



Elmbridge Borough Council

... bridging the communities ...

Environmental Services
Civic Centre, High Street
Esher, Surrey KT10 9SD
Telephone: 01372 474750
Fax: 01372 474915
DX: 36302 Esher

Email: envhealth@elmbridge.gov.uk
Website: www.elmbridge.gov.uk

Application for a private hire operator licence

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, contact details and photograph. We also require you to provide information about your immigration status and any criminal convictions or cautions.

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 monitor compliance with your licence and to carry out our enforcement duties. 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, the DVLA and the Council's medical advisor.

How long we keep it

If we do not grant your licence, we will retain your data for six years from the date of the final decision on your application. If we grant your licence, we will retain 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 <http://www.elmbridge.gov.uk/privacy-notices/>



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Town Police Clauses Act 1847 Local Government (Miscellaneous Provisions) Act 1976 Application for a Private Hire Operator Licence

Please read the guidance notes at the end of this form before completing it.

You are required to produce with this form:

- If you are applying as an individual or partnership, your immigration document(s). The list of documents is available on our website at www.elmbridge.gov.uk
- For each individual listed in answer to Question 3 (below), the results of a Police Subject Access Search or a basic CRB disclosure (if applicable)
- The correct fee (see separate fees document). We will accept payment by credit/debit card (by phone or in person) or cheque payable to "Elmbridge Borough Council".

Please complete the form in **BLOCK CAPITALS**. You should answer all of the questions on the form otherwise your application may be rejected.

1. Application Type:

New Application Renewal

2. Period of Licence Applying For:

1 Year 3 Years

3. The Applicant:

Individual Partnership Company
(complete Box A) (complete Box B) (complete Box C)

Box A - Individual

Last Name:	
First Name and other forenames:	Mr/Mrs/Miss/Ms
Present Home Address:	
Postcode:	
Telephone No:	
Mobile No:	
Email Address:	

Box B - Partnership

1st Partner	
Last Name:	
First Name and other forenames:	Mr/Mrs/Miss/Ms
Present Home Address:	
Postcode:	
Telephone No:	
Mobile No:	
Email Address:	
2nd Partner	
Last Name:	
First Name and other forenames:	Mr/Mrs/Miss/Ms
Present Home Address:	
Postcode:	
Telephone No:	
Mobile No:	
Email Address:	

Box C - Company

Full Name of Company:	
Registered Office Address:	
Registered Company No:	
Is the company Ltd?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Telephone No:	
Email Address:	
Personal details: Company Secretary	
Last Name:	
First Name and other forenames:	Mr/Mrs/Miss/Ms
Present Home Address:	
Postcode:	
Telephone No:	
Mobile No:	
Email Address:	
Personal details: Director 1	
Last Name:	
First Name and other forenames:	Mr/Mrs/Miss/Ms
Present Home Address:	
Postcode:	
Telephone No:	
Mobile No:	
Email Address:	
Personal details: Director 2	
Last Name:	
First Name and other forenames:	Mr/Mrs/Miss/Ms
Present Home Address:	
Postcode:	
Telephone No:	
Mobile No:	
Email Address:	

If the company has more than two directors please provide the personal details of each additional director on a separate sheet under the heading 'Additional Directors'.

4. Controllers

Please provide the personal details of any person that will be taking bookings on behalf of the Operator other than the individuals listed in boxes A-C above

Personal details: Controller 1	
Last Name:	
First Name and other forenames:	Mr/Mrs/Miss/Ms
Present Home Address:	
Postcode:	
Telephone No:	
Mobile No:	
Email Address:	
Personal details: Controller 2	
Last Name:	
First Name and other forenames:	Mr/Mrs/Miss/Ms
Present Home Address:	
Postcode:	
Telephone No:	
Mobile No:	
Email Address:	
Personal details: Controller 3	
Last Name:	
First Name and other forenames:	Mr/Mrs/Miss/Ms
Present Home Address:	
Postcode:	
Telephone No:	
Mobile No:	
Email Address:	

5. Premises

Address at which you intend to carry on business as an operator:	
Proposed company trading name:	
Postcode:	
Telephone No (if known):	
Email:	Website:
Do you intend to have a waiting room at the premises for members of the public?	Yes <input type="checkbox"/> No <input type="checkbox"/>
How many private hire vehicles do you intend to operate from your base?	

6. Applicant History

What trade, business or profession have the individuals listed in boxes A-C above undertaken during the 5 years prior to applying for this licence?	
Name of individual	Trade/Business/Profession and Address/dates

7(a) Applicant Status – Current

Are any the individuals listed in boxes A-C above currently a company secretary or director of a limited company (other than any company detailed in answer to Question 3)? If so, please give details:			
Name of individual	Date of appointment	Company number, name and registered office address	All convictions in relation to any offence recorded against the company since date of appointment

7(b). Applicant Status - Historical

Have any of the individuals listed in boxes A-C above ever been a company secretary or director of a limited company (other than any company already given) If so, please give details:			
Name of individual	Period of appointment	Company number, name and registered office address	All convictions in relation to any offence recorded against the company during period of appointment

8. Previous Licence Applications

Have any of the individuals listed in boxes A-C above ever applied for an operator's licence before, to this Council or to any other Council in the United Kingdom, or to the Public Carriage Office/Transport for London? If so, when and where did you apply?	
When:	
Where:	

9. Refusal/Revocation

Have any of the individuals listed in boxes A-C above ever been refused an operator's licence or had their licence suspended or revoked? If so, please give details:			
Name	Council	Date Refused/ Revoked	Reason

10. Convictions

Have any of the individuals listed in boxes A-C above been convicted of any offence? Yes / No
If 'yes' please give details including name, date of conviction, address of court and charge.

11. Details of Drivers & Vehicles Operated

Please complete the table attached at the end of this form

12. Signature & Declaration

The Council is under a duty to protect public funds and may use the information you provide in 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 www.elmbridge.gov.uk/nfi or contact the Internal Audit Manager on 01372 474106 or internalaudit@elmbridge.gov.uk

It is an offence, liable on conviction to a fine up to level 3 on the standard scale, under Section 57 Local Government (Miscellaneous Provisions) Act 1976 to make a false statement or withhold information to obtain a private hire operator licence.

Declaration:

I confirm that I have a right to work in the UK. I understand that the Council will check my immigration status and that my application will be refused if I am not legally present in the UK or I am not permitted to work in the UK as a licensed driver.

I confirm that I have read the Council's policies on the licensing of Hackney Carriage and/or Private Hire drivers (*available at www.elmbridge.gov.uk/licensing (or in hard copy on request)*) and that I am aware of the convictions policy and the standard conditions that will be applied to my licence if granted.

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

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

Signature: _____ **Date:** _____

Print Name: _____

2nd Signature: (if applicable) _____ **Date:** _____

Print Name: (if applicable) _____

Guidance Notes

Interview for New Applicants

All new (not renewal) applicants will be required to undergo an interview with a Licensing Officer before a licence is granted. This interview is to establish what you already know about becoming a Private Hire Operator and also to introduce you to the requirements of licensing. Once your completed application form has been received an Officer will contact you to arrange the interview.

Immigration Checks

The Council must check your right to work in the UK as part of your licence application, this could include checking your immigration status with the Home Office. We may otherwise share information with the Home Office. You must therefore provide a document or document combination that is stipulated as being suitable for this check. The list of documents is available on our website at www.elmbridge.gov.uk. You must provide the original document(s) so that the check can take place. We will copy the document(s) and return the original to you. Your application will not be valid until all the necessary information and original document(s) have been produced

If there are restrictions on the length of time you may work in the UK, a licence will not be issued for any longer than this period. In such circumstances the check will be repeated each time you apply to renew your licence, If, during this period, you are disqualified from holding a licence because you have not complied with the UK's immigration laws, your licence will lapse.

Criminal Records Checks

This applies:

- on a new application, to each of the individuals listed in answer to Question 3 (above);
- on a renewal application, to any of the individuals listed in answer to Question 3 (above) whose personal details have not previously been provided;
- on a renewal application, to each of the individuals listed in answer to Question 3 (above) on every third year of the existing licence.

All individuals will be required to submit with this form the results of a Subject Access Search of the Police National Computer or a DBS Basic Disclosure, which is not more than six months old at the date of this application. (If you are already a licensed Private Hire Driver in Elmbridge you do not need to submit a CDBS Disclosure or results of a Subject Access Search). In the case of partnerships, search results or a

DBS Basic Disclosure must be submitted for every individual nominated on the application to operate. Currently, CRB Basic Disclosures are only available through DBS Scotland. You can apply online at www.disclosurescotland.co.uk/basic.htm. Alternatively, you can apply at any Police Station for the results of a Subject Access Search.

Company Name

Elmbridge Borough Council will not issue a licence to operate Private Hire vehicles in the same company name as another current licence already issued. We advise that you view our website at www.elmbridge.gov.uk/taxis for the list of Operators within the borough or check with the Environmental Health & Licensing Team before submitting your application.

Planning Permission

You should be aware that planning permission may be required for the premises from which you intend to operate. If you intend to operate from a base in Elmbridge, please contact the Planning Services Team of Elmbridge Borough Council for further information by telephoning 01372 474474.



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Environmental Health & Licensing Team Private Hire Driver Details update Form

Operator Name: _____ Date: ___/___/_____

	Driver Name	Driver's ID Badge Number e.g. PHD:_____
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		
19.		
20.		
21.		
22.		
23.		
24.		
25.		

	Driver Name	Driver's ID Badge Number e.g. PHD:_____
26.		
27.		
28.		
29.		
30.		

Signed: _____

Print Name: _____

Please return your completed form to:

The Licensing Officer
Environmental Services
Civic Centre
High Street
Esher Surrey
KT10 9SD