



New Forest

DISTRICT COUNCIL

NEW Private hire operator licence application form

Local Government (Miscellaneous Provisions)
Act 1976

The application procedure

This form should be completed and forwarded to Licensing Services together with the required accompanying documents-see section 12.

Failure to provide all the requested information and correct fee will result in your application being rejected and returned.

Applicants must be at least 21 years of age or over and **the operating address must be within the New Forest District area (question 2).**

1. Applicant details				
Surname		Forename(s)		Title
Home address			Postcode	
Email address		Contact telephone number (s)		
Date of Birth	/ /	National Insurance Number	Position of applicant in company	
2. Details of the business				
Trading name (please note; you cannot use the word taxi unless you also operate hackney carriages)				
Address within the New Forest District Council area at which you intend to carry on business as a Private Hire Operator			Postcode	
Business email address		Business telephone number		

3. Planning permission - Is there a current planning permission in respect of the use of this address as a business? (please circle your answer)		
Yes	If Yes please provide a copy of the permission with this application	
No	The operator must comply with the requirements of the current town planning legislation. It is strongly advised that planning advice is sought prior to application	
Yes or No	Will members of the public have access to the office?	
Will vehicles be parked at the office address? If so, how many and what hours of the day will these vehicles be parked?		
4. Is this application being made by a limited company?		
Yes	No	if 'Yes' please complete the (details below)
Full name and home address of registered Managing Director		
Full name and home address of registered Company Secretary		
5. Details of all applicants (please list all proprietors to be named on the licence)		
Full name and address of first proprietor		
Full name and address of second proprietor		
Full name and address of third proprietor If there are more proprietors to be included, please provide their details on a separate sheet of paper		
6. Previous licences		
Has any applicant named on this application ever held a Private Hire Operator's licence with this or any other Council prior to this application? If yes give details		Yes / No
Has any applicant named on this application ever been refused such a licence by this, or any other Council, or had one suspended or revoked? If yes give details		Yes / No
7. Referees Please provide I submit details of two persons, known to me for at least two years, who can supply <u>business references</u> .		

Referee 1				
Surname		Forename(s)		Title
Home address			Postcode	
Email address			Contact telephone number (s)	

Referee 2				
Surname		Forename(s)		Title
Home address			Postcode	
Email address			Contact telephone number (s)	

8. Individual conviction history Have you or any co-proprietors, directors or secretary ever been convicted in a court of law in the UK or abroad for any offence in the last five years or have any alleged offence(s) pending in the UK or abroad? If so, please provide full details of the actual or alleged offence(s) and any date(s) of convictions below: If there are no convictions or pending offences, then write none in the offence box below (continue on a separate sheet if necessary.)			Please circle YES NO
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Date	Offence/Convictions(s)	Court	Sentence

9. Company conviction history Details of any convictions recorded against the company. If none, write 'none' in the space provided (continue on a separate sheet if necessary.)			
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Date	Criminal Convictions	Court	Sentence

10. Expected number of vehicles operated		
How many Private Hire Vehicles do you intend to operate? Further details of all vehicles will be required upon issue of a Private Hire Operator Licence. See Note 6 below		
11. Communication		
Make and model of any computerised dispatch system used		
12. Checklist for enclosures		Initial as enclosed
A Disclosure & Barring Service (DBS) basic report will be required for initial and renewal applications, for any proprietor, director or secretary on this application who do/does not hold a current New Forest District Council driver licence. See note 1 below		
Public Liability Insurance (if the public have access to the office)		
The current fee		
Right to Work Documents –see note 2 below		
Five year business plan see note 3 below		
Two business references- see note 4 below		
Evidence of planning permission-see note 5 below		

PLEASE NOTE, Section 57 (3), Local Government (Miscellaneous Provisions) Act, 1976, provides that 'If a person knowingly or recklessly makes a false statement or omits any material particular in giving information under this Section he shall be guilty of an offence' (and liable on conviction to a fine not exceeding level 3 on the standard scale of maximum fines (£1,000))

Signatures(s) of applicant(s) - not valid unless signed		Date
<ul style="list-style-type: none"> 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 		
First proprietor		
Second proprietor		
Third proprietor		

The licence, if/when granted, will be valid for a period of up to **five years**

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.

Note 1

Fit and proper

If any applicant does not hold a current NFDC driver licence, a current (less than 3 months old) basic DBS disclosure must be supplied to support that he/she is fit and proper. Private Hire Operators are party to a large amount of sensitive information and it is important that any applicants wishing to hold a Private Hire Operator Licence be checked appropriately. This is required for all named applicants, directors or secretaries.

Note 2

Right to work in the UK

Each applicant named on the application form must be able to produce evidence of a right to work and stay in the UK. Refer to Home Office Guidance for Licensing Authorities to Prevent Illegal Working in the Taxi and Private Hire Sector in England and Wales 1 December 2016 available at www.gov.uk for the type of suitable documentation.

If any of the applicants named in the application are not a British or EU Citizen you should have a Biometric Residence Permit (BRP) issued by the UK Home Office confirming your right to stay and work in the UK.

Note 3

Business plan

New applicants must provide a business plan outlining the nature of the business, size and operation. How many drivers and vehicles are proposed, plans for future growth, type of work undertaken (i.e. business contracts, school contracts, usual private hire work, chauffeur work). Booking mechanism i.e. online, by phone? Does the applicant have any other private hire businesses licensed with other Councils, if so where and for how long?

Note 4

Business references

The contact details of two referees must be supplied (question 7). The names supplied must be business contacts and not family members and must have known you for at least 2 years. They must be capable of providing information to support the applicant in regard to character, financial and business.

Note 5

Planning consultation

Please note that a licence will not be issued until a consultation with the relevant Planning Authority has been carried out to ensure there are no current or pending enforcement actions at the business address. If you have any evidence or correspondence from the planning department, this should be included with the application.

Note 6

Upon issue of the licence we require a list of all vehicles that will be operating under the terms of the licence. If there are any changes made during the duration of the licence, these must be notified to Licensing Services.

It is a condition of any Private Hire Operator Licence granted that records are regularly checked by authorised officers. Operators are also responsible for the safety and condition of all vehicles used under the terms of the licence.

Note 7

Once granted, a private hire operator's licence is not transferable. If an existing private hire business is purchased, the new applicant must still complete an application form and pay the relevant fee for a new licence. There is no refund due for the old licence.

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	