

Guidance Notes for a New Operator Licence – Online Application

Step 1 – General Details

- Please ensure to read the information provided carefully, along with the documentation check list.
- Please select licence period, 1 or 5 years.
- Contact details of trading premises and applicant details – please ensure to fill this out correctly.

Step 2 – Right to Work

- Please provide your online Right to Work share code or evidence of Right to Work e.g. Passport.
- Please provide details of convictions if applicable.
- Please provide details of other or previous licences with other authorities.

Step 3 – Tax Check

- Please provide your tax check code, this must be 9 characters long.

Step 4 – Details of Operating Business

- Please provide your operating details including trading address and contact information.

Step 5 – Vehicle Details

- Please provide the licence numbers of all of your licensed vehicles.

Step 6 – Driver Details

- Please provide the licence numbers of all of your licensed drivers.

Step 7 – Staff

- Please provide the requested information of all of your staff members that work for the operating business.

File Uploads

- Please upload all of the documents listed and ensure they are all clear and readable.

Confirmation

- Please read through your application to ensure everything has been filled out correctly before you submit the application.
- Once you have submitted the application, it may take a few moments for the payment page to appear.