



COLCHESTER BOROUGH COUNCIL

Application for a Private Hire Operator's Licence

OPERATOR
NUMBER

LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS)
ACT 1976

THE UNDERSIGNED HEREBY MAKE APPLICATION FOR A LICENCE TO
OPERATE PRIVATE HIRE VEHICLES WITHIN THE BOROUGH OF COLCHESTER

1 Details of proposed licence holder

Title Mr / Mrs / Miss /Ms
(In the case of a limited company its name & company secretary)

First names
(Block Letters)

Surname

Address
(Registered address in the case of a limited company)

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2 Contact Details

Home: **Business:**.....

Mobile : **Email:**.....

3 Proposed name of the company and address from where it will operate: - (For Private Hire Operators the word 'Taxi' and 'Cab' must not be used in the company name)

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4 Number of private hire vehicles intended to be operated

5 Give the full names and addresses of every person (other than the applicant) who will be named on the licence.

TITLE	FIRST NAME	SURNAME	ADDRESS	TEL: No.

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6 Give details of any trade or business carried on by any of the proposed licence holders within last 10 years.

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7 Have you or the company or any of the persons applying held or currently hold any private hire operator's licence if so please give dates and council details.

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8 Have you or any person named in this application ever been convicted of any offence in any court **YES / NO**

If so please show details below: -

(The details of any convictions declared which are 'spent' (as defined by the Rehabilitation of Offenders Act 1974) are not normally considered unless deemed as relevant to this renewal).

OFFENCE	COURT	DATE	PENALTY

Any convictions recorded after completion of this form must be reported immediately in writing to the Licensing Team, 33 Sheepen Road, Colchester CO3 3WG.

9 Have you or any other person in this application been a director or company secretary of a limited company within the past 10 years.

YES / NO

10 Have any judgements or convictions been recorded against such a company. YES / NO

(If yes please give details)

Nature of judgement or conviction	Court and date	Result

11 Do you or any person or company in this application have any licenses issued by the D. E. T. R. Traffic commissioners. YES / NO

12 If yes give full details, i e Full, Restricted, any timetables lodged, routes etc.,

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13 In the case of a limited company please give full names and addresses of all directors and the company secretary.

TITLE	FIRST NAMES	SURNAME	ADDRESS	TEL : -

14 Tax Liability

Please confirm that you are aware of the tax responsibilities associated with holding an operator's licence **Yes/No**

As an operator you have the responsibility of ensuring that any person operating for you has a current driver's licence as issued by this authority, that any vehicle used is licensed by this council and that a policy of insurance is in force as complies with part vi of the road traffic act 1988 in respect of the use of any vehicles under your licence for the public carriage of passengers for hire or reward by way of prebooking

It is hereby certified that the information as contained in this application is correct and in the event of a licence being granted do hereby undertake to observe all statutes, conditions, byelaws, orders and regulations for the time being in force relating to the operating of an operators licence.

Applicants should be aware that by virtue of Section 57(3) of the Local Government (Miscellaneous Provisions) Act 1976, it is an offence punishable on summary conviction by fine to knowingly or recklessly make a false statement or omit any material particular in completing this form.

Any person who is aggrieved by the refusal of the council to grant a licence or to the placing on such a licence of any conditions may appeal to the Council's Licensing Committee and / or the Magistrates' Court.

Signature of Applicant Date.....

NOTE: this form must be signed personally by a director where the applicant is a limited company, giving the name of the signatory in block letters

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 within this Authority for the prevention and detection of fraud. It may also share this information with other bodies administering or in receipt of public funds solely for these purposes.

WHEN COMPLETED PLEASE RETURN THIS FORM TO:

Professional Services
Professional Support Unit
Colchester Borough Council
33 Sheepen Road
Colchester
CO3 3WG

Below is for official use only

		Initials
Amount of fee received:	£	
Date:		
Receipt number		

Documents received	Date seen	Initials
Character reference		
Insurance fleet insurance		
Insurance document		
Planning notice letter		

NOTES

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CERTIFICATE OF CHARACTER

(Please complete in black in/block capitals)

We, the undersigned, certify that the applicant (name in full)

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has been personally known to us and we have observed his/her conduct during the periods stated below. We believe him/her to be sober, honest and well behaved and fully competent to act as a Private Hire Vehicle Operator, and recommend him/her to the Council as a fit and proper person to be licensed.

Referee No. 1	Period of Knowing Applicant
Signature	From year
Title: Mr/Mrs/Miss/Ms	To year

Full Name

Address

Daytime Telephone

Occupation

Referee No 2.	Period of Knowing Applicant
Signature	From year
Title: Mr/Mrs/Miss/Ms	To year

Full Name

Address

Daytime Telephone

Occupation

Please note that all character referees:

1. Must have had personal knowledge of the applicant during the last twelve months at least;
2. Must not be related to the applicant by family or marriage; 3. Must not be living with the applicant as a co-habituating partner; 4. Must not hold or be currently applying for:
 A Hackney Carriage/Private Hire driver's licence
 Or A Hackney Carriage/Private Hire vehicle licence
 Or A Private Hire Operators licence.
5. Must not be employed in any capacity by a Hackney Carriage/Private Hire operator.

The signatories should note that a Private Hire Vehicle Operator will be responsible for running the business of hiring vehicles and all bookings are deemed to be made with the Operator whether or not he owns the vehicles. The Operator is also required to keep records of very journey, etc, which may have to be produced to the Council.

March 2022