

**PRIVATE HIRE OPERATORS LICENCE  
APPLICATION FOR A NEW/RENEWAL LICENCE**

**Note: Section 57(3) of the Local Government (Miscellaneous Provisions) Act 1976, provided that; 'If a person knowingly or recklessly makes a false statement or omits any material particular in giving information under this section, he shall be guilty of an offence' and liable on conviction to a fine not exceeding level 3 on the standard scale of maximum fines.**

Your personal information will be held and used in accordance with the requirements of the General Data Protection Regulation 2016. We may lawfully disclose information within this authority and to other public sector agencies such as the Police, or the Inland Revenue to (a) Prevent or detect fraud or other crime (b) Protect public funds (c) Make sure the information is accurate. Further information can be found on our website at: [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk)

As part of The Immigration Act 2016, The Council is required to carry out 'Right to Licence' checks on all applicants. To carry these out we will need to obtain, check & copy one of the following documents:

- A passport showing the holder is a British Citizen, a national from an EEA country or Switzerland
- Full birth or adoption certificate, issued in the UK with the names of at least one parent or adoptive parent TOGETHER with an official document stating the permanent national insurance number and their name issued by a government agency or previous employer
- A permanent residence card issued to a national from an EEA country or Switzerland
- A biometric residence card, issued by the Home Office stating that the holder is allowed to stay indefinitely in the UK
- A current passport endorsed to show that the holder is exempt from immigration or is allowed to stay indefinitely in the UK.

If you are unable to provide any of the above documents you will need to contact a Fleet Compliance Officer to discuss.

**PLEASE COMPLETE IN BLOCK LETTERS**

**Failure to complete any of these sections will render your application invalid and it will be returned to you.**

**PERSONAL DETAILS**

Surname:		Mr / Mrs / Miss / Ms	
Forenames (in full):		Date of Birth:	
Address:			
		Post Code:	
Telephone No:		Mobile No:	
Trading As:			
Address at which you intend to carry out your business:			
The Council shall not grant a licence unless it is satisfied that the applicant is a fit and proper person to hold a licence. To enable the council to establish your fitness to be licensed, please answer the following questions.			
Have you ever applied for an operator's licence before? If so, when and where did you apply?			
Have you ever been refused or had a licence suspended or revoked? If so, give details of the council involved, the details of the licence and the date:			
Are you the holder of a hackney carriage or private hire driver licence?			<b>YES</b> <b>NO</b>
If <b>YES</b> , give details of the licence and issuing council below.			

**Please Note: If this is your first application and the answer is NO, applicants will be required to obtain a Criminal Records Bureau Basic Disclosure. Applicants who have resided outside the United Kingdom in the five years prior to the application will be required to supply a certificate of good conduct from the country or countries where they have resided in that time.**

**OFFENCES**

All applicants **MUST** complete the following declaration in relation to **convictions, cautions, warnings and reprimands.**

Have you ever been convicted or cautioned for ANY criminal or motoring offence? (This includes Fixed Penalty Ticket Notices) <b>NOTE:</b> If this is an application for a <b>NEW</b> licence, please provide details of ALL offences. If this is an application for a <b>RENEWAL</b> licence, please provide details of ALL offences since your last application (i.e., the last 12 months).	<b>YES</b>	<b>NO</b>
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If the answer is **YES**, please give full details of **ALL** convictions, cautions, warnings and reprimands and continue on a separate sheet if necessary. This includes all "spent" convictions and valid motoring matters. If the answer is **NO**, please state 'NONE' below.

Nature of Offence	Court/Police	Penalty	Date

<b>Have you any charges pending against you at the date of this application?</b>	<b>YES</b>	<b>NO</b>
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If your answer is **YES**, please give full details below.

Nature of Alleged Offence	Date of Court Hearing

**DECLARATION**

please tick in the boxes on the left hand side below to show you have read and understood the declaration

	In accordance with the provisions of Part II of the Local Government (Miscellaneous Provisions) Act 1976, or any re-enactment thereof, I hereby make application to the Wiltshire Council for a Private Hire Operators Licence.
	I declare that to the best of my knowledge and belief, the answers given above are true. If a licence is granted I undertake to comply with the conditions attached on the grant of the licence.
	I am aware that to make, knowingly or recklessly a false statement or omit any information from this application is a criminal offence.
	If a licence is granted I undertake to comply with the Guidelines relating to hackney carriage/private hire licences. A copy of the current guidelines can be found at: <a href="http://www.wiltshire.gov.uk/licences-permits-transport">www.wiltshire.gov.uk/licences-permits-transport</a> .

<b>Signed:</b>	
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<b>Date:</b>	
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**Please make an appointment to renew your licence by phone or email using the contact details below.**

Tel: 01225 770271  
 Email: [fleet.licensing@wiltshire.gov.uk](mailto:fleet.licensing@wiltshire.gov.uk)  
 Web: [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk)