



## **PRIVATE HIRE VEHICLE OPERATORS LICENCE** **NEW / RENEWAL**

Before completing this form please read notes overleaf.

FULL NAME: (if applying as an individual)	
HOME ADDRESS:	
TEL NO.	
EMAIL ADDRESS:	
DATE OF BIRTH:	
NAME OF COMPANY & COMPANY REG. NO.	
REGISTERED ADDRESS :  EMAIL:	
OPERATING ADDRESS (Hartlepool)  TEL NO. EMAIL ADDRESS	
OPERATOR LICENCE NO. (if renewing)	

1. Have you previously held an Operators Licence? Yes/No\* (if yes, give details)
2. Have you previously had an application for an Operators Licence refused? Yes/No\* (if yes, give details)
3. Have you previously had an Operators Licence revoked/suspended? Yes/No\* (if yes, give details)

4. Have you (or if the application is in the name of a limited company any Directors of that company ) ever been cautioned or convicted of a criminal offence ?

Yes/No\* (if yes, give details )

Offence	Date of Conviction	Penalty

5. **Tax Check Code** - Before the council can **renew** your operator's licence it must confirm that you are registered for tax with HMRC. This is done by you providing the Council with a 'Tax Check Code' which you get from the HMRC (or their website).

**You must have obtained this code within the last 120 days.**

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Tax Check Code (Not required for new applicants)

I certify that all the details given are true to the best of my knowledge and belief.

I have read the Council Policy relating to Hackney Carriage/Private Hire Licensing and certify that I will comply with all terms and conditions therein.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Print: \_\_\_\_\_

Position: \_\_\_\_\_

\* Delete as appropriate

## **Private Hire Operators Licence Application**

### **Additional Information (if applying as a Limited Company)**

I Mr/Mrs/Miss.....

Address .....

Postcode..... Tel No.....

having applied for a Private Hire Operators Licence in the following Limited Company  
Name/Names

.....  
.....

State the following person/s is/are (delete as applicable) associated with the Company.  
Please include all Company Directors, Managing Director and Company Secretary.

..... Position .....

..... Position .....

..... Position.....

..... Position.....

I declare that the above information is true

I understand the Hartlepool Borough Council will carry out any necessary check in order  
to satisfy itself that the Company is fit and proper to hold a licence

Name.....

Position.....

Date.....

## NOTES

1. A separate form must be completed by each applicant/part proprietor.
2. The information given on this form will be treated as confidential.
3. The fee must be paid before the licence is granted.
4. Applicant must provide a Basic DBS Disclosure Certificate, no more than 30 days old on submission of the application.
5. Applicant must provide a Right to Work document e.g. UK Passport/Residence Permit.
6. Applicants are required to produce proof of appropriate public liability insurance (£5 million).
7. This form should be returned to the Licensing Team, Civic Centre, Victoria Road, Hartlepool, TS24 8AY
8. If any person in making application for a licence knowingly or recklessly makes a false statement or omits any material particular, he/she shall be guilty of an offence (Local Government (Miscellaneous Provisions) Act 1976 Section 57).
9. The fee can be paid over the phone with the Licensing Support Team on 01429 523354 or via BACS Transfer, details as follows: -

Lloyds Bank

Sort Code	30-99-47
Bank Account	26525768
Narrative	Enter name

This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes. For further information, see [www.hartlepool.gov.uk/licensing](http://www.hartlepool.gov.uk/licensing) or contact Mr Noel Adamson, Head of Audit and Governance on 01429 266522 ext 3173.