



FORM 5

WAVERLEY BOROUGH COUNCIL LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976

APPLICATION FOR PRIVATE HIRE OPERATOR'S LICENCE

NOTES FOR APPLICANTS TO READ AND KEEP

1. This application is for a licence which enable the licence holder to **take bookings for Waverley-licensed private hire** vehicles and their drivers. The vehicles and the drivers themselves must each be licensed separately. Forms for those licences are available from the Council. The Council has a duty to ensure that Private Hire Operators are fit and proper persons before considering the grant of this licence. New applicants may be required to take knowledge test and CRB check, if not already in place.
2. The form is divided into sections which **must be completed** as follows:-
 - (a) **ALL applicants** must complete Section A in full, and:
 - (b) If the applicant is a company, Section B must be completed **or** you must say if this is not applicable to your application.
(N.B. A partnership is not a company – but answer the first question).
 - (c) If the applicant is or has been a director or the secretary of any company, Section C must be completed. You must say if this is not applicable to your application
 - (d) Answer question D.1. If the applicant proposes to operate private hire vehicles in partnership with another person or persons, then in addition to whatever sections he may be required to complete as shown at (a) to (c) above, he must also complete Section D. (Only one member of the partnership need hold an operator's licence). You must say if this is not applicable to your application.
3. **All applicants** must sign the certificate on the last page. If the applicant is a company the certificate should be signed by a director or by the company secretary.
4. **The fee** must be paid with the application but is refundable in the event of refusal. The annual fee is **£154**. Payments by cheque should be made to "Waverley Borough Council" and crossed "A/c payee only" (address below).
5. **All applicants** are reminded that they have a duty to comply with all other legal requirements relating to the running of a business, for example, obtaining planning permission for the use of the premises. Please check this

with the Planning Department before applying for the licence. Council departments and others may share the information you give, if necessary, and as the law permits.

6. **If the answer** to any of the questions in sections B, C or D below is 'no' write 'NO' clearly in the first column and leave the other two columns blank. If the answer is 'yes' write 'YES' in the first column and supply the appropriate details in the other columns, continuing on a separate sheet if necessary. Where 'yes' or 'no' is not required, ignore the first column and use the other two for your answer.
7. **NEW APPLICANTS** must provide references from three persons of suitable standing for each partner named, and particulars of the referees must be supplied on the attached form. New applicants may also be required to have a Criminal Records Bureau (CRB) check, repeated every three years. If you are already licensed by Waverley, we will advise whether these checks of fitness and propriety will be needed for you.
8. **ALL APPLICANTS** are reminded that the Council has required under the provisions of the 1976 Act that Private Hire Operator licences may be granted only for businesses carried on at addresses within the Waverley boundaries. Accordingly, all records must be kept at the licensed address. Licensed operators are subject to unannounced inspections at any time by an authorised officer of the Council.
9. **Applications which are not fully and honestly completed may be returned to you for completion. Your business may have to close for a period if you are late in renewing an existing licence.** This form must be completed fully and clearly and submitted, with the licence fee, references and Criminal Records Bureau check form (as appropriate), to:-

The Licensing Section, Council Offices, The Burys, Godalming, Surrey GU7 1HR (contact number 01483 523219)

10. **WARNING: IT IS AN OFFENCE TO MAKE FALSE STATEMENTS ON THIS FORM**



PRIVATE HIRE OPERATOR - APPLICATION FORM

PLEASE ANSWER ALL THE QUESTIONS CLEARLY

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SECTION A. Answer all questions (print reply and use separate sheet if needed)

- A.1 Name, address and postcode of applicant (i.e. the person to whom the licence is to be granted)
 Existing operator licence no NO:.....
- A.2 Name, address and postcode of each Director of the company and the Company Secretary (use separate sheet if necessary)
- A.3 (i) Name of business(es) /company
 (ii) Email address if available
 (iii) Telephone number(s)
including all mobile phones used for the business(es).
- A.4 Address or addresses (including postcode) **within the Waverley District** from which this private hire business is to be carried on. **Records will be kept at this address and subject to unannounced inspection**
- A.5 Please list all trade or business activities carried on by the Applicant prior to the making of this Application.
- A.6 Have you, or any other partner in the business, made any previous application to this or any other Council for an Operator's Licence?

- A.7 Has any Private Hire Operator's Licence, or Private Hire or Hackney Carriage Vehicle or Driver's Licence issued to you or any other partner in the business by any Authority been **suspended or revoked**, or has the issue of such a Licence to you/partner ever been refused?
- If yes**, give the reason(s) for refusal.
- A.8(a) Have you ever been convicted of any offence or accepted a police caution?
- A.8(b) Are you the subject of any outstanding charge or summons?

If the answer to A.8(a) or A.8(b) is 'Yes' please give details below. **All** convictions must be disclosed, even if you have declared these to Waverley before.*

Date of Conviction or when hearing arranged	Nature of Offence (including non-traffic and cautions)	Court of Hearing	Result
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*NOTES Your attention is drawn to the Rehabilitation of Offenders Act 1974 which provides that after prescribed periods it may not be necessary to disclose information in respect of certain offences. However, the Act has been amended (Rehabilitation of Offenders (Act 1974 (Exceptions) (Amendment) Act 2001)and **local authorities may consider spent convictions when considering applications for these licences**. If you are uncertain as to the effect of this Act, you should seek legal advice.

An enhanced Criminal Records Bureau check may be required for the applicant and any partner in the business, if the Council has not received and dealt with one of these in conjunction with any other recent related Waverley licence.

SECTION B. Questions to be answered if the applicant is a company

B.1 Please list any trade or business activities previously carried on, or now carried on separately, by any person who is presently a Director or Secretary of the Company (identify who this is, please).

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B.2 Has any person who is or has been a Director or Secretary of the Company ever applied to any authority for a Private Hire Operator's Licence?

YES / NO

B.3 If yes, has such Licence ever been refused, revoked or suspended? (state which)

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B.4 If yes, please give the reasons (use separate sheet if needed)

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.....

B.5 Has any person who is or has been a Director or Secretary of the Company ever been convicted of any offence?

YES / NO

B.6 If yes, please give details.

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SECTION C. Questions to be answered if the applicant is or has been a Director or Secretary of any Company

C.1 Please list all trade or business activities carried on by Company or Companies of which the applicant is or was Director or Secretary.

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C.2 Has that Company ever applied to any authority for a Private Hire Operator's Licence?

YES / NO

C.3 If yes, has such Licence ever been refused, suspended or revoked?

YES / NO

C.4 If yes, please state why (use separate sheet if needed)

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.....

C.5 Have any convictions ever been recorded against the Company or Companies in question?

YES / NO

C.6 If yes, please give details (use separate sheet if needed).

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SECTION D. Questions to be answered if applicant proposes to operate in partnership with any other person or persons

D.1. Please list any trade or business activities carried on now or in the past by any partner in the Private Hire business, identifying the partner(s) concerned.

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D.2. Has any previous application been made by any such partner to any Authority for an Operator's Licence?

YES / NO

D.3. If yes, has such Licence ever been refused, revoked or suspended?

YES / NO

D.4. If yes, please give the reasons(use separate sheet if needed).

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D.5. Has any such partner ever been convicted of any offence or has he/she any summons outstanding?

YES / NO

If yes, please give details.

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E. DECLARATION

I DECLARE that to the best of my knowledge and belief the statements made in this form for renewal of my licence are true. I hereby agree to the Council's officers making any enquiries necessary to verify the information given by me, including reference to relevant records, nominated referees and the Doctor who completed the medical certificate showing my fitness to drive a Hackney Carriage/Private Hire Vehicle. I understand that information given in this form may be shared with certain other authorities, including police, revenue and customs and internal departments of the Council, in accordance with the provisions of the Data Protection Act 1998.

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.

Further information is available on the data protection pages of the Council's website at www.waverley.gov.uk. However, if you do have any questions, you should contact Mark Hill, Monitoring Officer on 01483 523240 for further information.

I apply for the issue of a licence and enclose the fee of £154 and a Criminal Records Bureau check form (as appropriate) for each partner in the business.

Signed _____ Date _____
Applicant

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Taxi form 5pho 09-10

WAVERLEY BOROUGH COUNCIL
PRIVATE HIRE OPERATOR LICENCE
FEE PAYMENT SHEET
FEE – £154

Please make cheques payable to Waverley Borough Council.

APPLICANT/COMPANY(IES)

OFFICIAL USE ONLY

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FINANCE DEPT COPY RECEIPT

PRIVATE HIRE OPERATOR LICENCE £154

Fund 4588

Code 2301G3410/4558