

## **INFORMATION TO ASSIST YOU WITH YOUR APPLICATION**

### **APPLICATION FOR OPERATORS LICENCE.**

This licence entitles you, in the course of your business to make provision for the invitation or acceptance of bookings for Rushcliffe Borough Council licensed Private Hire vehicles, from premises in that district, subject to planning permission and any other consents that may be required.

Before the application is presented you should consider how many vehicles you intend to operate from your premises. Planning permission may not be needed if not more than two vehicles are to be operated, but you should still check and obtain written confirmation from the Director of Development Services. If you erect a radio aerial, you are likely to require planning permission irrespective of the number of vehicles you intend to operate. Operating more than two vehicles is likely to require planning permission for the premises concerned. It is your responsibility to ascertain whether planning permission is required and to obtain permission where required. The application will NOT BE GRANTED unless any requisite planning permission has been obtained. Should you change premises part way through a licence the same rules apply and if planning permission is required you must not operate from your new premises until it has been obtained.

It should be noted that the Licensed Operator has total responsibility for not only compliance with the licence conditions but for the supervision of drivers and proprietors in his employment to be compliant with their licensing conditions. In all cases please take particular note of the information relative to the declaration of previous convictions by either yourself or partners, directors or company secretaries. Failure to disclose unspent convictions or the omission of any material particular to the application is an offence for which you may be prosecuted.

The Council operate a Penalty Point scheme to raise awareness of Operators, Owner's and Driver's. A Copy of the scheme can be obtained from the Council. You are advised to consider ALL the relevant information before proceeding with the application as NO REFUNDS OF ANY FEES PAID WILL BE GIVEN.

#### **NOTE.**

If you are a one-man operation and you have a Private Hire driver's licence you will not be required to produce further references

**IMPORTANT INFORMATION FOR APPLICANTS.  
PLEASE READ CAREFULLY.**

**OBTAINING INFORMATION RELATING TO PREVIOUS CONVICTIONS FROM THE  
CRIMINAL RECORDS BUREAU**

Since 1 March 2002 a new centralised body has been given the responsibility of disclosing information relating to previous criminal convictions. This organisation is known as the Criminal Records Bureau (CRB) and the following steps must be followed by an applicant in order that criminal conviction details can be released.

- 1) Contact the Council's Customer Service Centre and obtain an application form to disclose any previous convictions.
- 2) Once you have the form you must complete it and present it along with your operator's application form to the Council. The level of disclosure required by the Council is classed by the CRB as "ENHANCED LEVEL". Once the correct form is presented to the Council, authorised Licensing Officers will check and countersign it.
- 3) Once completed correctly, the form will be forwarded to the CRB by the Council. The **£36** fee that is currently charged by the CRB is included in the total application fee that you pay the Council.
- 4) The application form will be processed by the CRB and a copy of your previous convictions record will be sent to your home address **AND** the Council at the same time.

**In order to make sure that the licensing process runs smoothly and that your licence is issued as quickly as possible could you please ensure that the relevant CRB form accompanies your application. Failure to produce a previous convictions record by an applicant will result in the application being delayed.** Without the information it is not possible for the Council to determine whether or not you are a fit and proper person under the Local Government (Miscellaneous Provisions) Act 1976.

The CRB can be contacted by the following means:

**In writing:** The Criminal Records Bureau, P O Box 110, Liverpool, L3 6ZZ.

**By telephone:** 0870 90 90 811 (information line) 0870 90 90 822 (application line).

**Website:** [www.disclosure.gov.uk](http://www.disclosure.gov.uk)

You should also be aware that **MOTING CONVICTIONS** will continue to be checked through the DVLA at Swansea.



**APPLICATION FOR A PRIVATE HIRE OPERATOR'S LICENCE (ONE YEAR)**

PUBLIC HEALTH ACT 1875  
TOWN POLICE CLAUSES ACT 1847 AND 1889  
LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976

PLEASE COMPLETE IN BLOCK CAPITALS AND USE BLACK INK

**PARTICULARS**

Applicants details: Title.....  
First Name(s) .....  
Surname.....

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Home address of applicant  
or in the case of a company  
or firm, the registered or  
principal office

Address.....  
.....  
Town.....  
County.....  
Post Code.....  
Telephone.....  
Date of Birth...../...../.....  
E Mail address.....

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Is this a renewal of a  
current Operators Licence? YES / NO

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Business Details Trading  
Name.....  
Address.....  
Town.....  
County.....  
Post Code.....  
VAT No.....  
Telephone.....  
Email address.....

---

How many Private Hire  
vehicles do you intend to  
operate if granted a  
licence? .....

Please supply a list of  
current drivers with the  
application

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How many people do you intend to employ in making provision for the invitation or acceptance of bookings for Private Hire, and in what capacity? .....

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What off street parking facilities are available at the premises from which you intend to operate? .....

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Is there a current planning permission for the use of these premises for office purposes? If so, state reference number and date .....

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If not, when will the application be made? .....

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If you have been advised that you do not need planning permission, please enclose the letter from Rushcliffe Borough Council, stating this.

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Have you ever been convicted for ANY OFFENCE WHATSOEVER (including motoring convictions)? YES / NO

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If the answer to the above is YES please give full details of your convictions. Please read pages 2 – 14 in the attached guidelines relating to the relevance of previous convictions

Date of conviction...../...../.....  
Court.....  
Date of offence...../...../.....  
Nature of offence.....  
Sentence or order.....

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Please use this space for details of further convictions

Date of conviction...../...../.....  
Court.....  
Date of offence...../...../.....  
Nature of offence.....  
Sentence or order.....

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Please use this space for details of further convictions

Date of conviction...../...../.....

Court.....

Date of offence...../...../.....

Nature of offence.....

Sentence or order.....

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Please note, for the FIRST APPLICATION, two written references in sealed envelopes and on the headed paper of the referee must be attached to the application. References may be verified and the referees may be required to certify the photos produced with the application.

One reference must be from your most recent or current employer and the other reference must be from a Member of Parliament, Justice of the Peace, Minister of Religion, a professionally qualified person (for example, Doctor, Lawyer, Teacher), Local Councilor, Bank Officer, Established Civil Servant or a person of similar standing who has known you personally for at least two years, and who is a Commonwealth Citizen (i.e. British Citizen, British Dependant Territories Citizen, British National (Overseas), British Overseas Citizen, British Subject or Citizen of Commonwealth country).

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Reference One:

Title.....

First Name(s).....

Surname.....

Address.....

Town.....

County.....

Post Code.....

Period of employment.....

Reason for leaving.....

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Reference Two:

Title.....

First Name(s).....

Surname.....

Address.....

Town.....

County.....

Post Code.....

Period of employment.....

Reason for leaving.....

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Please ensure you have enclosed the appropriate documents to support the application

Document check list	For Office Use ONLY	
Current DVLA Driving Licence	YES / NO	YES / NO
Current Rushcliffe Drivers Badge	YES / NO	YES / NO
Four colour passport size photographs	YES / NO	YES / NO
CRB disclosure form	YES / NO	YES / NO
Two Character references in sealed envelopes (New applications only)	YES / NO	YES / NO
The appropriate fee	YES / NO	YES / NO
Please supply a list of current drivers employed by your company	YES / NO	YES / NO

I hereby make application under the provisions of the Act and confirm that the details contained in this application are true to the best of my knowledge and belief

Signed .....
Date ..... /...../20.....

A fee of £       accompanies this application, cheques should be made payable to Rushcliffe Borough Council

Send to : Rushcliffe Borough Council, Environmental Health Service, Civic Centre, Pavilion Road, West Bridgford, Nottingham NG2 5FE