



New Forest

DISTRICT COUNCIL

Private hire operator licence application form_
CHANGE OF BUSINESS ADDRESS

Local Government (Miscellaneous Provisions) Act 1976

The application procedure

This form should be completed and forwarded to Licensing Services. You will be notified of the correct fee, which will be calculated on the term left on the current licence and this deducted from the full licence fee. Please ensure you have provided a contact telephone number to provide a card payment.

The new operating address must be within the New Forest District area (question 4).

1. Current licence details			
NFDC Operator licence number		Date of expiry	
2. Applicant details			
Surname	Forename(s)		Title
Home address			Postcode
Email address		Contact telephone number (s)	
Position of applicant in company			
3. Current details of the business			
Trading name			
Current business address			Postcode
Business email address		Business telephone number	
4. <u>New</u> business address which MUST be within the New Forest District Council area			
Proposed new business address			Postcode
Date effective from			/ /

7. Communication

Make and model of any computerised dispatch system used

Signatures(s) of applicant(s) - not valid unless signed

- I hereby declare that the statements I make on this form are true.
- I apply subject to all conditions as may be contained in such Licence, and also to the provisions of the law relating to Private Hire Operators.
- I understand the processing of a fully completed application will be sent to the planning department and this Authority will allow a consultation period of 4 weeks

Date

Signature

Print Name

The information you have provided will be kept securely on NFDC's licensing system. We may share your information internally for verification and regulatory purposes.

HMRC Tax conditionality Information sheet

Changes for taxi, private hire and scrap metal licence renewal applications from April 2022 (Tax conditionality)

If you make an application on or after 4 April 2022, you'll need to complete a tax check if you're:

- renewing a licence
- applying for the same type of licence you previously held, that ceased being valid less than a year ago
- applying for the same type of licence you already hold with another licensing authority.

This applies to any individual, company or partnership applying or renewing the following type of licence:

- taxi driver licence
- private hire driver licence
- dual taxi/private hire driver licence
- private hire vehicle operator licence
- scrap metal dealer (site) licence
- scrap metal collector licence

You need to complete this tax check on GOV.UK, through your Government Gateway account. You will only need to answer a few questions to tell HMRC how you pay any tax that may be due on income you earn from your licensed trade. If you do not already have a Government Gateway account, you can sign up on GOV.UK.

The tax check should only take a few minutes. There is guidance available on GOV.UK and anyone who needs extra support can phone HMRC's customer helpline.

Please be aware that Licensing Services cannot help you with any tax related matter or your tax check. You will need to contact HMRC.

When you've completed the tax check, you'll get a 9-character code. You must write the code in the relevant section on the enclosed form. The code is valid for 120 days. We cannot proceed with your licence application or renewal until the tax check is completed and we've received the code.

The code will only confirm to us that you've completed the tax check, we will not have access to information about your tax affairs.

You must carry out the tax check yourself. You cannot ask a tax agent or adviser to do this on your behalf.

If you've not registered to pay tax on earnings from your licensed trade, please go to GOV.UK to register as soon as possible.

- If you're an employee, find information on PAYE at:
www.gov.uk/income-tax/how-you-pay-income-tax
- If you're self-employed, find information on registering for Self- Assessment at:
www.gov.uk/register-for-self-assessment
- If you operate through a company, find information on Corporation Tax at:
www.gov.uk/corporation-tax

If you should have been registered to pay tax and have not been, HMRC will work with you promptly and professionally to get you back on the right track. It's your responsibility to get your tax right, but HMRC are there to help.

If you are a new applicant that does not need to complete a tax check then you need to be aware of HMRC's guidance about your tax responsibilities. Although you do not need to provide a tax code you still need to return the enclosed form to confirm you are aware of the guidance.

You will not be issued with a licence if you do not confirm you are aware of the guidance.

Guidance is available at:

www.gov.uk/guidance/confirm-your-tax-responsibilities-when-applying-for-a-taxi-private-hire-or-scrap-metal-licence

www.gov.uk/guidance/changes-for-taxi-private-hire-or-scrap-metal-licence-applications-from-april-2022

Further information on the tax checks is available by visiting
www.gov.uk/guidance/changes-for-taxi-private-hire-or-scrap-metal-licence-applications-from-april-2022

To view our privacy policy please visit www.newforest.gov.uk/privacy .

HMRC Tax Conditionality Form

Please refer to the enclosed 'HMRC Tax conditionality Information sheet' for guidance on completing this form.

You only need to complete Section 1 **or** 2.

This form needs to be returned along with your application and any requested documents.

SECTION 1 – TAX CODE REQUIRED

www.gov.uk/guidance/complete-a-tax-check-for-a-taxi-private-hire-or-scrap-metal-licence

I declare that I have registered to pay tax on my earnings as a relevant licence holder and that my HMRC tax code is provided below.

I understand that I will not be granted a licence if I do not provide a tax check code to the licensing authority (if I'm required to do so).

HMRC 9-character tax check code									
Signature									
Name (print)									
Date of Birth (not required if a Company)									
NI Number (not required if a Company)									
Company Name and Number (as per Companies House)									

SECTION 2 – TAX CODE NOT REQUIRED

I declare that I am aware of HMRC's guidance about my tax responsibilities.

Guidance is available at:

www.gov.uk/guidance/confirm-your-tax-responsibilities-when-applying-for-a-taxi-private-hire-or-scrap-metal-licence

www.gov.uk/guidance/changes-for-taxi-private-hire-or-scrap-metal-licence-applications-from-april-2022

Signature	
Name (print)	
Date of Birth	
NI Number	
NFDC Licence Number	