
Private hire operator's licence application form

GDPR Privacy notice

Who we are and what we do

Elmbridge Borough Council is the 'Controller' of any personal data that you provide to us. We collect, process, and store your personal data in relation to your application for a licence.

What we need to process your application

We require you to provide personal data including your name, address and contact details.

Why we need it

We use your personal and sensitive data to enable us to process your application. If you do not provide this information we cannot process your application.

What we do with it

We will store your personal data in our licensing database and it will be accessed by authorised Council employees. We will use your data to enable us to check compliance with your licence, to carry out our enforcement duties and to contact you about licensing matters. We may share your personal data with the other public bodies and enforcement authorities for the purposes of investigation, to protect public funds and prevent and detect fraud. We may also share your personal data with insurance companies and the DVLA.

How long we keep it

If we do not grant your licence, we will keep your data for six years from the date of the final decision on your application. If we grant your licence, we will keep your data for the period of the licence and a further six years.

What are your rights?

Please refer to our corporate privacy policy at [elmbridge.gov.uk/privacy-notice](https://www.elmbridge.gov.uk/privacy-notice)



Elmbridge
Borough Council

... bridging the communities ...

Private hire operator's licence

Local Government (Miscellaneous Provisions) Act 1976

You should use this form to apply for a new private hire operator's licence or to renew your existing operator's licence.

Please read the guidance on our website elmbridge.gov.uk/licensing before you complete this form. Please note, if you do not properly complete all our application requirements, we will reject your application.

Section 1: Type of licence

Private hire operator	New		Renew	
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Section 2: Renewing your licence

Only complete this section if you are renewing your operator's licence

Existing private hire operator number	PHO	
Expiry date		

Section 3: Period of your licence

We will normally grant a private hire operator's licence for three years unless there is an appropriate reason to grant for a lesser period. If you would like us to consider granting your licence for a period less than three years, please explain why:

Section 4: About you (the applicant)

An individual		(Go to Box A)
A partnership		(Go to Box B)
A business or Ltd Company		(Go to Box C)

What is your trading name?	
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How many vehicles do you intend to operate?	
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Box A: Individual applicant

Please complete all questions

Title	
First name and other forenames	
Last name	
Preferred telephone number	
Alternative telephone number	
Email address	
Home address	
Post code	
Date of birth	
National insurance number	

Go to Section 5

Box B: Partnership first partner

Please complete all questions

Title	
First name and other forenames	
Last name	
Preferred telephone number	
Alternative telephone number	
Email address	
Home address	
Post code	
Date of birth	
National insurance number	

Box B: Partnership second partner

Please complete all questions

Title	
First name and other forenames	
Last name	
Preferred telephone number	
Alternative telephone number	
Email address	

Home address	
Post code	
Date of birth	
National insurance number	

Go to Section 5

Box C: Business or Limited Company

Please complete all questions

Name of business or Ltd Company	
Company number (if Ltd Company)	
Preferred telephone number	
Alternative telephone number	
Email address	
Company registered address	
Post code	

Go to Box D

Box D: Directors – first director

Please complete all questions

Title	
First name and other forenames	
Last name	
Preferred telephone number	
Alternative telephone number	
Email address	
Home address	
Post code	
Date of birth	
National insurance number	

Box D: Directors – second director

Please complete all questions

Title	
First name and other forenames	
Last name	
Preferred telephone number	
Alternative telephone number	
Email address	

Home address	
Post code	
Date of birth	
National insurance number	

Box D: Directors – third director

Please complete all questions

Title	
First name and other forenames	
Last name	
Preferred telephone number	
Alternative telephone number	
Email address	
Home address	
Post code	
Date of birth	
National insurance number	

Go to Box E

Box E: Company secretary

Please complete all questions

Title	
First name and other forenames	
Last name	
Preferred telephone number	
Alternative telephone number	
Email address	
Home address	
Post code	
Date of birth	
National insurance number	

Section 5: The premises

Please give the address at which you intend to carry on business as a private hire operator	
Post code	
Telephone number at address	
Alternative telephone number	
Business email address	

Do you intend to have a public waiting room at the premises?	Yes	No
If yes, how many people will you allow to wait at any one time?		

Section 6: Controllers

Please give details of all persons that will be taking bookings on behalf of the private hire operator other than the people listed in boxes A to D above

Controller 1

Title	
First name and other forenames	
Last name	
Preferred telephone number	
Alternative telephone number	
Email address	
Home address	
Post code	
Date of birth	
National insurance number	

Controller 2

Title	
First name and other forenames	

Last name	
Preferred telephone number	
Alternative telephone number	
Email address	
Home address	
Post code	
Date of birth	
National insurance number	

Controller 3

Title	
First name and other forenames	
Last name	
Preferred telephone number	
Alternative telephone number	
Email address	
Home address	
Post code	
Date of birth	
National insurance number	

Controller 4

Title	
First name and other forenames	
Last name	
Preferred telephone number	
Alternative telephone number	
Email address	
Home address	
Post code	
Date of birth	
National insurance number	

Section 7: Convictions or cautions

Please read our Convictions Policy before you complete this section.

Have any of the individuals listed in Boxes A to E above, ever been convicted of or received a caution for any offence (including motoring offences)?	Yes	No
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If yes, please give details:

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Are any of the individuals listed in Boxes A to E above currently the subject of any investigation by the police or any other authority (including motoring offences)?	Yes	No
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If yes, please give details:

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Section 8: Applicant status (current)

Only complete this section if you are renewing your operator's licence

Is any individual listed in Boxes A to E above, currently a company director or company secretary of a limited company?	Yes	No
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If yes, please give details:

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Name of individual	
Company name and number	
Please give details of any convictions against the company	

Section 9: Applicant status (historical)

Only complete this section if you are renewing your operator's licence

Is any individual listed in Boxes A to E above, currently a company director or company secretary of a limited company?	Yes	No
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If yes, please give details:

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Name of individual	
Company name and number	
Please give details of any convictions against the company	

Section 10: Other licence applications

Do any of the individuals listed in boxes A to E above, hold or have they ever held a private hire operator's licence issued by Elmbridge Borough Council, any other Council, or the Public Carriage Office/Transport for London?

Yes

No

If yes, please give the name(s) of the council or authority:

Have any of the individuals listed in Boxes A to E above, ever had any private hire operator's licence suspended, refused, or revoked?

Yes

No

If yes, please give the:

(a) Name of the Council who issued the licence:

(b) Reason for suspension, refusal, or revocation:

Section 11: Relevant documents

I attach copies of the following documents in respect of all individuals listed in Boxes A to E above

Data Barring Service (DBS) Basic Certificate	
Evidence of my registration with the DBS Update Service	
Overseas criminal record disclosure (if applicable)	
Photograph	
Evidence of right to work in the UK	
Child sexual exploitation training pass certificate	
Planning permission or evidence that permission is not required	
The correct fee	

Section 11: Tax checks

From 4 April 2022, the Finance Act 2021 requires you to complete a tax check with HM Revenue and Customs (HMRC) when:

- renew a licence
- apply for the same type of licence you previously held, that ceased to be valid less than a year ago
- apply for the same type of licence you already hold with another licensing authority

We cannot accept your application if the above applies to you but you have not completed a tax check

Only complete the following information if the above applies to you.

I confirm that I have read the HMRC guidance: "Complete a tax check for a taxi, private hire or scrap metal licence"	
I confirm I am registered for tax	
I consent to Elmbridge Borough Council accessing and viewing my tax status.	

Please provide details of your HMRC tax check code. You can obtain this at [gov.uk/guidance/complete-a-tax-check-for-a-taxi-private-hire-or-scrap-metal-licence](https://www.gov.uk/guidance/complete-a-tax-check-for-a-taxi-private-hire-or-scrap-metal-licence)

My 9-character tax check code is:	
Signature	
Date	

Section 12: Declarations

All persons listed in boxes A to E must sign this form

Under Section 57 Local Government (Miscellaneous Provisions) Act 1976 It is a criminal offence to make a false statement or withhold information to obtain a private hire operator's licence. If convicted, you may be liable to a fine up to level 3 on the standard scale.

I confirm that I have read the privacy notice on the first page of this application form and I understand my rights in respect of that data and consent to how the Council will process my personal data.

I confirm that I have read the Elmbridge Borough Council's Taxi and Private Hire Licensing Policy and its Convictions Policy.

I confirm that I have a right to work in the UK. I understand that the Council will check my immigration status and will refuse my application if I am not legally present in the UK or if I am not allowed to work in the UK as a private hire operator.

I understand I may have to produce the original documents referred to above before the Council will issue my private hire operator's licence.

I declare that the information contained in this form is correct to the best of my knowledge and belief.

Signature	
Name	
Date	
Signature	
Name	
Date	

Signature	
Name	
Date	
Signature	
Name	
Date	
Signature	
Name	
Date	