

APPLICATION FOR AN OPERATOR LICENCE TO OPERATE PRIVATE HIRE VEHICLES IN TRAFFORD
Form for a New Application OR a Renewal

All applicants are required to complete this form and provide the following documents/information

1. See fees below. Payment can **ONLY** be made by **DEBIT CARD** or **CREDIT CARD**.

No of vehicles	One year - for new applicants only	Five year
1 only	£190.00	£800
1 – 5 vehicles	£190 for first vehicle plus £31.00 for additional vehicles up to 5	£800 for first vehicle plus £31.00 for additional vehicles up to 5
6 – 10 vehicles	£368.50	£1552.00
11 – 29 vehicles	£498.00	£2098.00
30+ vehicles	£654.00	£2755.00

2. A statutory declaration sworn before a Solicitor or Commissioner for Oaths in respect of each person named in (1) or (2) below if they are NOT licensed Trafford drivers (See Appendix 2) For licensed badge holders we can accept the current Stat Declaration.
3. Current policies of insurance for Employers Liability and Public Liability (if applicable)
4. Proof of planning permission (PP) or a letter from Trafford Planning confirming that PP is not required. **Please note the booking office must be located within Trafford.**
5. Certificate from the Department of Trade and Industry, Radio Communications Agency (if applicable)
6. A current Tariff Card
7. A sketch/drawing of the signage that will go on the driver and passenger doors showing your operator name and telephone number. NEW APPLICATIONS ONLY
8. As part of the process we will review the name chosen by your company. NEW APPLICATIONS ONLY

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. For further information, see <http://www.trafford.gov.uk/about-your-council/data-protection/privacy-notices/level-2-fair-processing-notice.aspx> or contact Trafford Council's Audit & Assurance Section on (0161) 912 1275.

Please complete the following in **BLOCK CAPITALS** and using **BLACK INK**.

(Incomplete application forms will not be considered):-

1. Full name and address of person(s) or
company wishing to operate private
hire vehicles.

Registered Office if a limited Company:

2. Operating name of Company:
If the applicant is a partnership/company
the full names and address of all
partners/directors and secretary:
(Please use an extra sheet of paper if necessary)

3. Address from which it is intended to
carry out business as an operator.

Business telephone number:

4. Do the premises have the necessary YES/NO
planning permission for the proposed use?

5. If the answer to question (4) is NO,
has a planning application been made? YES/NO

6. Has any person in (1) and (2) above ever
applied for an Operators Licence before? YES/NO

7. If the answer to question (6) is YES
when and where was the application made?

8. Has any person in (1) and (2) above
ever been refused a Licence connected
with Hackney Carriage or Private Hire
or had any such Licence suspended
or revoked? YES/NO

If the answer is YES, please give
details including the name of the
Local Authority and the date.
(Please use an extra sheet of paper if necessary).

9. Please provide details of the trade, business or profession carried out by each person named in (1) and (2) above for the 5 years immediately prior to applying for this Licence.
 (Please indicate the nature of business/employment, names of firm or employer, and business address).

.....

10. Do you intend to fit radio phones in vehicles you operate? YES/NO

COMPLETE IN FULL

11. If the answer to question (10) is YES, state:-

(a) make and model:

(b) the frequency on which the radios broadcast: Receive
 Transmit

(c) the address where the radio facilities are provided, if different from those mentioned in Question (3):

12. Do you have or intend to have a waiting room at the premises mentioned in Question (3) for members of the public? YES/NO

13. How many telephone lines do you have at the premises mentioned in Question (3) which are available for public telephone bookings? If any of the phones are freephones, state locations.

14. How many private hire vehicles do you intend to operate from the premises mentioned in Question (3)?

15. If any person mentioned in (1) or (2) is or has been a director or secretary of any other company, the following information must be provided about each of those companies:-

- (i) Company Name and Registered Office:
-
-
- (ii) Trade or business activity carried out by

16. COMPLETE IN FULL THE ATTACHED FORMS. APPENDIX 1

APPLICANTS ARE ADVISED THAT TO MAKE KNOWINGLY OR RECKLESSLY A FALSE STATEMENT OR OMIT ANY MATERIAL INFORMATION FROM THIS APPLICATION IS A CRIMINAL OFFENCE WHICH CAN BE PUNISHABLE UPON CONVICTION BY A TERM OF IMPRISONMENT.

OPERATOR NAME :
OPERATOR LICENCE NUMBER :

I/WE declare that the information given in this application is true. I/WE undertake to comply with the conditions attached to the said licence and also with all the provisions of the Local Government (Miscellaneous Provisions) Act 1976 currently in force which relate to the operations of private hire vehicles. I understand that if I/We or any of my/our employees infringe or fail to comply with any of the conditions or the provisions of the 1976 Act subject to which the licence is held, the licence shall be liable to be revoked or not renewed by the Council.

Signature of applicant(s):

Dated:

Any person aggrieved by the refusal of the council to grant an operator's licence, or by any condition subject to which an operator's licence is granted, may appeal to the magistrates court.

Warning: We must protect the public funds we handle and so we may use the information you have provided on this form to prevent and detect fraud. We may also share this information, for the same purposes, with other organizations which handle public funds.

NOTE:

- 1. Licensed operators must keep a record of all bookings, showing the points of commencement and termination of each journey, the charge made, the person accepting the booking, the vehicle used and the name of the driver.
 - (1)(e) no person licensed under the said Section 55 shall in a Controlled district operate any vehicle as a private hire vehicle:-
 - (i) if for the vehicle a current Licence under the said Section 48 is not in force; or
 - (ii) if the driver does not have a Current Licence under the said Section 51.
 - (2) If any person knowingly contravenes the provisions of this Section he/she shall be guilty of an offence.
- 2. Licensed operators must keep a record containing the names and addresses of proprietors, registration numbers and licence numbers of all vehicles operated, the names, addresses, badge numbers and call signs of all licensed drivers.
- 3. The grant of an Operator's Licence **DOES NOT** give permission to the operator to work from premises for which the necessary planning consents have not been obtained. Planning permission **MUST** be obtained before commencing business at the operating address.

Your attention is drawn to the provisions made under Section 46 (1) (e) and (2) of the Local Government (Miscellaneous Provisions) Act 1976, which state:

APPENDIX 2

STATUTORY DECLARATION

(See overleaf for Explanatory Notes)

1. of

Date of birth:

Do solemnly and sincerely declare as follows:-

(DECLARATION 1 AND 2 RELATE TO ALL OFFENCES INCLUDING CAUTIONS AND ANY MOTORING OFFENCES)

1. I have never been convicted and imprisoned or fined or placed on probation or conditionally discharged OR CAUTIONED for **ANY** offence. (* You MUST write the word "NONE" in the box below).
2. I have been convicted and imprisoned or fined or placed on probation or conditionally discharged or cautioned for an offence or offences and I list below within the terms of the Rehabilitation of Offences Act 1974 the offence or offences including the date of the offence, the place the offence was committed and the sentence imposed by the Court. I have not been convicted for any other offence.

(Delete either Paragraph 1 or 2 and initial same)

Date	Offence	Description and Place of Court	Sentence or Order of Court

If the above boxes are left blank the form will be rejected

And I make this solemn declaration conscientiously believing the same along with the answers given in the attached application form to be true and by virtue of the provisions of the Statutory Declarations Act 1835 and Section 5 of the Perjury Act 1911

Declared at

Signature of Applicant

This Day of

In the County of

Before me,

Solicitor/Commissioner for Oaths, Justice of the Peace
Office Address

EXPLANATORY NOTES ON THE REHABILITATION OF OFFENCES ACT 1974

The above Act provides that after a certain lapse of time, convictions for criminal and motoring offences are to be regarded as “spent”.

AN APPLICANT NEED NOT DISCLOSE ANY CONVICTIONS THAT ARE “SPENT” e.g. a conviction with a fine six years ago is generally considered “spent”.

The Council will not take “spent” convictions into account when deciding upon an application, other than under exceptional circumstances.

Sentences of imprisonment or youth custody exceeding 48 months are never “spent” and must be disclosed however long ago they were imposed. The periods of time which must elapse in other cases before the conviction becomes spent are generally as follows:-

	SENTENCE	TIME BEFORE CONVICTION BECOMES “SPENT”
1.	A custodial sentence over 4 years or a public protection sentence for specified sexual or violent offences	Never spent Adult or Youth offenders
2.	A custodial sentence over 2.5 years up to 4 years	7 years (beginning with the day on which the sentence, including any period on licence, is completed) 3.5 years for Youth Offenders
3.	A custodial sentence or a suspended sentence order over 6 months up to 2.5 years	4 years (beginning with the day on which the sentence, including any period on licence, is completed) 2 years for Youth Offenders
4..	A custodial sentence or a suspended sentence order up to 6 months	2 years (beginning with the day on which the sentence, including any period of licence, is completed) 18 months for Youth Offenders
5.	Community Order or Probation or Curfew order	1 year (following the expiration of the operational period of the order) If there is no operational period 2 years would apply
6.	Fine	1 year (beginning with the date of the conviction in respect of which the fine is imposed) 6 months for Youth Offenders
7.	Conditional discharge, bound over.	Period of discharge
8.	Absolute discharge.	No rehabilitation period-immediately spent
9.	Attendance Centre Order.	Period of Order

The periods of time which must elapse in other cases before the conviction becomes spent vary considerably according to the nature of the offence and other circumstances. The rehabilitation period may, for example, be extended by the commission of a further offence during the rehabilitation period.

Other guidance on this may be obtained from a Solicitor or from the Home Office publication “A Guide to the Rehabilitation of Offenders Act, 1974” available from HMSO, Princess Street, Manchester.

APPLICANTS SHOULD NOTE THAT TO MAKE A FALSE STATUTORY DECLARATION IS A SERIOUS OFFENCE. PUNISHABLE UPON CONVICTION BY IMPRISONMENT FOR A TERM NOT EXCEEDING TWO YEARS OR TO A FINE TO BE DECIDED BY THE COURT OR BOTH.