

CYNGOR SIR POWYS COUNTY COUNCIL
Environmental Health Services

Council Offices Neuadd Brycheiniog Cambrian Way Brecon Powys LD3 7HR	Council Offices Y Gwalia Ithon Road Llandrindod Wells Powys LD1 6AA	Council Offices Neuadd Maldwyn Severn Road Welshpool Powys SY21 7AS
licensing@powys.gov.uk Contact 01597 827389		

APPLICATION FOR PRIVATE HIRE VEHICLE OPERATORS LICENCE

1. FULL NAME (Block Capitals)		Mr/Mrs/Miss/Ms or title	
2. ADDRESS			
		POSTCODE	
3. DATE OF BIRTH			
PLACE OF BIRTH			
4. TELEPHONE	HOME	TEL NO	
	MOBIL	TEL NO	
5. EMAIL ADDRESS			
PLEASE INDICATE PREFERRED LANGUAGE FOR CORRESPONDENCE IN CONNECTION WITH THE RENEWAL OF YOUR LICENCE			WELSH <input type="checkbox"/> ENGLISH <input type="checkbox"/>
7. HAS ANY PRIVATE HIRE OPERATORS LICENCE PREVIOUSLY HELD BY YOU EVER BEEN REVOKED OR SUSPENDED?			YES / NO
<i>If YES please give details:</i>			
8. UNDER WHAT NAME WILL YOUR BUSINESS BE KNOWN?			
9. DO YOU WANT YOUR BUSINESS AND CONTACT DETAILS TO APPEAR ON AN ONLINE LIST OF POWYS LICENSED PRIVATE HIRE OPERATORS THAT WILL BE ACCESSIBLE BY THE GENERAL PUBLIC?			YES / NO
10. FROM WHICH ADDRESS WILL YOU OPERATE YOUR BUSINESS?			
11. IS THERE A WAITING AREA FOR MEMBERS OF THE PUBLIC AT THIS ADDRESS?			YES / NO
<i>If YES then please provide Public Liability Insurance for this area</i>			

12 IF YOU PROPOSE TO ACT AS A PRIVATE HIRE OPERATOR IN PARTNERSHIP WITH ANY OTHER PERSON, PLEASE GIVE DETAILS OF

i) any convictions recorded against that person

ii) any trade or business carried on by that person

iii) any previous application by that other person for a Private Hire Operators Licence

iv) any revocation or suspension of any Private Hire Operators Licence previously held by that other person

13. HAVE YOU BEEN CONVICTED OF ANY MOTORING OFFENCES? YES / NO

IF YES, DETAILS OF ALL CONVICTIONS MUST BE SHOWN BELOW:-

<i>Offence /Caution</i>	<i>Date Of Offence/ Caution</i>	<i>Court /Police Force</i>	<i>Date Of Conviction / Caution</i>	<i>Penalty (if applicable)</i>

14 (a) HAVE YOU BEEN CONVICTED OF ANY OFFENCES IN ANY COURT (N.B. Convictions for which the rehabilitation period applicable under the Rehabilitation of Offenders Act, 1974, has expired should also be disclosed. However they may not be considered relevant in determining your fitness to hold a licence). YES / NO

(b) HAVE YOU EVER RECEIVED A CAUTION? YES / NO

If you have answered YES, to question 14(a) or 14(b) above give particulars of all occasions on which you have been cautioned or convicted and either sentenced to imprisonment or fined or placed on probation, or conditionally discharged if applicable. If necessary continue on a separate sheet of paper.

15. HAVE YOU ANY COURT CASES PENDING OR BEEN INVOLVED IN ANY INCIDENT WHICH MAY LEAD TO COURT PROCEEDINGS BEING TAKEN AGAINST YOU FOR OFFENCES OF ANY NATURE? YES / NO

DECLARATION

I understand that as the holder of a Private Hire Vehicle Operator's Licence only vehicles and drivers that are licensed with Powys County Council can be used/employed in connection with this Operator's licence. I am aware of the conditions laid down by the Local Government (Miscellaneous Provisions) Act 1976, particularly as far as it relates to suitable vehicles, insurance and the keeping of records.

I declare that I have checked the information given in this form and to the best of my knowledge it is correct.

I have read and agree to abide by the conditions of the licence.

SIGNED _____ DATE _____

Warning - If any person knowingly or recklessly makes a false statement or omits any material particular in giving information he/she shall be guilty of an offence.

For the Council's Data Protection and Privacy notice: <https://customer.powys.gov.uk/privacy>

For further information, see <http://www.powys.gov.uk/en/democracy/national-fraud-initiative/>

Or ask to speak to a Licensing Officer

NOTES

1. A licence shall remain in force for up to five years unless previously revoked or cancelled.
2. This form must be completed by the applicant in ink.
3. Details of the Council's Policy on the Treatment of Convictions can be found on the internet
4. Your right to work in the UK will be checked as part of your licensing application, this could include checking your immigration status with the Home Office. You must provide a document or document combination suitable for this check. You must bring the original document(s) so that the check can take place. The document(s) will be copied and retained by the authority. If there are restrictions on the length of time you may work in the UK, your licence will not be issued for any longer than this period. The full applicant notes contain a list of current acceptable documents for right to licence checks as prescribed by the Home Office.

This applies to UK citizens too and simply requires you to present your UK passport or UK birth certificate

PLEASE RING FIRST TO MAKE AN APPOINTMENT TO PRESENT THIS APPLICATION AND THE DOCUMENTS FROM THE CHECKLIST BELOW TO A LICENSING OFFICER

CHECKLIST

Applicant	Officer	For admin use:	
		Officer	Date
1. Completed application	Check it has been signed by the Applicant		
2. Fee (additional £25 payable if Basic Disclosure required) CARD PAYMENTS PREFERRED	Paying in Codes: Cost Centre / Acc Code / Job Code / Tax HE557 9408 HEBL02 03		
3. Completed BASIC DBS application or Disclosure Scotland certificate Please also present: ✓ Passport, if you have one ✓ Document with NI no ✓ Proof of address	Is a driver application being submitted by the applicant YES / NO?		
	If YES then a further DBS is not required		
	Received & Identification docs seen		
	Complete DBS Pro-Forma		
	Receipt of Disclosure from DBS or Disclosure Scotland Certificate Presented – Satisfactory YES/NO		
4. Public Liability Insurance if you have an office open to the public			
5. Documentary evidence of right to work. <i>Retain Copy of document on file</i>	A) Permanent Right to Remain (no requirement to check on renewal) B) Temporary Right to Remain* (check on renewal)		

For admin use:

Name of Operator:			
		NEW / RENEWAL	
Licence No			
Hearing Required		YES / NO	
if YES date of Hearing		/ /	
Outcome		GRANT / REFUSE	
Date of Grant: *For applicants with limited leave to remain then licence expiry must not exceed their permission to be in the UK			
M3 updated, Licence & Letter produced			/ /
Licence, Accompanying Letter, Conditions and Record Sheets sent copy of Licence & Letter retained for file			/ /