

**PRIVATE HIRE VEHICLE OPERATOR'S LICENCE**

Please complete this form in block capitals and enter ticks where appropriate. **Please note this form will NOT be processed unless ALL sections below are completed.**

The Council has published a statement of policy about the relevance of convictions which is available at [www.valeofglamorgan.gov.uk](http://www.valeofglamorgan.gov.uk) or as a hard copy from the Licensing Section. **You should read this document before completing your application.**

**Mae'r ffurflen hon hefyd ar gael yn Gymraeg / This form is also available in Welsh**

**1. Application Type**

New Application	<input type="checkbox"/>		
Renewal Application	<input type="checkbox"/>	Licence No:	Insert licence no

**2. Applicant's Details**

a) Licence held/to be held by an individual (if licence is to be held as a limited company please complete section B below)

Applicant's Full Name (s):			
Applicant's Residential Address			
Post Code:			
Landline Number		Mobile Number	
Email:			
Date of Birth:	DD/MM/YYYY	Country of Birth:	

b) Licence held/to be held by Limited Company

Name of Company			
Company Registration No:		Date of Incorporation	DD/MM/YYYY
Company Head Office Address			

Name & Address of all Directors (use separate sheet if necessary)	
Name of Company Secretary (if applicable)	
Name of Company Manager (if applicable)	
Post Code:	
Phone No.	
Email:	

### **3. Declaration of Previous Convictions etc.**

If you do not hold a hackney carriage/private hire driver's licence with this Council, we will require you to submit a Basic Disclosure Certificate via the Disclosure and Barring Service on an annual basis. In the case of limited companies, a Basic Disclosure Certificate is required for each director and the company secretary on an annual basis.

Have you been convicted, received a caution or fixed penalty notice for any offence other than motoring offences? Please note this question applies to the company secretary and each director of a limited company.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If you answered yes, please give details below including date of conviction and sentence/penalty:		

Do you have any driving and/or criminal prosecutions pending against you? Please note this question applies to the company secretary and each director of a limited company.	Yes <input type="checkbox"/> No <input type="checkbox"/>
If you answered yes, please give details below including the hearing date:	

Have you ever had a Private Hire Vehicle Operator's Licence refused / revoked / suspended by this or any other local authority? Please note this question applies to the company secretary and each director of a limited company.	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please give dates and details:	

**4. Operating Base**

Trading Name of business (as it appears on your advertising etc)	
Address from which you intend to carry out the business, take bookings, etc.	

Does the premises used as the operating base have relevant planning permission to operate as a business?	Yes <input type="checkbox"/> No <input type="checkbox"/> If YES please provide relevant date of permission. If NO please state what action you intend to take to remedy lack of permission
Does the operating base have a customer waiting area	Yes <input type="checkbox"/> No <input type="checkbox"/>

Is booking permitted via an App/online booking	Yes <input type="checkbox"/> No <input type="checkbox"/>
Public telephone booking line (if applicable)	

### 5. Tax Checks

The Finance Act 2021 introduced tax checks as part of applications to renew licences for taxi and private hire drivers and private hire operators.

**This section is only applicable if you are making an application on or after 4 April 2022, and if you are doing any of the following:**

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

**Please see declaration point 5 below.**

<b>Tax Check Code</b>									
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### 6. Declaration

**Please read this section carefully and only sign it if you understand it and you accept each of the statements.**

**(1)** I hereby declare that I have checked the information given on this Private Hire Vehicle Operator’s application form and that it is true to the best of my knowledge. I make this declaration in the knowledge that if I have knowingly or recklessly made a false statement or make a misleading omission, I shall be liable to prosecution and that my licence (if granted) will be liable to be suspended or revoked.

**(2)** I understand that any licence will be subject to the provisions of:  
a. the Local Government (Miscellaneous Provisions) Act 1976

- b. the Council's licence conditions and to any other relevant laws, byelaws or regulations which come into force

**(3) Disclosure and Barring Service (DBS) – Privacy Policy**

For applicants making an application for a DBS check.

I have read the Standard/Enhanced Check Privacy Policy for applicants

<https://www.gov.uk/government/publications/dbs-privacy-policies> and I understand how DBS will process my personal data and the options available to me for submitting an application.

**(4) Data Protection Act 2018**

With regard to the Data Protection Act 2018, the Council has a duty to protect the public funds it administers, and to this end may use the information that you provided in respect of your licensing application and the data held within the authority for the prevention and detection of fraud. Where required, it may also share this information with other bodies administering public funds and other organisations solely for these purposes. Under Article 6(1)(e) of the GDPR, we are permitted to use data for our tasks.

Any data supplied by you on this form will be processed in accordance with Data Protection Act requirements and in supplying it you consent to the Council processing the data for the purpose for which it is supplied. All personal information provided will be treated in the strictest confidence and will only be used by the Council or disclosed to others for a purpose permitted by law. The Council's Fair Processing Notice can be accessed via the Licensing Pages at [www.valeofglamorgan.gov.uk](http://www.valeofglamorgan.gov.uk)

**(5) Tax Check (where applicable)**

The Finance Act 2021 introduced tax checks as part of applications to renew licences for taxi and private hire drivers and private hire operators.

I confirm that I have read the [guidance](#) by HMRC on registering my tax check. By providing my HMRC tax check code I am consenting to the Council confirming with HMRC that I have carried out a tax check.

I understand that I will not be granted a licence if I do not provide a tax check code.

**Applicants are advised that it is a criminal offence to knowingly or recklessly make a false statement or to omit any material particularly in giving information.**

I understand and accept each of the <u>4 statements</u> above. Signature:	Date:	DD/MM/YYYY
Print Full Name:		