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Right To Work Checklist			

Licence Application Private Hire Operator's Licence

This document is available in Welsh

RENEWAL/PHO No

Please tick

NEW APPLICATION

1. PERSONAL DETAILS

Name:	
Home Address:	
Date of Birth:	Telephone Number:
Period at present address:	
Previous Home Address(es) (if any) in last 5 years:	
E-Mail:	
Under Immigration, Asylum and Nationality Act 2006, The Council has a responsibility to ensure that only those legally entitled to live and work in UK are offered employment	
Do you have permission to lawfully reside in the UK? Documentary Proof will be required	Yes / No
Do you have permission to lawfully work in the UK? Documentary Proof will be required	Yes / No
If a Firm, Business Name, Registration No. If a Company; Registered Office:	

2. Every address at which you intend to carry on business as an Operator. **The address/es should be within the County Borough of Wrexham.** (All premises will be inspected by an authorised officer and facilities should be provided for this purpose). *Please note that under the "Freedom of Information Act" the Council may be obliged to disclose the name and business address of all licenced Private Hire Operators to third parties.*

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3. If the applicant is in partnership or is a company, the full names and addresses of all partners or directors and secretary.

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|----|--|--------|-------------|
| 4. | Do you hold: | | Licence No. |
| | a) A current WCBC Hackney Carriage Drivers Licence? | Yes/No | |
| | b) A current WCBC Private Hire Drivers Licence? | Yes/No | |
| | c) A current WCBC Hackney Carriage Vehicle Licence? | Yes/No | |
| | d) A current WCBC Private Hire Vehicle Licence? | Yes/No | |
| | e) A current Operator's Licence from any other Authority | Yes/No | |
| | (Name of other Authority) | | |

Private Hire Operators are required to submit a "Basic Disclosure" with each application for a Private Hire Operators Licence, before the application can be processed.

5. a) Has any person or company named in 1 and 3 above ever applied for an Operator's Licence before?
- b) If Yes, when and where did you apply?
6. a) Has any person or company named in 1 and 3 above ever been refused a Licence concerned with Hackney Carriage or Private Hire or had any such Licence suspended or revoked?
- b) If Yes, please give details including this Authority and date.(Refer to Licensing Enforcement)
7. What trade, business or profession has each person or company named in 1 and 3 above carried on for the previous 5 years immediately prior to applying for this Licence? Include names of firms and addresses.
8. a) Do you have or intend to have radiophones fitted in the vehicle(s) you operate?.....
- b) If yes, address where radio facilities will be provided:
9. Do you have or intend to have a waiting room at the premises mentioned in 2 above for members of the public?
10. How many telephone lines do you have at each of the premises in 2 above which are available for public bookings? Please state the telephone numbers.

11. How many private hire vehicles do you intend to operate from the premises in 2 above? (State minimum and maximum estimate)

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12. a) Do all the premises mentioned in 2 above have Current Planning Permission for use as a Private Hire Business? **If the premises do not have Planning Permission you will need to make a separate application to the Planning Department.** (*Proof of Planning Permission will be required before your licence is granted and conditions of the planning authority may be attached to the licence.*)

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b) If no. which premises do not have such permission?

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13. The question below relates to offences of any nature and not only those connected with motoring. (N.B. Convictions for which the rehabilitation period applicable under the Rehabilitation of Offenders Act, 1974 has expired, will be disregarded in determining your fitness to hold a licence – such convictions need not be declared).

a) Have you been convicted of any Criminal Offence or had an official Police Caution? All offences other than those which are ‘spent’ under the Rehabilitation of Offenders Act, 1974 as amended must be declared.

b) If yes, give particulars of all the occasions within the last ten years on which you have been convicted and either sentenced to imprisonment or fined or placed on probation, or conditionally discharged. If necessary continue on a separate sheet of paper.

Date	Offence	Description and Place of Court	Sentence or Order of the Court

14. If any person named in 1 or 3 above is or has been a director or secretary of any other company, the following details must be provided about each of these companies.

- a) Trade or business activities carried on by each company.
- b) Previous applications made by each company for an Operator’s Licence.
- c) Any revocation or suspension of any Operator’s Licence previously held by a company.
- d) All convictions against any company. (Continue on a separate sheet if necessary).

15. a) Has any person named in 1 or 3 above ever been bankrupt?

b) If yes, give details

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16. Countersignature

a) COUNTERSIGNATURE

All applications for a first Private Hire Operator's Licence (as opposed to an application to renew an existing licence) require countersignature. After you have completed the form in full, this section should be completed and signed by a person of professional or similar standing who has known you personally for at least two years and who is a Commonwealth or Irish Citizen resident in the UK. **Your application should be countersigned by an acceptable countersignatory. (Please see attached list for guidance). Countersignatures must not be employed in the Private Hire/Hackney Carriage Business.**

b) NOTES TO COUNTERSIGNATORY

As the person countersigning this application you should check and be satisfied that you meet the criteria outlined in Section 5a of this form before signing the following declaration.

I certify that the applicant has been known to me for at least two years and to the best of my knowledge and belief I know of no reason why he/she should not be granted a Private Hire Operator's Licence.

Signed: Occupation or Position:

Print Name:

Contact address:

NB. Failure to provide a contact address will delay the application.

Applicants should be aware that Wrexham County Borough Council handles information from the Disclosure and Barring Service in accordance with the requirements of the General Data Protection regulation (GDPR,) the DBS Privacy Policy for Standard and Enhanced checks and the DBS Codes of Practice. Copies of above DBS documents can be viewed at the licensing office or obtained online at; <https://www.gov.uk/government/publications/dbs-privacy-policies>

Applicants should ensure that they read and understand the DBS Privacy Policy for Standard and Enhanced checks.

I declare that I have re-read the particulars given above and that to the best of my knowledge and belief these particulars are true. If a Licence is granted I undertake to comply with conditions attached on the grant of the Licence. I confirm that I have read and understood the DBS Privacy Policy for Standard and Enhanced checks.

1. Signature of Applicant

Date:

If you knowingly or recklessly make a false statement or omit any material information from this application may be committing a criminal offence punishable on conviction.

The information collected may be shared with other departments or organisations in order that we can provide a service to you. Further details are available on the Privacy Notice section of the Council's website.

If you knowingly or recklessly make a false statement or omit any material information from this application you may be committing a criminal offence punishable on conviction by a fine of up to £400. ***Please ensure that you have completed every section. Failure to do so may result in your application being delayed.***

All cheques should be made payable to Wrexham Council.

This form should be completed and emailed to taxiadmin@wrexham.gov.uk or posted to the Licensing Section, Environment Department Transport Depot, Abbey Road, Wrexham Industrial Estate LL13 9PW. (01978) 729600. (30/09/2020)

ACCEPTABLE COUNTERSIGNATURES

- Accountant
- Articled Clerk of a Limited Company
- Assurance Agent of Recognised Company
- Bank/Building Society Official
- Barrister
- Chairman/Director of Limited Company
- Chemist
- Chiropodist
- Christian Science Practitioner
- Commissioner of Oaths
- Councillor: Local or County
- Civil Servant (permanent)
- Dentist
- Fire Service Official
- Funeral Director
- Justice of the Peace
- Legal Secretary (members and fellows of the Institute of legal secretaries)
- Local Government Officer
- Member of Parliament
- Merchant Navy Officer
- Minister of a recognised religion
- Nurse (SRN and SEN)
- Officer of the armed services (Active or Retired)
- Optician
- Person with Honours (eg OBE MBE etc)
- Person with recognised qualification (eg BSc, PhD etc)
- Police Officer
- Post Office Official
- Salvation Army Officer
- Social Worker
- Solicitor
- Surveyor (Chartered)
- Teacher, Lecturer
- Travel Agency (Qualified)
- Valuers and auctioneers (fellow and associate members of the incorporated society)
- Warrant officers and Chief Petty Officers

The above, working or retired, are acceptable as countersignatories.

Relatives or partners are not acceptable countersignatories.