



**PLEASE EMAIL THIS APPLICATION WITH YOUR SUPPORTING DOCUMENTS TO:**

**[licensing@rushcliffe.gov.uk](mailto:licensing@rushcliffe.gov.uk)**

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**Alternatively post it to:**

**Rushcliffe Borough Council,  
Rushcliffe Arena, Rugby Road,  
West Bridgford, Nottingham, NG2 7YG.**

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**Or by Appointment at:**

**Customer Service Centre, Gordon Road,  
West Bridgford, Nottingham, NG2 5LN.**

**Tel: 01159 819911**

**Email: [customerservices@rushcliffe.gov.uk](mailto:customerservices@rushcliffe.gov.uk)**



## **PRIVATE HIRE OPERATOR NEW AND RENEWAL APPLICATION**

### **SUMMARY OF KEY ELEMENTS**

#### **APPLICATION FOR OPERATOR'S LICENCE**

**IF YOU REQUIRE ANY ASSISTANCE WITH THIS APPLICATION PLEASE CALL  
01159 819911 OR EMAIL [LICENSING@RUSHCLIFFE.GOV.UK](mailto:LICENSING@RUSHCLIFFE.GOV.UK)**

**Important Information for Applicants - Please Read Carefully.**

**PLEASE BE AWARE THERE ARE NO REFUNDS OF APPLICATION FEES.**

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:

#### **NOTE.**

If you are a one-person, one vehicle operator and you have a Rushcliffe Borough Council Hackney/Private Hire driver's licence you will not be required to produce further references.

#### **Disclosure and Barring Service (DBS).**

All applicants will be required to have a DBS check, which the applicant will need to complete online.

To obtain your online DBS check **you will need to have a current email** address so that you can register on the system. If you do not have access to the internet and/or need help getting an email address then you can get assistance at the **Rushcliffe Borough Council Customer Service Centre, Fountain Court, Gordon Road, West Bridgford, Nottingham, NG2 5LN.**

To register and obtain your DBS you will need to go to <https://gbg.onlinedisclosures.co.uk>. Follow the on screen instructions and once you have registered online you will need to either **bring all supporting documents such as your passport, driving licence etc to the Customer Service Centre or email them to [licensing@rushcliffe.gov.uk](mailto:licensing@rushcliffe.gov.uk)** who will check and verify them against what you have entered online.

You will then need to make a payment of **£52** by card. If you choose to pay by cash, you will have to attend a main/crown Post Office (who also make an additional charge for verifying your documentation). The fee is £58.

On completion of the DBS check, you will be sent your DBS certificate. You must produce the original document at the Council's Customer Service Centre at **Rushcliffe Borough Council Customer Service Centre, Fountain Court, Gordon Road, West Bridgford, Nottingham, NG2 5LN.** Alternatively a true copy by email to [licensing@rushcliffe.gov.uk](mailto:licensing@rushcliffe.gov.uk)

If you have used the DBS update service please provide a signed DBS consent form, ensuring that your DBS certificate number is quoted on the form. In some cases, you may be asked to bring in the original DBS certificate also.

### **Her Majesty's Revenue and Customs (HMRC) Share Code.**

From the 4<sup>th</sup> April 2022 you will be required to supply your HMRC Tax Conditionality Share Code in order to apply for a new or renewal of a Private Hire Operator Licence.

Where the applicant for an Operator Licence is a company the HMRC share codes of **all** Company Officers must be supplied.

For further information visit <https://www.gov.uk/guidance/confirm-your-tax-responsibilities-when-applying-for-a-taxi-private-hire-or-scrap-metal-licence>.

**Any application submitted without appropriate HMRC Share Codes will be rejected.**

### **European Union Settlement Scheme (EUSS) Share Code.**

If you are a Citizen of a European Union, European Economic Area Nation State or a Swiss Citizen in order for you to be able to reside and work in the United Kingdom you must have registered with the United Kingdom Government European Union Settlement Scheme.

Once you have registered and been given leave to remain and work you are able to confirm your residency status.

To prove you are able to reside and work in the UK please visit [Prove your right to work to an employer - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/confirm-your-right-to-work)



APPLICATION FOR THE **GRANTING** OF A PRIVATE HIRE OPERATOR LICENCE

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

**PLEASE COMPLETE ALL SECTIONS IN BLOCK CAPITALS**

|  |                        |               |    |         |
|--|------------------------|---------------|----|---------|
| 1  | First Name(s)          |               |    |         |
|  | Last Name(s)           |               |    |         |
| 2  | Date of Birth          | DD            | MM | YYYY    |
| 3  | Place of Birth         | City          |    | Country |
| 4  | Home address           |               |    |         |
|  |                        |               |    |         |
|  |                        |               |    |         |
|  |                        | Post Code     |    |         |
|  |                        | Mobile Number |    |         |
|  |                        | Other Number  |    |         |
| 5  | Email Address          |               |    |         |
| 6  | National Insurance No  |               |    |         |
| <b>PLEASE SEE THE NOTES ABOVE REGARDING HMRC AND EUSS SHARE CODES</b>  |                        |               |    |         |
| 7  | HMRC Share Code        |               |    |         |
| 7a   | HMRC Share Code        |               |    |         |
| 7b   | HMRC Share Code        |               |    |         |
| <b>*If you fail to supply your HMRC Share Code your application will be rejected.</b>  |                        |               |    |         |
| 8  | EUSS Share Code        |               |    |         |
| <b>*If you are an EU or EEA Nation Citizen, you must supply your EUSS Share Code. Failure to provide your Share Code may result in the delay or refusal of your application.</b> |                        |               |    |         |
| 9  | DBS Certificate Number |               |    |         |
| 10   | Company Name           |               |    |         |
| 11   | Company Number         |               |    |         |

|               |  |           |  |
|---------------|--|-----------|--|
| 12            | Company Address  |           |  |
|               |  |           |  |
|               |  |           |  |
|               |  | Post Code |  |
|               |  | Telephone |  |
| Email Address |  |           |  |
| 13            | <p>Do you have “Planning Permission” to use the property for use as a Private Hire Operator?</p> <p>If YES the date planning permission was granted.</p> <p>If NO the date you applied for planning permission.</p> <p>If you have been advised that you do not need planning permission, please enclose the letter from Rushcliffe Borough Council, stating this.</p> | YES/NO    |  |
| 14            | <p>Do you hold or have previously held a Private Hire Operator Licence with <b>this or any other Local Authority</b>?</p> <p>If <b>YES</b>: With which Authority and what is or was its date of expiry?</p>  | YES / NO  |  |
| 15            | <p>Have you ever been <b>refused</b> a Private Hire Operator Licence or had a licence <b>suspended or revoked by this or any other Local Authority</b>?</p> <p>If <b>YES</b> please give full details, including the name(s) of the Authority or Authorities and reason(s) for suspension or revocation:</p>   | YES / NO  |  |

**FAILURE TO DISCLOSE ANY OF THE BELOW REQUIRED INFORMATION MAY RESULT IN YOUR APPLICATION BEING REFUSED.**

|           |   |                        |
|-----------|---|------------------------|
| <b>16</b> | <p><b>Have you any complaints or incidents in relation to holding a Private Hire Operator Licence currently pending with this or any other Authority, Agency, or Organisation?</b></p> <p><b>If YES, please provide full details.</b></p> | <p><b>YES / NO</b></p> |
|-----------|---|------------------------|

Please give full details of your convictions/ cautions. Please read Annex C of Rushcliffe Borough Council's Hackney Carriage and Private Hire Licensing Policy 2020-2025 relating to the relevance of previous convictions available at: [www.rushcliffe.gov.uk](http://www.rushcliffe.gov.uk)

|           |  |  |
|-----------|--|--|
| <b>17</b> | <p><b>Have you been convicted, cautioned, or warned for any offence, including motoring convictions, Fixed Penalty Notices, ASBO's.</b></p> <p><b>Please read the guidelines relating to previous convictions at: <a href="http://www.rushcliffe.gov.uk">Rushcliffe Borough Council Website</a> or at the Rushcliffe Customer Service Centre Fountain Court.</b></p> | <p><b>YES / NO.</b> (If <b>YES</b> please give details below and on a separate sheet if necessary.)</p> <p>Date of conviction...../...../.....</p> <p>Court.....</p> <p>Date of offence..... /...../.....</p> <p>Nature of offence.....</p> <p>.....</p> <p>Sentence or order.....</p> |
|-----------|--|--|

|  |  |  |
|--|--|--|
|  | <p><b>Have you been convicted, cautioned, or warned for any offence, including motoring convictions, Fixed Penalty Notices, ASBO's.</b></p> <p><b>Please read the guidelines relating to previous convictions at: <a href="http://www.rushcliffe.gov.uk">Rushcliffe Borough Council Website</a> or at the Rushcliffe Customer Service Centre Fountain Court.</b></p> | <p><b>YES / NO.</b> (If <b>YES</b> please give details below and on a separate sheet if necessary.)</p> <p>Date of conviction...../...../.....</p> <p>Court.....</p> <p>Date of offence..... /...../.....</p> <p>Nature of offence.....</p> <p>.....</p> <p>Sentence or order.....</p> |
|--|--|--|

**CONTINUE ON A SEPARATE SHEET IF NECESSARY**

## References

Please note, for the FIRST APPLICATION, two written references 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 Councillor, 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).

### First Referee

|               |                      |  |
|---------------|----------------------|--|
| First Name(s) |                      |  |
| Last Name(s)  |                      |  |
| Address       |                      |  |
|               |                      |  |
|               |                      |  |
|               | <b>Post Code</b>     |  |
|               | <b>Mobile Number</b> |  |
|               | <b>Other Number</b>  |  |
| Email Address |                      |  |

### Second Referee

|               |                      |  |
|---------------|----------------------|--|
| First Name(s) |                      |  |
| Last Name(s)  |                      |  |
| Address       |                      |  |
|               |                      |  |
|               |                      |  |
|               | <b>Post Code</b>     |  |
|               | <b>Mobile Number</b> |  |
|               | <b>Other Number</b>  |  |
| Email Address |                      |  |

## Declaration by Applicant

I confirm that I have read and understood all the requirements of the form.

I understand that I may be liable to prosecution if I have knowingly or recklessly made a false statement or omitted any material particular from this application which could be detrimental to the application.

I confirm that I understand my HMRC tax responsibilities as published at <https://www.gov.uk/guidance/confirm-a-tax-check-for-taxi-private-hire-or-scrap-metal-licence-applications> when applying for this licence.

I further give my consent for Rushcliffe Borough Council to obtain information from any Local Authority that I have previously or presently held a licence with.

Signed .....

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

**Please ensure you have enclosed all the appropriate documents to support your application:**

### Document check list

### For Office Use ONLY

Proof of a Right to Work  
in the United Kingdom

YES / NO

YES / NO

HMRC Share Code(s)

YES / NO

YES / NO

EUSS Share Code(s)

YES/NO

YES/NO

DBS Certificate(s)

YES / NO

YES / NO

Planning Permission

YES/ NO

YES/ NO

References

YES/ NO

YES/ NO

The appropriate fee

YES / NO

YES / NO

[See Fee's Section of RBC Website](#)

**PLEASE BE AWARE THERE ARE NO REFUNDS OF APPLICATION FEES.**

### Data Protection Privacy Notice

The personal information you provide will only be used by Rushcliffe Borough Council, the Data Controller, in accordance with General Data Protection Regulation 2016/ Data Protection Act 2018 to: process your application, query or to provide a service that you are requesting or undertake a



statutory function (also known as a 'public task') The basis for processing this information is to enable the council to undertake a public task or to provide the service that you are requesting. Your personal information will be included in a public register in accordance with our statutory responsibility.

Your personal data will be kept in accordance with the Council's retention policy and schedule. Details of which can be found on the [Council's document retention webpage](#). In accordance with GDPR you have a right to:

- Have a copy of the personal information that we hold about you. Details of how to obtain this are available at [Rushcliffe FOI webpage](#)
- Request that your personal data be corrected or completed.
- Complain to the [Information Commissioner](#) if you feel that your information is not being handled appropriately
- You may also have a right to:
  - Have your personal data transferred (data portability).
  - Prevent automated processing and profiling.
  - Erasure (also known as the right to be forgotten).
  - Restrict processing.
  - Object to processing.
- Your data protection rights are not absolute and in most cases are subject to the Council demonstrating compliance with other statutory legislation, for further information see [Rushcliffe Privacy webpage](#)
- For further details about how your personal information may be used or about your rights under data protection legislation, please contact the Council's Data Protection Officer:
  - By post: Data Protection Officer, Rushcliffe Borough Council, Rushcliffe Arena, Rugby Road, West Bridgford, Nottingham, NG2 7YG.
  - By email: [customerservices@rushcliffe.gov.uk](mailto:customerservices@rushcliffe.gov.uk)
  - By Telephone: 0115 981 9911