  Other (please state): \_\_\_\_\_

Forenames:

Surname:

Address:

Telephone Number:

Email Address:

Do you have the right to work in the UK? YES  NO

Do you have any restrictions or time limits on your eligibility? YES  NO

(If answering YES please give details below)

Have you ever received a conviction, caution or warning? YES  NO

### 3a. PREVIOUS LICENCES - APPLICANT TWO ONLY

Are you currently licensed or have you ever been licensed by any licensing authority before?  
(Including HDC)

YES  NO

If YES, please state which authority:

Have you ever had a licence to driver a Hackney carriage or Private Hire Vehicle refused,  
revoked or suspended?

YES  NO

Have you ever had a Private Hire Operators licence refused, revoked or suspended?

YES  NO

#### 4. VEHICLES

Total Number of vehicles you Operate: \_\_\_\_\_

State licence number and vehicle registration for each vehicle (*complete on a separate sheet  
if necessary*):

#### 5. TAX CHECK

**Must be completed for all applications submitted from 4<sup>th</sup> April 2022**

##### Renewal Applications

Your tax check code is only valid if issued in the last 120 days.

Applications submitted with an invalid tax check code will not be processed.

If you need a new tax check code, please visit the HMRC website to obtain one.

Please note that as the licensing authority, we will only receive confirmation from HMRC that  
you have completed the tax check and will not have access to information about your tax  
affairs.

**Tax Check Code:**

##### New Applications

Please note that as a new applicant you may need to provide a tax check code as part of  
your application.

Are you applying for the same type of licence that you have previously held, which has  
ceased to be valid less than a year ago? **Yes**  **No**

If yes, please supply a tax check code:  
If no, please complete section 10b – Tax Registration

### 5b. TAX REGISTRATION

**Must be completed for all applications submitted from 4<sup>th</sup> April 2022**

You do not need to supply a tax check code as part of this application; however you must confirm that you have read and understood the guidance regarding your tax registration obligations.

Please click on the link below that relates to your employment status:

- if you're an employee, find information on Pay As You Earn (PAYE):  
[www.gov.uk/incometax/how-to-pay-income-tax](http://www.gov.uk/incometax/how-to-pay-income-tax)
- if you're self-employed, find information on registering for Self-Assessment:  
[www.gov.uk/register-for-self-assessment](http://www.gov.uk/register-for-self-assessment)
- if you operate through a company, find information on Corporation Tax:  
[www.gov.uk/corporation-tax](http://www.gov.uk/corporation-tax)

I confirm that I have read and understood the guidance regarding my tax registration obligations

Signed: \_\_\_\_\_ Date:    /    /

### 6. DETAILS OF OPERATING BUSINESS

**Name of Company/Business:**

**Operating Address:**

**Telephone Number:**

**Email Address:**

**Website Address:**

**Will you operate any satellite offices?**

YES  NO

(If YES please provide address details below)

**Operator Stamp:**

### DECLARATIONS GENERAL

**1. I understand that any licence issued will be subject to the provisions of:**

i. the Local Government (Miscellaneous Provisions) Act 1976

ii. the Council's licence conditions

2. I accept that any licence issued to me will belong to the Council, and if lost or damaged, I will be liable for the cost of replacement.
3. I understand that it is an offence under the terms of the Local Government (Miscellaneous Provisions) Act 1976, Section 57(3) knowingly or recklessly to make a false statement or to omit any information required in this form. This will affect the decision whether I am fit and proper to hold a licence.
4. I understand that any criminal convictions, civil convictions and/or endorsements or cautions must be notified to the Licensing Authority within 7 days of date of conviction.
5. I understand that any changes to any other particulars must be notified in writing to the Licensing Authority within 7 days of the change.
6. By signing the declaration at page 4 below you are declaring that you are entitled to work in the UK and are not subject to a condition preventing you from doing work relating to the carrying on of a licensable activity. You understand that your licence will become invalid if you cease to be entitled to live and work in the UK.

#### PRIVACY NOTICE

All personal information that you provide us is managed in accordance with our Privacy Policy. Please visit the Privacy Notice for Community-Regulation and Enforcement on our website where you can find out information about how we handle your information and your rights of access.

The information that you provide on this form and that obtained from other relevant sources (such as the DBS check) will be used to process your application for a Private Hire operator licence.

The information contained in this form is correct to the best of my knowledge and belief. It is an offence knowingly or recklessly to make a false statement in or in connection with an application for grant of a licence. (A person is to be treated as making a false statement if he produces, furnishes signs or otherwise makes use of a document that contains a false statement). To do so could result in prosecution and a fine of any amount.

By signing below you confirm that you have read and agree to the statements in this application form.

Signed:

Date: / /

Signed:

Date: / /

**RENEWAL APPLICATIONS MUST BE SUBMITTED BEFORE THE EXPIRY DATE OF THE CURRENT LICENCE. FAILURE TO DO SO WILL RESULT IN THE APPLICATION BEING TREATED AS A NEW APPLICATION.**

#### Operating Check List – NEW APPLICANT

Completed Application Form	<input type="checkbox"/>
Basic Criminal Record Disclosure for each person applying No more than 3 months old	<input type="checkbox"/>
Proof of Public Liability Insurance 5 Million Minimum – ONLY if providing a waiting room	<input type="checkbox"/>
Payment	<input type="checkbox"/>

#### Operating Check List – RENEWAL APPLICANT

Completed Application Form	<input type="checkbox"/>
Payment	<input type="checkbox"/>

#### SUBMITTING THE APPLICATION

Return the completed application to Huntingdonshire District Council by email to [licensing@huntingdonshire.gov.uk](mailto:licensing@huntingdonshire.gov.uk)

Or by post/hand delivered to:

Licensing Section, Pathfinder House, St Mary's Street, Huntingdon,  
Cambridgeshire, PE29 3TN

All queries should be addressed to [licensing@huntingdonshire.gov.uk](mailto:licensing@huntingdonshire.gov.uk)