



INFORMATION TO ASSIST WITH YOUR APPLICATION

APPLICATION FOR OPERATOR'S LICENCE

PLEASE NOTE THAT DUE TO LEGAL ADVICE, APPLICATIONS FROM OPERATORS OUTSIDE THE RUSHCLIFFE AREA WILL NOT BE ACCEPTED BY THIS AUTHORITY.

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 no more than one vehicle is 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 operates 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-person, one vehicle 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
DISCLOSURE AND BARRING SERVICE (DBS)**

Since 1 December 2012 a new centralised body has been given the responsibility of disclosing information relating to previous criminal convictions. The Criminal Records Bureau (CRB) and the Independent Safeguarding Authority (ISA) have merged into the Disclosure and Barring Service (DBS). CRB checks are now called DBS checks. 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 (Tel: 0115 9819911) 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 completed licence application form to the Council. The level of disclosure required by the Council is classed by the DBS 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 DBS by the Council. The fee that is currently charged by the DBS is included in the total application fee that you pay the Council.
- 4) The application form will be processed by the DBS and a copy of your previous convictions record will be sent to your home address.
- 5) You will need to take the certificate in to the RCCC, Rectory Road, West Bridgford in a sealed envelope marked 'Taxi (DBS) Private and Confidential' marked for the attention of the Licensing Service. The certificate will be returned to you with your licence when granted.

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 DBS form accompanies your application. Failure to produce a previous convictions record by an applicant will result in the application being delayed. Without this 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 DBS can be contacted by the following means:

In writing: Disclosure & Barring Service, P O Box 110, Liverpool, L69 3EF.

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

Website: www.gov.uk/disclosure-barring-service-check

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

From 17 June 2013 you will be able to join the Update Service online at www.gov.uk/dbs-update-service.

The Disclosure and Barring Service (DBS) update service lets applicants keep their DBS certificates up to date online and allows employers to check a certificate online.

You can register online when you apply for a DBS certificate, or **within 14 days** of DBS issuing one (you'll need the certificate reference number).

You can find out the progress of your DBS certificate through the DBS tracking service.

Registration lasts for 1 year and costs £13 in addition to the normal DBS fee in the **first year only** (payable by debit or credit card only). Subsequent years will then only cost the applicant the £13.00 fee, not the full £44.00.

You'll get an ID number with your registration that you need to log on to the service.

Subscribing online is quick and simple. Just enter your application form or DBS Certificate number, name, date of birth and address and pay the subscription fee securely from your account.

You can also find further information at www.gov.uk/dbs

How to subscribe to the Update Service

Step 1

- You can join the Update Service if your DBS application form was received by the DBS on or after 17 June 2013 using the application form reference number, or the reference number on the resulting DBS Certificate within 14 days of its issue.
- Go to www.gov.uk/dbs-update-service to subscribe to the Update Service.

Step 2

- Enter your date of birth by selecting the month, then the year, then the day.
- Check your date of birth is correct, if it isn't you can enter the date manually in the format DD/MM/YYYY.
- Select whether you are applying with your DBS application form or with your DBS Certificate.

Step 3

- Agree to the Terms and Conditions of the service and then enter your personal details – these must match those on your application form or DBS Certificate.

Step 4

- Answer the question 'Does the above application/DBS Certificate relate to a voluntary position?'

Step 5

- Make payment for subscription fee (if relevant). A payment confirmation screen will confirm whether payment was successful.
- If the application form/DBS Certificate was issued for a voluntary position the subscription is free-of-charge.

Make a note of your unique ID number and keep it safe. You should not share this ID number with anyone else because you will use it to access your Update Service account online. The DBS will not be able to access your unique ID number at a later date or send it to you via email for security reasons. If you have joined with your DBS application form reference number your subscription will start from the date of issue printed on your DBS Certificate. If for some reason your application form is withdrawn your subscription fee will be refunded and your subscription cancelled.



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

Applicant's details: Title.....
First Name(s)
Surname.....

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...../...../.....
N. I. No
E Mail address.....

Is this a renewal of a current Operator's Licence? YES / NO

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

What is your V.A.T. Registration Number?

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.

Have you ever been convicted/cautioned for ANY OFFENCE WHATSOEVER (including motoring convictions)?

YES / NO

If the answer to the above is YES please give full details of your convictions/cautions. Please read pages 2 – 14 in the guidelines relating to the relevance of previous convictions available at: <http://www.rushcliffe.gov.uk>

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

Please use this space for details of further convictions.

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

Court.....

Please continue on a separate sheet if necessary.

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

Nature of offence.....

Sentence or order.....

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).

Reference One:

Title.....

First Name(s).....

Surname.....

Address.....

Town.....

County.....

Post Code.....

Occupation.....

Reference Two:

Title.....

First Name(s).....

Surname.....

Address.....

Town.....

County.....

Post Code.....

Occupation.....

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
Two colour passport size photographs	YES / NO	YES / NO
DBS disclosure form	YES / NO	YES / NO
Two Character references in sealed envelopes (<u>New applications only</u>)	YES / NO	YES / NO
The appropriate fee	YES / NO	YES / NO
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 £185.50 + £20.60 per vehicle accompanies this application, cheques should be made payable to 'Rushcliffe Borough Council'.

Send to: Rushcliffe Borough Council, Environment & Waste Management, Civic Centre, Pavilion Road, West Bridgford, Nottingham, NG2 5FE.