



Please submit via the letterbox at:

Customer Service Centre  
2 Horne Lane  
Bedford MK40 1RA

Or email [licensing@bedford.gov.uk](mailto:licensing@bedford.gov.uk)

## **APPLICATION BY AN INDIVIDUAL FOR A PRIVATE HIRE OPERATOR'S LICENCE**

**Please ensure that you have read the Guidance Notes and the Conditions attached to a Private Hire Operator's Licence before completing this application form.**

You are applying as an individual ☐

Application Type Initial Grant ☐ Variation ☐ Renewal ☐

If currently licensed what is your PHO Licence number? Period of licence applied for

**PHO**

One Year ☐ Five Year ☐

Name of Applicant

Name of Private Hire Business and Trading Name (if applicable)

Address from which business will trade:

Postcode:

Do you wish for correspondence to be sent to this business address? Yes ☐ No ☐

Business Telephone  
(Landline) Numbers

Email Address:

If you are currently licensed what is the expiry date of your Private Hire Operator's Licence?

## LICENCE HOLDER(S) DETAILS

Applicant		
Title	Forename(s)	Surname
Previous Name(s)		
From	To	
Home Address:		
Postcode		
Mobile Telephone:	Home Telephone:	
Email address:		
DVLA Driving Licence No:	Driving Licence Issue No:	
DVLA Driving Licence Start:	DVLA Driving Licence Expiry:	
DVLA Check Code		
National Insurance No:	Tax Check Code:	
Please give the names and addresses of two independent referees whom the Council may contact concerning your application. <b><i>The referees must have known you for at least 3 years, not be involved with the Private Hire/Taxi Trade and not be friends or relatives.</i></b>		
Referee 1		Referee 2
Name:	Name:	
Address:	Address:	
Email:	Email:	

### **CURRENT AND PREVIOUS EMPLOYMENT**

Please give details of your employment, including in the Private Hire or Taxi trade, over the last five years:

Employer	From	To

### **RIGHT TO WORK IN THE UK**

You need to provide one of the following to confirm that you may legally work in the UK:

- Valid UK passport confirming that the holder is a British Citizen
  - Full UK Birth / Adoption Certificate together with an acceptable National Insurance Number document
  - Evidence of EUSS status for EEA passport holders which shows that the holder is allowed to stay in the United Kingdom and undertake paid employment
  - Home Office online check code for applicants who hold a passport from another country
- More information is available via [taxi licensing guidance \(publishing.service.gov.uk\)](https://publishing.service.gov.uk/guidance/external-consultation/open-consultation-on-taxi-licensing-guidance)

**Applicants are advised that given the nature of your application and as a consequence of the *Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975* all unspent recorded convictions **MUST** be disclosed to the Council. For these purposes convictions should also be read as including formal "cautions".**

### **OFFENCES AND PENDING PROSECUTIONS**

**(A) All motoring convictions (state "None" if this is the case)**

Court Code	Date of Conviction	Offence Code (or details if code not known)	Date of Offence	Fine	Disqualification Period	Penalty Points

**(B) All other convictions ie non-motoring (state “None” if this is the case)**

Court Code	Date of Conviction	Offence Code (or details if code not known)	Date of Offence	Fine/Sentence	Comments

**(C) Are there offences pending or under investigation? (State none if this is the case)**

Alleged Offence	Date of Hearing

**PLANNING PERMISSION**

***Please do not apply for an Operator’s licence until you have consulted the Borough’s Planning team regarding any planning permission which may be required.***

***Planning consent will not be required if you are operating your office from your residential address, with no access to the office by members of the public and only your own licensed vehicle is parked at the property. Anything outside of this remit may require planning consent and you are advised to contact [planning@bedford.gov.uk](mailto:planning@bedford.gov.uk) before submitting an application.***

Does the premises from which you intend to operate have planning permission for business purposes?

Yes ☐ No ☐

If “**NO**”, you must submit with your application the comments of the Borough Planner as to whether planning permission is required.

If “**YES**”, please state the reference number of the permission and (if known) the date the permission was granted.

<b>Reference:</b>	<b>Date:</b>

### **VEHICLES TO BE OPERATED**

Please give details of the vehicles which you intend to operate as you are aware of them at the time of application.

<b>Vehicle Registration</b>	<b>Where parked when not in use</b>

### **PREVIOUS APPLICATIONS**

Have you ever been refused a Private Hire Operator's Licence in the past?

Yes ☐ No ☐

If 'YES', please state when this was and the reasons for the refusal.

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### **RADIO COMMUNICATIONS**

Please state the frequency of Radio Transmissions to be used to communicate between your business base and individual Private Hire Cars:

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What is the Radio Licence Number you have:

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Please state below any additional information which you wish to make in support of your application (continue on a separate sheet if necessary):

### **DECLARATION**

I hereby apply to the Bedford Borough Council for a Licence to operate a Private Hire business and, if the same is granted, I undertake to comply with all statutory provisions, and conditions relating to the same and accept that if I infringe or neglect to comply with any of the conditions subject to which the licence is held, the same shall be liable to be suspended or revoked by the Council.

I also declare that all the information I have given in applying for a Licence is correct (to the best of my knowledge) and I undertake to inform Chief Officer with delegated responsibility for licensing matters immediately of any changes to the information I have provided whilst my application is being considered and, should a Licence be granted, during the Licence period.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Name (please print) \_\_\_\_\_

Whilst your application is being processed if you wish to authorise a person(s) to whom Bedford Borough Council can disclose information on the progress of your application please indicate below the individual(s):

Name: \_\_\_\_\_ Relationship to you: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship to you: \_\_\_\_\_

If you are granted a licence do you wish for the above individual(s) to continue to be authorised for disclosure?

Yes ☐

No ☐

## Applicant's Checklist

	Have you completed all the relevant questions?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Are you attaching a recent passport size photograph?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Have you made the relevant payment online?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Are you submitting a basic DBS disclosure certificate?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Are you attaching planning consent or written statement from Planning that consent is not required?	Yes <input type="checkbox"/> No <input type="checkbox"/>

## **GUIDANCE NOTES FOR PRIVATE HIRE OPERATOR APPLICATIONS**

1. It is an offence to knowingly or recklessly make a false statement in application for a Private Hire Operator's Licence.
2. The completed application form should be returned to the Licensing Office at Bedford Borough Council, Customer Service Centre, Horne Lane, Bedford MK40 1RA, or emailed to [licensing@bedford.gov.uk](mailto:licensing@bedford.gov.uk) with the supporting documents listed in the checksheet.

For applications on behalf of a partnership or limited company, the form must be signed by each applicant. Each applicant's consent is sought to undertake a DVLA check as part of the application process and in support of this each person must provide their current DVLA driving licence.

The Licensing Office may request additional information in support of the application and reserves the right to do so.

3. **Note: An application will be considered only when accompanied by the documents and fee(s) prescribed. Failure to do so will result in your application being rejected and returned to you.**

### **New Applications (documents to be provided for each applicant)**

- a) Disclosure & Barring Service (DBS) Basic Disclosure certificate dated within the last month. All applicants for a new Private Hire Operator's licence are required to submit a Disclosure & Barring Service (DBS) Basic Disclosure certificate with the application form. Further information and guidance is available at <https://www.gov.uk/government/publications/basic-checks>
- b) Valid DVLA Driving Licence showing your current address. The address shown on your DVLA Licence must be the same as that stated on your application form.
- c) Written comments from the Borough Planning Department or appropriate planning number/reference.
- d) Appropriate licence fee.
- e) A passport sized photograph taken within the last month showing the applicant's face (full front).
- f) Evidence of right to work in the UK. Acceptable documents are as follows:
  - Valid UK passport confirming that the holder is a British Citizen
  - Full UK Birth / Adoption Certificate together with an acceptable National Insurance Number document
  - Evidence of EUSS status for EEA passport holders which shows that the holder is allowed to stay in the United Kingdom and undertake paid employment
  - Home Office online check code for applicants who hold a passport from another countryMore information is available via the following link [taxi licensing guidance \(publishing.service.gov.uk\)](https://publishing.service.gov.uk/taxi-licensing-guidance)
- g) If you are:
  - 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

you must tell us your 9 character tax check code. Further information is available at GSQSP12.5/PHO Individual\_Application & Guidance V3\_05.22



[Complete a tax check for a taxi, private hire or scrap metal licence - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

- h) Applicants should note that a public notice of new applications for grant of Private Hire Operators licences is published in a local newspaper circulated in the Borough of Bedford. The notice will state the applicant's name, company name and trading address. The period of the public notice shall be no more than 21 days and will invite representations on the application.
- i) All new applicants for a Private Hire Operator's Licence are required to be interviewed by the Council's General Licensing Sub Committee (GLSC) and you will be required to attend and present your application in person. You may also be legally represented at the hearing.
- j) Any applicant refused an Operator Licence has a right of appeal to a Magistrates' Court within 21 days of the decision.

### **Renewal Applications**

- a) Existing Operators will be required to provide a basic DBS certificate every 3 years. Please contact the Licensing Office to enquire if this applies to you.
- b) Valid DVLA Driving Licence showing current address. The address shown on the DVLA Licence must be the same as that stated on the application form.
- c) Appropriate licence fee.
- d) Booking records for a set period of 2 weeks within the last 6 months. These should indicate date, place, destination vehicle, driver (including any codes), charge made for the journey.
- e) Evidence of right to work in the UK. Acceptable documents are as follows:
  - Valid UK passport confirming that the holder is a British Citizen
  - Full UK Birth / Adoption Certificate together with an acceptable National Insurance Number document
  - Evidence of EUSS status for EEA passport holders which shows that the holder is allowed to stay in the United Kingdom and undertake paid employment
  - Home Office online check code for applicants who hold a passport from another countryMore information is available via the following link [taxi licensing guidance \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)
- f) If you are:
  - 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

you must tell us your 9 character tax check code. Further information is available at [Complete a tax check for a taxi, private hire or scrap metal licence - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

- g) All applications for renewal should be submitted 42 days prior to the expiry of the existing licence. If an application for renewal is received after the existing licence expires it will be treated as a new application and not as a renewal.

The Council aims to process applications for Private Hire Operator's Licences within 42 days. If the application form is incomplete, or there is a need to refer the application to the General Licensing Sub Committee, it may take longer to process. The Licensing Service may request subsequent information in support of the application and reserves the right to do so.

#### 4. Returning the form and accompanying documents

This form must be completed and submitted in person with supporting documents to:

Customer Service Centre  
2 Horne Lane  
Bedford  
MK40 1RA

Or emailed to [licensing@bedford.gov.uk](mailto:licensing@bedford.gov.uk)

#### 5. Data Protection Privacy Statement

Through the relevant application/notice forms, accompanying documentation and payment facilities associated with this licensing function the Council (the data controller) collects personal data. Personal data may also be collected in respect of further related requests for information from the applicant/person submitting the notice. This is necessary for the performance of legal obligations on it in respect of the relevant licensing function or otherwise necessary for the performance of a task carried out in the public interest or in the exercise of official authority. These also form the basis for the further processing of the personal data by the Council in connection with the application/notice any determination of the same and any subsequent authorisation/appeal and issues that arise during the period of the authorisation/appeal. Beyond that, the Council will retain the records for 5 years and then destroy them securely. The Council will maintain and retain public registers and these are not destroyed. The Council may from time to time extract information itself from those public registers. The Council will share with and receive information from the following:

- Home Office (Right To Work)
- Disclosure & Barring Service
- DVLA
- Other Council Services (where appropriate)
- Other Local Authorities (where appropriate)
- Public Notice responses

in respect of data subjects who are applicants/notice givers and those who hold authorisations. It holds the personal data in a way designed to secure it from unauthorised use, loss or destruction. These measures include recruitment and training of staff, procurement of services and physical/cyber security. The Council's privacy statement for this function is available at [www.bedford.gov.uk](http://www.bedford.gov.uk) or upon request from the Council using the address and telephone contact details elsewhere on this form. The Council will update its privacy statement from time to time and you are urged to read that statement. You have information rights that are explained at <https://tinyurl.com/y7uccndm>. You can exercise your information rights by contacting the Council's Data Protection Officer at [dpo@bedford.gov.uk](mailto:dpo@bedford.gov.uk) or writing to Information Governance, Bedford Borough Council, Borough Hall, Cauldwell Street, Bedford MK42 9AP (Telephone (01234) 267422). If you believe that the Council has failed to comply with its data protection obligations you may contact the ICO at 0303 123 1113 or at [www.ico.org.uk](http://www.ico.org.uk). Further contact details are available upon request. The full Privacy Statement for Private Hire Operators can be viewed here: [www.bedford.gov.uk/gdprprivacy](http://www.bedford.gov.uk/gdprprivacy)

#### 6. Freedom of Information

Information held by the Council may need to be disclosed in response to a request for it within the terms of the Freedom of the Information Act 2005. This information excludes that which is in any other way already in the public domain.

7. The granting of the Licence for use of the premises stated in the application does not absolve you from obtaining any other necessary consents or permissions (eg Planning permission or Landlord's consent) either from this or any other authority or person.
8. You may only carry on the business of Private Hire Operator from the premises authorised in your licence.
9. Licensed Operators must keep a record containing the names and addresses of proprietors, registration numbers and licence numbers of all vehicles operated.
10. Private Hire Operators must keep a record of all bookings, showing the points of commencement and termination of each journey, the charge made, the person accepting the booking, the vehicle used and the name of the driver. A sample of the booking records as requested by the Licensing Office must be provided with applications for renewal of an Operator's Licence. The same will apply if there has been a lapse in the Licence period before a new Licence is applied for. Any bookings accepted without the benefit of an Operator's Licence constitutes an offence.
11. Private Hire Operators are prohibited from using in the name or description of their firm or in the description of the service supplied in the course of the business the words "Taxi", "Cab" or "Taxi-Cab" or any other words which, when pronounced, would sound similar to such works or which might lead any person to believe the Operator is providing a Hackney Carriage service.
12. Your attention is drawn to the provisions made under Section 46(1)(e) and (2) of the Local Government (Miscellaneous Provisions) Act 1976 which state:
  - (1) (e) No person licensed under the said Section 55 shall in a controlled district operate any vehicle as a private hire vehicle –
    - (i) If for the vehicle a current licence under the said Section 48 is not in force; or
    - (ii) If the driver does not have a current licence under the said Section 51
  - (2) If any person knowingly contravenes the provision of this Section he shall be guilty of an offence.

In order to obtain the vehicle and driver licences referred to above, applications for those licences will need to be made. Guidance on these applications, the Authority's policies on such applications and the processing arrangements are available from the Licensing Office upon request.

13. Vehicles to be licensed for Private Hire must satisfy the Council's standard of fitness, details of which are contained in a separate set of explanatory notes, a copy of which is available from the Licensing Office on request. Operators should note that the Council will not normally grant Private Hire Vehicle Licences for London Style Cabs. Anyone wishing to obtain a Private Hire Vehicle licence for such vehicles is strongly advised to consult with the Council prior to purchasing the vehicles.