



Please submit via the letterbox at:

Borough Hall
Cauldwell Street
Bedford MK42 9RP

Or email 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?

PHO

What is the expiry date of your current licence?

Name of Applicant

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

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Address from which business will trade:

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Postcode:

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

Business Telephone
(Landline) Numbers

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Email Address:

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Applicant Details		
Title	Forename(s)	Surname
Previous Name(s)	From	To
Home Address:		
		Postcode:
Mobile Telephone:	Home Telephone:	
Email address:		
National Insurance No:	Tax Check Code:	
Do you hold a DVLA Driving Licence? Yes <input type="checkbox"/> No <input type="checkbox"/>		
If 'Yes', please provide the following details:		
DVLA Driving Licence No:	Driving Licence Issue No:	
DVLA Driving Licence Start:	DVLA Driving Licence Expiry:	
DVLA Check Code		

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

From 6 April 2022, holders of a Biometric Residence Card (BRC), Biometric Residence Permit (BRP) and Frontier Worker Permit (FWP) must evidence their right to a licence using the Home Office **online service only**. Licensing authorities will no longer be able to accept physical cards for the purposes of a right to a licence check even if it shows a later expiry date. BRCs, BRPs and FWPs have been removed from the lists of acceptable documents used to conduct a manual right to work check.

You need to provide a copy 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
- Home Office online check code for applicants who hold a passport from another country.

Applicants are advised that given the nature of a PHO 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

If you are operating your private hire office from your residential address, planning consent will not normally be required if there is no access to the office by members of the public and only your own licensed vehicle is parked at the property.

Any other type of operating premises may require planning consent and you are advised to contact planning@bedford.gov.uk before submitting an application.

If the premises is not your residential address, is planning permission required to operate the business?

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.

Reference:	Date:
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STAFF

Please tell us the number of staff you intend to employ should a licence be granted:

Office Manager	
Call Handler/Dispatcher	
Other (not including drivers)	

You will need to provide us with the following for each member of staff who is not a licensed driver:

- Basic DBS certificate dated within the last month
- Certificate of attendance at safeguarding training delivered by the Council's nominated provider, dated within the last 3 months.

All private hire operators are also required to attend safeguarding training delivered by the Council's nominated provider ***as part of all grants and renewals.***

Please confirm that you have attended this training and attach your certificate Yes Date _____
No

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. Continue on a separate sheet if necessary.

Vehicle Registration	Where parked when not in use

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.

Please state below, if you wish, any additional information 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 those requirements set out at Part 4 of the Council's *Taxi and Private Hire policy*. I 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 the 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 read and understood the requirements and obligations of a Private Hire Operator set out at Part 4 of the Council's <i>Taxi and Private Hire Licensing Policy</i> ?	Yes <input type="checkbox"/>
Do you confirm that you are aware of the content of HMRC guidance relating to your tax registration obligations?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you completed all the relevant questions on this application form?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you attaching a copy of passport or other right to work document or checkcode?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you attaching a copy of your DVLA driving licence?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/a <input type="checkbox"/>
Are you attaching a basic DBS certificate dated in the last month?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you attaching a basic DBS certificate dated in the last month for any office staff?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/a <input type="checkbox"/>
Are you attaching a certificate of your attendance at safeguarding training dated in the last 3 months?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you attaching a certificate of office staff attendance at safeguarding training dated in the last 3 months?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you attaching a recent passport size photograph?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you attaching planning consent or written statement from the planning service, if required?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Please confirm that you will take out public liability insurance for any premises that are open to the public. A copy of the insurance must be provided before any licence is granted.	Yes <input type="checkbox"/> No <input type="checkbox"/> N/a <input type="checkbox"/>
Have you made the relevant payment online?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Operating Office Inspection

As part of the consideration of application for an operator's licence a Licensing compliance officer will conduct an inspection of any office(s) named in your application form. As part of this inspection you will be expected to provide evidence that you comply with all of the administrative requirements set out in the Council's *Taxi and Private Hire Policy*.

As part of that inspection you will be required to demonstrate that you are aware of the responsibilities of a licensed operator by showing our compliance officer:

- How you will record the required details of any bookings you may accept
- How you will record the required particulars of licensed drivers and vehicles you will have available to you for the purpose of carrying out private hire bookings
- How you will provide the Council with details of the drivers and vehicles you have available to for private hire bookings
- How you will ensure that you do not use drivers or vehicles for private hire bookings without the required particulars of those drivers and vehicles being kept on file
- Your procedure for dealing with complaints and how details of those complaints will be recorded
- Your procedure for dealing with lost and found property and how details of lost and found items will be recorded
- That you are aware of the retention periods for records of bookings, drivers, vehicles, complaints and lost property
- Your procedure for providing passengers with an accurate estimate of the fare
- Your procedure for providing booking confirmation details to passengers prior to the commencement of the journey

**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, Cauldwell Street, Bedford MK42 9RP, or sent by email to licensing@bedford.gov.uk together with the supporting documents listed in the checksheet.

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. 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) Certificate of attendance at the Council's nominated provider of safeguarding training up to 3 months prior to application
- c) 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.
- d) Written comments from the Borough Planning Department or appropriate planning number/reference, if relevant.
- e) Appropriate licence fee.
- f) A passport sized photograph taken within the last month showing the applicant's face (full front).
- g) Evidence of right to work in the UK. From 6 April 2022, holders of a Biometric Residence Card (BRC), Biometric Residence Permit (BRP) and Frontier Worker Permit (FWP) must evidence their right to a licence using the Home Office **online service only**. Licensing authorities will no longer be able to accept physical cards for the purposes of a right to a licence check even if it shows a later expiry date. BRCs, BRPs and FWPs have been removed from the lists of acceptable documents used to conduct a manual right to work check. More information is available via the following link [taxi licensing guidance \(publishing.service.gov.uk\)](https://publishing.service.gov.uk/guidance/subject-to-confirmation)

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
 - Home Office online check code for applicants who hold a passport from another country
- h) Tax Check Code
New rules from HMRC mean that from 4 April 2022 if you are applying for a licence for the first time or if your licence expired more than 12 months ago you need not provide a tax check code but **you must read the HMRC guidance**. You will be asked to confirm that you understand these obligations.
- [PAYE information](#)
 - [registering for Self Assessment](#)

- [Corporation Tax information](#)

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 \(www.gov.uk\)](#)

- 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.
- 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 be legally represented at the hearing.
- Any applicant refused an Operator Licence has a right of appeal to a Magistrates' Court within 21 days of the decision.

Renewal Applications

- Existing Operators will be required to provide a basic DBS certificate dated in the last month prior to renewal. Please contact the Licensing Office to enquire if this applies to you.
- Certificate of attendance at the Council's nominated provider of safeguarding training up to 3 months prior to renewal.
- 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.
- Appropriate licence fee.
- 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, name of individual that responded to booking request, name of dispatcher.
- 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
 - Home Office online check code for applicants who hold a passport from another country
- 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 \(www.gov.uk\)](#)

- 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 with supporting documents to:

Borough Hall
Cauldwell Street
Bedford
MK42 9RP

Or emailed to 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 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 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. Further contact

details are available upon request. The full Privacy Statement for Private Hire Operators can be viewed here: 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. Private Hire Operators must keep a record containing the details of vehicles and drivers as set out in Part 4 of the Council's *Taxi and Private Hire policy*.
10. Private Hire Operators must keep a record of all bookings, as set out in Part 4 of the Council's *Taxi and Private Hire policy*.
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. 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.