



**FENLAND DISTRICT COUNCIL
LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT, 1976**

**PART 1 - APPLICATION FOR A LICENCE TO ACT AS A PRIVATE
HIRE OPERATOR**

I HEREBY make application to Fenland District Council as the Licensing Authority, for a licence to act as a Private Hire Operator within the Fenland District.

Please complete the form accurately ensuring you answer all sections as required, missing or incorrect information will cause delays in processing your application.

APPLICANT'S DETAILS	
Title (Mr/Mrs/Miss/other)	
Full Name	
Full Previous Names	
Home Address	
Postcode	
Home Telephone Number	
Contact Telephone Number	
E-mail Address (if applicable)	
National Insurance Number	
Date of Birth	
Place of Birth	
Business Name	
Business Address	
Business Telephone No.	

PART 2 – EMPLOYMENT/CONVICTIONS AND REFERENCES - Please note – This section is not required to be completed if you are a Licensed Driver

Employment

PARTICULARS OF EMPLOYMENT OVER LAST FIVE YEARS – (Please note – This section is not required to be completed if you are a Licensed Driver)			
Name and address of Employer	Nature of Employment	Dates	
		From	To

Convictions

Have you been convicted of <u>any</u> offence before any Court or accepted a fixed penalty fine for a motoring offence? YES/NO (if “yes” please give particulars here, whatever the result)		(NOTE: All cases must be shown, motoring or otherwise. Failure to disclose any conviction (even if you believe it may be spent under the Rehabilitation of Offenders Act) or fixed penalty fine is an offence and may be taken into account when determining your application.	
Date	Nature of Offence/Code	Court	Sentence/Order/Fine

References

Names and addresses is required of two persons, from whom the Licensing Authority can obtain references as to your suitability to be a Licensed Operator.

NOTE: Persons given will have known the applicant personally for the past three years and must not be near relatives. The Licensing Authority will apply to each for further information before processing your application.

<u>Full Name:</u>	<u>Address:</u>
	<u>Postcode:</u>
<u>Full Name</u>	<u>Address:</u>
	<u>Postcode:</u>



PART 3 – OPERATOR LIST

This is a declaration of all Fenland licensed vehicles and drivers which will be used by the operator to provide private hire services, including any contract hire, (i.e. school, social services, work contracts etc)

I HEREBY DECLARE that should this application be successful, I intend to operate the following Fenland registered licensed vehicles and named licensed drivers.

VEHICLE DETAILS			
Vehicle Make & Model	Registration No.	Plate No.	Named Driver & Badge No.

Any alteration to the above declared list should be given in writing to Licensing

Declaration

- I have checked the details given in this application;
- To the best of my knowledge and belief the answers are correct;
- I understand that if the application is incomplete or incorrect this will delay the application process;
- I have read and fully understand the Fenland District Councils Taxi Licensing Policy;
- I have read and fully understand the Fenland District Council's Licensing Conditions;
- I have read and fully understand the Hackney Carriage and Private Hire regulations and I undertake to observe and perform the requirements at all times;
- I understand that I may be liable to prosecution if I have knowingly or recklessly made a false statement or omitted any material particular from this application.
- When updating my Operator list of Licensed Drivers/Vehicles, I must ensure I notify Fenland District Council.

Signature.....

Date.....

General Data Protection

Fenland District Council is required to collect your personal data in order to administer its functions and comply with its statutory duties. We shall only collect the necessary amount of information in order to administer these functions and your data will only be retained for as long necessary. Your data will only be shared to comply with our obligations such as the National Fraud Initiative or with your consent. Your data may also be shared with other departments across the Council if deemed necessary. For further information on your data protection rights please see our Licencing Privacy Notice and Corporate Privacy Statement which can be found on the [Fenland District Council's](#) website.

Documents Required

- Completed Application Form
- Completed DBS form or Last Certificate Number

Fees

- The appropriate fee must be made at the time of application submission.

Please Note – Documents must be originals or certified copies

Fenland @ Your Service will copy the documents and hand back the originals to you.

Issuing of the licence

Once your documents have all been received and verified as complete, a member of the Licence compliance team from Fenland District Council will make an arrangement with you to visit your business premises and discuss the required paperwork and records that as a Licensed Operator you must keep. Once this has taken place and been signed off, your licence will be issued. This will then be sent to the business address.