***CHIEF OFFICER NEIGHBOURHOODS, PLANNING & PUBLIC***

***PROTECTION/PRIF SWYDDOG GWASANAETHAU***

***CYMDOGAETH, CYNLLUNIO A DIOGELU’R CYHOEDD***

***Rachel Jowitt***

**Application for a Private Hire Operator Licence**

**Notes for applicants**

This form, when completed must be submitted to the Licensing Dept, ***Tŷ Blaen Torfaen, Panteg Way, New Inn, Pontypool, Torfaen, NP4 0LS,*** ***licensing@torafen.gov.uk******,*** with the following:-

* Payment in full - we accept debit/credit card/cash or cheques which should be made payable to Torfaen County Borough Council. Payments can be made online at <https://www.civicaepay.co.uk/TorfaenEstore/estore/default/Catalog/index?catalogueitemreference=E0001587>
* Tax Check Code (renewals only) – This can be generated at <https://www.gov.uk/guidance/complete-a-tax-check-for-a-taxi-private-hire-or-scrap-metal-licence>
* Original document or documents that prove your right to work in the UK (see list of acceptable documents at <https://www.torfaen.gov.uk/en/Related-Documents/Licensing/Private-Hire-and-Hackney-Carriages/Right-to-Work-Acceptable-Documents-List-29.09.2021.pdf>)
* Original Disclosure and Barring Service (DBS) Basic Certificate issued no earlier than one calendar month before the application is submitted to the Council. Such a certificate will be required for all company directors or partners applying for the licence but won’t be needed for any licensed driver applying for, or to renew, a licence where their enhanced DBS checks are up to date.
* Original criminal records check or certificate of good conduct from any overseas country/countries visited or lived in for 6 or more continuous months since the applicant’s and/or company directors or partners 10th birthdays.
* Policy on employing ex-offenders in roles involving the taking of bookings or dispatch of vehicles, where the applicant(s) employs, or intends to employ, members of staff.

**IMPORTANT:**

* Applications can be submitted by pre-arranged appointment to the Ty Blaen Torfaen office. Please call 01633 647286 to arrange an appointment.
* Applicants requiring assistance with their application are advised to call in advance of their appointment to discuss any queries they have.
* Renewal applications must be submitted prior to the expiry of the existing licence. Failure to do so may result in an application being treated as a new application.
* Only complete applications can be processed.
* The minimum processing time will be four working days from receipt of a complete application. Renewals must therefore be returned at least four working days before expiry
* Applications that do not comply with the relevant licensing policy cannot be approved by officers and must then go to the Chief Officer (renewals) or to a Licensing Panel (new applications) for determination. Applicants will usually be given the opportunity to comment on the report prior to submission, and can expect the process to take at least 2 - 4 weeks in respect of reports to the Chief Officer, and at least 4 – 8 weeks in respect of reports to a Licensing Panel.
* Applicants are not permitted to undertake licensable activities until such time as their licence application has been approved. In the case of renewals, applicants may continue a licensable activity providing that an existing licence remains in force, but cannot continue that activity after the expiry of an existing licence and before the approval of their renewal licence application.
* Should a licence be refused, applicants will be notified of the reasons for that decision and any rights of appeal.

**Hysbysiad Preifatrwydd / Privacy Notice**

**Bydd y Cyngor yn prosesu eich data personol yn unol â Deddfwriaeth Diogelu Data.  Am fwy o wybodaeth a mynediad at hysbysiadau preifatrwydd yn amlinellu sut mae’r Cyngor yn trin eich data personol, ewch i adran Diogelu Data gwefan y Cyngor** [**http://www.torfaen.gov.uk**](http://www.torfaen.gov.uk)

**The Council will process your personal data in accordance with Data Protection Legislation. For more information and access to privacy notices outlining how the Council handles your personal data, please go to the Data Protection section of the Council's website** [**http://www.torfaen.gov.uk**](http://www.torfaen.gov.uk)

Torfaen County Borough Council (The Council) is under a duty to protect the public funds which it administers and, to this end, may use the information you have provided on your application within Torfaen County Borough Council for the prevention and detection of fraud. The Council may also share this information with other bodies administering or in receipt of public funds solely for these purposes

The licensing authority provides information to the National Register of Taxi Licence Refusals and Revocations (NR3), a mechanism for licensing authorities to share details of individuals who have had a hackney carriage or Private Hire Vehicle (PHV) licence revoked, or an application for one refused. This is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the licensing authority – that is, assessing whether an individual is a fit and proper person to hold a hackney carriage or PHV licence. Therefore:

* Where a hackney carriage/ PHV licence is revoked, or an application for one refused, the authority will automatically record this decision on NR3
* All applications for a new licence or licence renewal will automatically be checked on NR3. If a search of NR3 indicates a match with an applicant, the authority will seek further information about the entry on the register from the authority which recorded it. Any information received as a result of an NR3 search will only be used in respect of the specific license application and will not be retained beyond the determination of that application.

***How can I find out what data is held about me?***

For information relating to any taxi licence, including any that have been refused or revoked by Torfaen Council, contact Kevin Davies at kevin.davies@torfaen.gov.uk. If you are unhappy about the outcome of any data request, you can contact the Information Commissioners Office at [www.ICO.org.uk](http://www.ICO.org.uk)

**LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976**

**APPLICATIONS FOR *(NEW/RENEWAL*)\* OF A PRIVATE HIRE OPERATOR LICENCE**

*\*Delete as Appropriate*

**Applicant Details**

Full Name …………………………………………………………………………………………….………………………………

Tel No…………..................................... Mobile: ….……………………………... Email: ….…………………………………..

Address ……………………………………………….…………………………………………….Post Code……………………

**Business Details**

Name of Business ……………………………………………………….. Business Landline Tel No .....................................

Business Email: ..…………………………………………………………. PH Operator number (*Renewals only*) OP\_ \_ \_ \_

The address from which you propose to carry on the Private Hire Business

…………………………………………………………………………………………………………………………...........

Does the address have the necessary planning permission? If not, you must notify the Planning Department.

How many vehicles do you intend to use for Private Hire work? ………………………

How many drivers do you propose employing? Part-time ………………………. Full-time ……………………………

How many members of staff do you intend to employ who will have contact

with the public and oversee the dispatching of vehicles? …..………..……………………………..

**About the Applicant**

What is your present occupation …………………………………………………………………………………………….

Name and Address of employer ……………………………………………………………………………………………..

Do you intend to operate your hire car service:

A with partners? YES / NO

B as a company? YES / NO

C sole trader? YES/NO

If the answer to question A is YES, please state full names and addresses and the partners

………………………………………………………………………………………………………………………………..

………………………………………………………………………………………………………………………………..

If the answer to question B is YES, please state

1. the full name(s) and address(es) of the company’s Director(s)

………………………………………………………………………………………………………………………………...

………………………………………………………………………………………………………………………………...

1. Address of the Company’s Registered Office ………………………………………………………………………
2. Company’s Registered Business Number ………………………….……………………………………………….

Have you or any proposed Partner or any Director of the proposed company, or any driver

employed by you, been convicted of any offences of dishonesty, violence, indecency of a sexual nature? YES / NO

* If Yes, please give details (continue on a separate sheet if needed)

………………………………………………………………………………………………………………………………..

(Applications will be compared with Police Records and any serious discrepancy may disqualify the applicant and may render them liable to prosecution.)

Individuals & Partnerships only: Do you (and all Partners, where applicable) have permission to lawfully reside in the UK?.................................................

Individuals & Partnerships only: Do you (and all Partners, where applicable) have permission to lawfully work in the UK?..................................................

Have you or any proposed Partner or any Director of the proposed company lived in any overseas

country for 6 or more continuous months since your 10th birthday? YES/NO

* If Yes, please provide a list of the countries and dates on a separate sheet.

***(Criminal records checks or certificates of good conduct from those countries will be required.)***

Do you, or any proposed partner or Director of the proposed company have an undischarged bankruptcy? YES/NO

* If Yes, please provide details of who has the undischarged bankruptcy on a separate sheet

***(Persons who are declared bankrupt and have not been discharged are prohibited from running a business and therefore will not be granted an Operator’s Licence)***

Have you or any proposed Partner or the company previously applied for or been licensed with this

Authority as a Private Hire Operator YES/NO

Have you or any proposed Partner or the Company previously applied for or been licensed by,

or are you currently licensed by another Authority as a Private Hire Operator YES/NO

* If YES, please state which Authority and the dates of previous licenses

…………………………………..………………………………………….………………………………

…………….………………………………………………………………..………………….…………..

Have you or any proposed Partner or the company ever had a Private Hire Operator Licence refused,

suspended or revoked by this or any other local authority YES / NO

* If yes, please list below (please continue on a separate sheet if necessary)

 Local Authority Date Reason

…………………………………..………………………………………….………………………………

…………….………………………………………………………………..………………….…………..

*Renewals and any new applicant who has held an operator licence issued by any local authority within the last 12 months only:* Please provide your Tax Check code:

………………………………………. ……………………………………………… Expiry date of code……………………….

(Where the applicant is a partnership, each partner shall provide a code. Where the applicant is a company, one code for the company may be provided.)

**DECLARATION**

**I apply for a licence to operate a Private Hire Vehicles. I declare that the above statements are true and I understand that any licence obtained by a false declaration may be suspended or revoked by the Council.**

 **I also understand that any licence issued in response to this application does not relieve me of having a Private Hire Driver Licence for every person driving every vehicle licensed as a Private Hire vehicle.**

I agree to abide by the conditions attached to the grant of a hackney carriage / private hire vehicles driver’s licence, as determined by the council.

**I acknowledge that the Council may be required to provide information about me to HMRC if requested under schedule 23 to the Finance Act 2011 and schedule 36 to the Finance Act 2008.**

I understand that I cannot operate private hire vehicles until I am granted a licence, or on the expiry of an existing licence, until the licence is renewed.

Signature …………………………………………………………………………. Date …………………………….

**New Applicants only**

A licence to operate private hire vehicles can only be granted to you if you confirm that you are aware of your tax registration obligations. Please review the following guidance and when you are satisfied that you understand your tax registration obligations, please complete the declaration below:

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

**New Applicant Declaration**

I confirm that I have received and reviewed the above HMRC guidance relating to tax compliance and that I am aware of its content.

Signature: …………….….……………………………………………… Date: ………...………….….

Print Name: ….……………………………………………………………………………………….………...………….