



GUILDFORD
B O R O U G H

APPLICATION FOR THE GRANT OF A PRIVATE HIRE
OPERATOR LICENCE
Local Government (Miscellaneous Provisions) Act 1976

APPLICATION TYPE:

NEW

RENEWAL

This section for official use only

Application Received	Date	Checked By	Receipt No
Date of Determination	Date	Officer	Application No
GRANT	GRANT + CONDITIONS	REFER TO COMMITTEE	REFUSE
Documents verified	Officer & Date	Issued	Officer & Date

This form must be FULLY completed and documents listed in the checklist at the end of this form provided with this application together with the fee for the application to be considered. When complete please return the form to

Guildford Borough Council, Licensing Services, Millmead House, Millmead, Guildford, GU2 4BB or scanned and sent by email with the supporting documentation to: regulatoryservices@guildford.gov.uk

Please complete all sections of the application form in BLOCK CAPITALS. Incomplete applications will be rejected. If you have any questions relating to the application process or requirements, please refer to the Council's Licensing Policy (available at www.guildford.gov.uk/taxi) or contact the Licensing Office.

If you intend to operate as an individual, or if you intend to operate in partnership with anybody, this application must be completed with your personal details. If the private hire operator's business is to be carried on by a company, then the Licence should be taken in the company's name. Each person with an interest (who has money invested or a controlling say in how it is run) will need to be listed in A1, and each individual listed will need to complete section D with the required supporting documents.

You should ensure that you review the current Taxi and Private Hire Licensing Policy on our website before you submit your application.

SECTION A

TO BE COMPLETED BY ALL APPLICANTS

A1

How many individuals are linked to the application? <i>Include the number of Partners, Directors and Secretary. *</i>		
List all individuals with an interest in the business and their role in the business. Any person who has money invested, or a say in how the business is being run, even if they are not going to be named on the licence, needs to be listed here. <i>E.g. Partners, Directors, Investors, Secretary, Controllers</i>	Name	Role

**Unless these persons are licensed with Guildford Borough Council as a Private Hire or Hackney Carriage driver, each person is required to provide a Basic DBS and evidence of their right to work in the UK. Each person named is required to complete Section D.*

A2**Licence Holder Details**

Who will be the licence holder? <i>E.g. Name of the company, individual, partnership</i>	
Address of the licence holder <i>This is the registered address of the company or address of the first applicant</i>	
Telephone	
Email	

A3**Private Hire Operator Details**

Enter the details for the primary business. If your operator is known by another name or operates from more than one base, only input the main operator information here and enter the other information in sections A4 and A5.

Trading Name of Operator	
Website(s) <i>Each website must show the name of the licence holder, the licence number given by the Council and state that you are licensed by Guildford Borough Council.</i>	
Primary operating base address (incl. postcode) <i>If outside of Guildford Borough you must be able to provide all records for inspection on request at Millmead House, Millmead, Guildford, GU2 4BB.</i>	
Do you have more than one address where you are making provision for the acceptance of bookings? If Yes, complete A4 for each address	
Do you have more than one trading name you intend to advertise under? If Yes, complete A5 for each trading name	
Primary Email Address(es)	
Primary Office Telephone Number(s)	
Is this address open to the public?	
<i>If yes, proof of public liability insurance is required to support the application for each address open to the public.</i>	
Is the primary address a "virtual office"?	
<i>If yes, you must be able to provide all records for inspection on request at Millmead House, Millmead, Guildford, GU2 4BB.</i>	

If any of the following applies to your application, then please fill out section A4 and/or A5:

- You operate under more than one name e.g. Private Cars and Private Rides
- If you have more than one operating base

Please note that this will not mean you are applying for more than one licence.

A4

Additional operating bases

You should repeat this section every operating base you have. If you add a base you should complete and submit this section each time, within 7 days.

Operating base address (incl. postcode) <i>If outside of Guildford Borough you must be able to provide all records for inspection on request at Millmead House, Millmead, Guildford, GU2 4BB.</i>	
Email Address	
Office Telephone Number	
Is the address open to the public?	
<i>If yes, proof of public liability insurance is required to support the application for each address open to the public.</i>	
Is the address a "virtual office"?	
<i>If yes, you must be able to provide all records for inspection on request at Millmead House, Millmead, Guildford, GU2 4BB.</i>	

Repeat this section for each different operating base.

A5

Additional linked Trading Names

You should repeat this section for every unique trading name your operator is known by. If you add a new trading name you should complete and submit this section each time, within 7 days.

If a trading name does not have its own unique contact details (website, telephone, email) then you should not detail it in the application form, you should not use it to take bookings and you should not advertise under this name. If you cease using a name you need to confirm this in writing to the Council within 7 days,

Each website you use must show the name of the licence holder, the licence number given by the Council and state that you are licensed by Guildford Borough Council.

Trading Name of Operator	
Website(s)	
Operating base address(es) (incl. postcode) linked to this trading name (if all bases detailed in A3 and A4 are linked you can just write "ALL") <i>If outside of Guildford Borough you must be able to provide all records for inspection on request at Millmead House, Millmead, Guildford, GU2 4BB.</i>	
Email Address(es) linked to this trading name	
Telephone Number(s) Linked to this trading name	

Repeat this section for each different trading name.

SECTION B
THE PROCESSES OF THE OPERATOR

Will records be kept manually (handwritten) or electronically?	
If you are using an electronic booking system, what system is used?*	
If you are using a computer system, who will have administrative access to the system? <i>Each person with administrative access will need to complete section D</i>	

*Please see Appendix 8, Section 8.2 of the Taxi and Private Hire Policy if have a base outside of the borough.

How many members of staff do you employ, or intend to employ? <i>NOTE: If zero you can skip the section on staff training.</i>	
Do you provide staff training?	
If yes, please provide details of the types of training and how regular the training is.	
How and where is this training recorded?	

Do you have specific procedures to vet new staff?	
If yes, please provide details of how you vet your staff. <i>E.g. DBS check, references, right to work</i>	

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Please provide details of your complaints procedure, you may also attach a copy of the procedure.

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Please provide details of your lost property procedure, you may also attach a copy of the procedure.

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Explain and describe your procedure if you cannot fulfil a booking.

E.g. Sub-contract booking out

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Do you accept sub-contracted bookings from other operators?	
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If yes, explain your procedure. You should include details of how the fare price is agreed and how you log the booking to show it has been sub-contracted, and the details of the operator who sub-contracted the booking to you.	
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Explain and describe your procedure to ensure your drivers and vehicles are complying with licence conditions and relevant legislation.

How do you ensure that vehicles you operate are roadworthy at all times, including having a valid MOT and road tax?

How to you keep copies of the vehicle and driver licences for vehicles and drivers that you operate? <i>E.g. Electronic, paper files</i>

Do the private hire vehicles you operate have meters fitted?	
<i>If yes, provide a copy of the fare chart used in these vehicles.</i>	

Do you pass any bookings to hackney carriage vehicles (pre-booked work)?	
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If yes, how do you ensure that they do not exceed to maximum chargeable fare for a journey in conjunction with Sections 66 and 67 of the Local Government (Miscellaneous Provisions) Act 1976?

SECTION C
TO BE COMPLETED IF APPLICANT IS A COMPANY

Use additional sheets where necessary, ensuring that the name of those the information is relevant to in used as a reference.

Company Details

Name of Company <i>As listed on Companies House</i>	
Registration Number <i>As listed on Companies House</i>	
Registered Address (incl. postcode) <i>As listed on Companies House</i>	
Email Address	
Telephone Number	

Name and Address of all Directors and the Secretary (each person needs to complete section D).	
Name	Address

Has the company ever been, or is it currently, involved in any other businesses or trades?	
If yes, list below	
Business Type	Business Carried Out

Have the company ever made a previous application for a Private Hire Operators licence?		
If yes, list applications below		
Date of Application	Local Authority	Result of application <i>e.g. granted</i>

Has a licence held by the company ever been suspended or revoked?		
If yes, list below		
Dates Licence held (from and to)	Local Authority	Reason

Does the company have any convictions or civil judgements recorded against it (see convictions policy for more information.)?			
If yes, list below			
Conviction Date	Details of Conviction	Issuing Authority	Sentence

SECTION D

TO BE COMPLETED INDIVIDUALLY BY ALL PERSONS ASSOCIATED WITH THIS APPLICATION

If there are any changes to persons named in section A1 or as a director or secretary in section C this section must be completed again with the new details along with a Basic DBS and evidence of their right to work. If any of these persons hold a current private hire or hackney carriage driver licence issued by Guildford Borough Council then no Basic DBS or evidence of right to work is required.

Use additional sheets where necessary, ensuring that the name of those the information is relevant to in used as a reference.

Title			
Surname			
Forenames			
Previous Names <i>Incl. Dates</i>			
Date of Birth		Place of Birth	
National Insurance Number		Nationality	
Email Address			
Home Phone Number		Mobile Number	
Current Home Address incl. postcode			

Are you currently licensed as a private hire / hackney carriage driver?			
If yes and you are licensed by Guildford Borough Council, what is your licence number?			
If yes and you are licensed by other local authorities, fill in the table below.			
Licensing Authority	Licence Number	Issue Date	Expiry Date

What is your role in the operator business concerned? E.g. Director, Secretary, Partner, Investor, Controller	
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Have you lived and worked in the UK since the age of sixteen years, without interruption?	
If no, please provide details. <i>Provide where you lived and worked and the dates. See paragraph 18.2 of the convictions policy for more information.</i>	

Are you involved in any other business or trades?																						
If yes, list below																						
<table border="1"> <thead> <tr> <th>Business Type</th> <th>Business Carried Out</th> <th>Date(s)</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>	Business Type	Business Carried Out	Date(s)																			
Business Type	Business Carried Out	Date(s)																				

Have you ever been the director or secretary of any company?																			
If yes, list the details below																			
<table border="1"> <thead> <tr> <th>Company</th> <th>Position in Company</th> <th>Business Carried Out</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>	Company	Position in Company	Business Carried Out																
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Have you, or any company you were involved with listed above ever made a previous application for a Private Hire Operators licence?	
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If yes, list the applications below		
Dates of Application	Local Authority	Result

Have you ever had a private hire operator, driver or proprietor licence or hackney carriage driver or proprietor licence held by you suspended or revoked?		
If yes, list below		
Dates Licence Held (<i>from and to</i>)	Local Authority	Reason

Do you have any criminal convictions?		
If yes, list below		
Conviction Date	Offence <i>e.g. possession, ABH</i>	Outcome <i>e.g. fine</i>

Have you been convicted of an offence in another country?	
Have you ever been arrested but not charged?	

If yes to either, please provide details.
Include dates and places

I HEREBY make an application to Guildford Borough Council for the grant of a Private Hire Operator licence subject to the Statutes, Regulations, Policies, Byelaws and Conditions relating to the same for the time being in force.

I declare that I have checked the information on this application and to the best of my knowledge and belief, it is correct. I understand that it is an offence for any person to knowingly or recklessly make a false statement or to omit material information for which I could be prosecuted, and any licence issued suspended or revoked.

I declare that I have supplied all the appropriate supporting documentation listed in the checklist below, and I am aware that if any of the information supplied on this application should change, I need to inform the Council in writing and pay the fee for amending the licence, if applicable.

I understand that I must undertake to comply with the legislation, byelaws, policy, code of conduct, and conditions of licence as are now, or may hereafter be in force, for regulating hackney carriage or private hire business and drivers within the said Borough.

Print Name:			
Signature:		Date:	

REPEAT SECTION D FOR ALL PERSONS NAMED IN SECTION A1

The information you provide on this form will be used by Guildford Borough Council for licensing purposes. We may share your information and make any other necessary enquiries regarding your application with other departments and statutory organisations in relation to the application. Your personal information will be processed in line with Data Protection legislation and we will not disclose information about you to anyone outside the Council unless the law permits or requires us to.

The Council is under a duty to protect the public funds it administers and to assist other agencies in the prevention and detection of crime. We may use the information provided on this form for this purpose, and share this information with other bodies responsible for auditing or administering public funds.

Under Section 51(3) Local Government (Miscellaneous Provisions) Act 1976, the local authority is required to maintain a register of private hire operator licences, including the following details which are available for inspection by members of the public: The name of the person to whom it is granted; the date on which and the period for which it is granted; if the licence has a serial number, that number. As Guildford Borough Council issues dual Hackney Carriage and Private Hire Licences, the above applies to both.

We will retain your data for as long as it is required for our administrative use, after which it will be securely disposed of. If you believe the data we process on you is incorrect you may request to see this information and, if necessary have it corrected or deleted. If you wish to raise a complaint you can contact our Data Protection Officer at the address below. If you believe we are not processing your data lawfully you can complain to the Information Commissioner's Office (<https://ico.org.uk/>). Further details are available on our website - <https://www.guildford.gov.uk/dataprotection>, or from the Information Rights Officer, Guildford Borough Council, Millmead House, Millmead, Guildford, GU2 4BB (email: foi@guildford.gov.uk).

Correspondence Address

If different from licence holder details, please specify where written communications should be sent to

Name	
Address of offices (incl. postcode)	
Email Address	

CHECKLIST

Your application will not be accepted without all appropriate documentation:

List of vehicles and driver that will be operated (<i>New, Renew</i>)		This section for official use only			
Written Permission from relevant Planning Department (<i>New</i>)					
Proof of right to work for each person completing section D if not a licensed driver with Guildford Borough Council (<i>New, Renew</i>)					
Photo identification of all applicants, this must be a DVLA licence or passport (<i>New, Renew</i>)					
If an operating base is open to the public, valid certificate of public liability insurance for each premises (<i>New, Renew</i>)					
Basic DBS certificate printed in the last 3 months for each person competing section D unless currently a private hire or hackney carriage driver licensed by Guildford Borough Council (<i>New/Renew</i>)					
Payment of the fee by debit or credit card (<i>New, Renew</i>)					
CSC Officer:		Date:		Time Spent:	