



# Application for a Private Hire Operator’s Licence

**ASHFORD**  
BOROUGH COUNCIL

Please complete this form in block capitals.

Applicant Checklist	Enclosed	Office Use
Application Fee (see fee sheet)		
Basic Disclosure – See Note 6		
Booking/Dispatch Employment Policy – See Note 8		
Proof of Right to work in the UK – See note 9		

The form can be submitted by to: Licensing, Ashford Borough Council, Civic Centre, Tannery Lane, Ashford, Kent, TN23 1PL or to [licensing@ashford.gov.uk](mailto:licensing@ashford.gov.uk)

<b>New Application</b> <input type="checkbox"/>	<b>Application for Renewal</b> <input type="checkbox"/>
<b>Up to 3 Vehicles</b> <input type="checkbox"/>	<b>Up to 10 Vehicles</b> <input type="checkbox"/>
	<b>Up to 20 Vehicles</b> <input type="checkbox"/>

## 1. Business Details

Full postal <u>address</u> of main premises proposed to be used as an Operator’s base for private hire business	
Contact Numbers	
Email Address	

Details required of all other premises used as operators bases on or off the Borough

Address:	
Telephone Number:	
Address:	
Telephone Number:	

## 2. Application by Individual

Full Name	
Trading name *if applicable	<i>Trading As:</i>
Permanent Address	
Contact Numbers	
Email Address	
Place of Birth	
Date of Birth	
Previous occupation or business activity	

## 3. Application by Corporate Body

Business Name	
Company Number	
Address of registered office	
Email Address	
Contact Numbers	

**Full names and private addresses of all directors, secretaries and other persons responsible for the management of the business (continue on separate sheet if required)**

**Person 1**

Full Name & Address	
Position	
Previous occupation or business activity	
Place of Birth	
Date of Birth	

I understand it is an offence to knowingly or recklessly make a false statement or omit any material particular within this application contrary to Section 57 Local Government (Miscellaneous Provisions) Act 1976.

Signature:
Date:

**Person 2**

Full Name & Address	
Position	
Previous occupation or business activity	
Place of Birth	
Date of Birth	

I understand it is an offence to knowingly or recklessly make a false statement or omit any material particular within this application contrary to Section 57 Local Government (Miscellaneous Provisions) Act 1976.

Signature:
Date:

### Person 3

Full Name & Address	
Position	
Previous occupation or business activity	
Place of Birth	
Date of Birth	

I understand it is an offence to knowingly or recklessly make a false statement or omit any material particular within this application contrary to Section 57 Local Government (Miscellaneous Provisions) Act 1976.

Signature:
Date:

### Person 4

Full Name & Address	
Position	
Previous occupation or business activity	
Place of Birth	
Date of Birth	

I understand it is an offence to knowingly or recklessly make a false statement or omit any material particular within this application contrary to Section 57 Local Government (Miscellaneous Provisions) Act 1976.

Signature:
Date:

#### 4. Details of Convictions

If there are any convictions recorded against the applicant (if the applicant is a corporate or unincorporated body, “the applicant” means that body or any of its directors, secretaries or other persons responsible for its management) full details **MUST** be given.

If this is an application for renewal then only details of any conviction since the applicant last applied for a licence need be given (continue on separate sheet if required)

**Note:** All convictions must be disclosed. Spent convictions, as defined in the attached notes, should not be included.

Name of Person with Conviction	Date of Conviction	Offence	Sentence (Including Suspended Sentence)

<b>5. Do all applicants have the right to work in the UK?</b>	<b>Yes / No</b>
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<p><b>6. Details of Previous Applications</b></p> <p>Has the applicant (if the applicant is a corporate or unincorporated body, “the applicant” means that body or any of its directors, secretaries or other persons responsible for its management) ever been refused a Private Hire or Hackney Carriage Driver, Vehicle or Operator Licence or had such a Licence revoked or suspended?</p> <p>If YES, which licensing authority refused/ revoked/suspended the licence and when?</p>

## 7. Details of Current Licences

Does the applicant (if the applicant is a corporate or unincorporated body, "the applicant" means that body or any of its directors, secretaries or other persons responsible for its management) currently hold a Private Hire or Hackney Carriage Driver, Vehicle or Operator Licence with any other Borough?

If YES, which Borough granted it and when?

## 8. HMRC (Tax) Obligations

**For first time applicants** who have never held this type of licence, or last held this type of licence more than a year prior to this application, you must be aware of HMRC guidance on tax obligations available at;

- PAYE information: [www.gov.uk/income-tax/how-you-pay-income-tax](http://www.gov.uk/income-tax/how-you-pay-income-tax)
- Registering for Self-Assessment: [www.gov.uk/register-for-self-assessment](http://www.gov.uk/register-for-self-assessment)
- Corporation Tax information: [www.gov.uk/corporation-tax](http://www.gov.uk/corporation-tax)

By completing and signing this application, you confirm that you (and any partners) are FULLY aware of the content of HMRC guidance relating to your tax registration obligations as an individual or company.

For further information see; <https://www.gov.uk/guidance/confirm-your-tax-responsibilities-when-applying-for-a-taxi-private-hire-or-scrap-metal-licence>

## Renewal Applications Only

You must complete a taxi check (from 7<sup>th</sup> March 2022) via;  
<https://www.gov.uk/guidance/complete-a-tax-check-for-a-taxi-private-hire-or-scrap-metal-licence>

Please provide your (9 digit) tax check number; (Note: in the case of partnerships each partner must supply tax check information)

Licences cannot be granted until we have been able to check with HMRC that you have complied with your tax obligations.

## 9. Declaration by Individual Operator or Nominee for Corporate or Unincorporated Body

I hereby apply for Private Hire Operator's Licence within the Borough of Ashford. I have read and understood the Private Hire Operator's Conditions and agree to abide by them.

I confirm that I intend to work predominately within the Ashford Borough area, and I am aware that my licensed may be refused/revoked should these circumstances change.

I understand it is an offence to knowingly or recklessly make a false statement or omit any material particular within this application contrary to Section 57 Local Government (Miscellaneous Provisions) Act 1976.

Signed:

Date:

Print Name:

## **Data protection and sharing**

Ashford Borough Council is the data controller for any personal information collected in this application. Your information will be used to administrate the licence, processing is being conducted relying upon a contractual legal basis. Your data may be shared with other departments within the council for the purpose of improving services, keeping records up-to-date and for the protection of the public fund.

Schedule 23 to Finance Act 2011 (Data Gathering Powers) and Schedule 36 to Finance Act 2008 (Information and Inspection Powers), grant HMRC powers to obtain relevant information from third parties. This includes licensing bodies being required to provide information about licence applicants. It may also share your data with other bodies responsible for auditing public funds for these purposes. You can find further information about data sharing to identify fraud at [ashford.gov.uk/transparency/data-protection/data-sharing-to-identify-fraud](https://ashford.gov.uk/transparency/data-protection/data-sharing-to-identify-fraud)

Your information will be retained as long as you hold the licence + 12 years. For more information about your data protection rights please see our data protection pages which can be found at [ashford.gov.uk](https://ashford.gov.uk) or contact the Data Protection Officer, Ashford Borough Council, Civic Centre, Tannery Lane, Ashford, Kent, TN23 1PL

## Notes for Private Hire Operator's Licence

**Important: In the event that your application is refused or withdrawn you will not be refunded the application fee or any part thereof under any circumstances.**

1. Operator's licences are granted for 5 years and for a specific number of vehicles. Once granted if you wish to increase the number of vehicles permitted under your licence, you will be able to amend your licence subject to payment of the appropriate fee.
2. A person or corporate or incorporate body may hold only one operator's licence.
3. The questions as to previous convictions on this application form are authorised by Section 57 of the Local Government (Miscellaneous Provisions) Act 1976. Anyone knowingly or recklessly making false statement, or who omits any material particular in giving information under this Section commits an offence.
4. The 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.ashford.gov.uk](http://www.ashford.gov.uk) or contact [licensing@ashford.gov.uk](mailto:licensing@ashford.gov.uk)
5. Applicant must be aware that they may require planning permission to operate a business from a premises. All enquiries should be made to [planning.help@ashford.gov.uk](mailto:planning.help@ashford.gov.uk)
6. You are required to submit a basic disclosure with your application which can be obtained from [gov.uk/request-copy-criminal-record](http://gov.uk/request-copy-criminal-record) . Where a company holds the licence, each director will be required to submit the basic disclosures. However where the applicant/director is also a driver they will not be required to submit a basic disclosure as the drivers Enhanced Disclosure and DBS Update Service will apply.
7. **SPENT CONVICTIONS**  
All unspent convictions must be disclosed. Spent convictions are defined in the Rehabilitation of Offenders Act 1974. This Act provides that after a certain lapse of time convictions for criminal offences are to be regarded as "spent".  
**If you are in any doubt as to whether a conviction is spent, you should either consult a solicitor or declare it on the application form.**



Sentence	Rehabilitation Period
Over 6 months imprisonment but under 30 months	10 years
Under 6 months imprisonment	7 years
A Fine	5 years
Conditional discharge, bound over, probation	1 year period of discharge, bind over or probation whichever is the longer.
Absolute discharge	6 months
Cashiering, discharge with ignominy or dismissal with disgrace from HM Service	10 years
Dismissal from HM Service	7 years
Disqualification, disability or prohibition	Period of disqualification, disability or prohibition unless a longer period as set out in 1-7 above applies

8. Each Private Hire Operator must keep, and submit at the time of licensing, a written policy covering their approach/measures on the employment of ex-offenders into booking and/or dispatch roles.

As with the threshold to obtaining a private hire vehicle operators' licence, those with a conviction for offences provided in the Department for Transport's *Statutory Taxi & Private Hire Vehicle Standards - Annex – Assessment of Previous Conviction*, other than those relating to driving, may not be suitable to decide who is sent to carry a child or vulnerable adult unaccompanied in a car.

To review this document please see:

[assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/928583/statutory-taxi-and-private-hire-vehicle-standards-english.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/928583/statutory-taxi-and-private-hire-vehicle-standards-english.pdf)

9. Your right to work in the UK will be checked as part of your licence application. This could include the licensing authority checking your immigration status with the Home Office. We may also share information with the Home Office. You must either share your immigration status using the Home Office online checking service 'prove your right to work to an employer' **if your status is compatible with the service**, or provide a document or document combination that is stipulated as being suitable for this check.

Where an online check has been carried out, the 'profile' page confirming your right to work will be copied and retained by the licensing authority.

Where a manual check is carried out, and you have provided a document(s) set out at: [gov.uk/government/publications/right-to-work-checks-employers-guide](https://gov.uk/government/publications/right-to-work-checks-employers-guide) (Annex A) you must provide the original document(s). The document(s) will be copied, and the copy retained by the licensing authority. The original document will be returned to you. Your application will not be considered valid until all the necessary information and any original document(s) have been produced and the relevant fee has been paid.

If there are restrictions on the length of time you may work in the UK, your licence will not be issued for any longer than this period. In such circumstances the check will be repeated each time you apply to renew or extend your licence. If, during this period, you are disqualified from holding a licence because you have not complied with the UK's immigration laws, your licence will lapse and you must return it to the licensing authority. Failure to do so is a criminal offence.