This form must be completed by all individual applicants (including joint applicants) for a Private Hire Operators licence, or each and every partner of a partnership or director and secretary of a company.

|  |
| --- |
| **NAME OF APPLICANT(S) FOR OPERATOR LICENCE:** |

**IMPORTANT WARNING**

You must **declare all convictions that are not yet spent -** even if you have told us before. Answers such as “As on the attached DBS”, “As previously advised” etc. will not be accepted and will delay your application. The Rehabilitation of Offenders Act 1974 applies and you do not need to declare any conviction that is spent.

|  |  |  |  |
| --- | --- | --- | --- |
| **INDIVIDUAL APPLICANT / DIRECTOR OR PARTNER** | | | |
| Forename(s): | | | Surname: |
| **Home Address:** | | | |
| **Town:** | | | **Postcode:** |
| Date of birth: | | | Place of Birth: |
| Tel/Mob: | |  | E-mail: |
| NI Number: | |  | Do you have the right to work in the UK 🞏 |
| Are you | Individual Applicant 🞏 Individual Joint Applicant 🞏  Director of the applicant 🞏 Partner of the applicant 🞏 Other person 🞏 | | |

|  |  |
| --- | --- |
| **CONFIRMATION OF IDENTITY** | |
| The Council must confirm your identity in order to grant a licence and check that you have the requisite right to work in the UK. You must provide at least 2 documents, 1 from each of the below columns. We may request more documents if necessary. Tick to indicate the documents you enclose with your application. | |
| **Documents to confirm your Name** | **Documents to confirm your Address** |
| Passport 🞏 | Utility bill (Gas, electric) (issued last 3 months) 🞏 |
| Driving Licence 🞏 | Current Council Tax Bill 🞏 |
| Biometric Residence Permit 🞏 | Driving Licence 🞏 |
| National Identification Card 🞏 | Mortgage Statement (issued in last 12 months) 🞏 |
| Birth Certificate (issued at time of birth) 🞏 | or bank statement (last 3 months) 🞏 |

|  |  |
| --- | --- |
| **CRIMINAL RECORD** | |
| **NOTE:** You must provide evidence of your criminal record. If you are a current Hertsmere licensed driver and have an enhanced DBS certificate registered on the DBS update service you can consent to us checking it.  Alternatively you can provide us with a basic criminal record check dated within the last calendar month obtained from the government website: <https://www.gov.uk/request-copy-criminal-record> | |
| **Please Confirm if you are:** | |
| An existing licensed driver consenting to us checking your criminal record via the DBS update service | Yes 🞏 No 🞏 |
| Attaching a basic criminal record disclosure dated within the last calendar month: | Yes 🞏 No 🞏 |

|  |  |  |
| --- | --- | --- |
| **CRIMINAL CONVICTIONS** | | |
| Do you have any unspent convictions to declare? | | Yes 🞏 No 🞏 |
| Are you aware of any pending matter against you? Yes 🞏 No 🞏 | | |
| If you have been convicted of any criminal offence that is unspent, or there is any pending matter to declare, please provide the details below (continue on a separate sheet if necessary). | | |
|  | | |

|  |  |  |
| --- | --- | --- |
| **DRIVING OFFENCES** | | |
| Have you been disqualified from driving? | Yes 🞏 No 🞏 | |
| What is the current number of penalty points on your DVLA licence? | |  |

|  |  |
| --- | --- |
| **BUSINESS AND FINANCIAL DEALINGS** | |
| Have you ever been disqualified as a Director of a Company? | Yes 🞏 No 🞏 |
| Have you been a director or secretary of any company at a time that it has been declared insolvent, wound up or put into administrative receivership? | Yes 🞏 No 🞏 |
| Have you ever been declared bankrupt, entered into a voluntary arrangement with any creditor or been granted a debt relief order in the last 6 years? | Yes 🞏 No 🞏 |

|  |  |
| --- | --- |
| OPERATING EXPERIENCE / LICENCE HISTORY | |
| Do you hold, or have you held, or are you a director or partner of a business which holds or has held, a private hire operator licence issued by any other local authority? | Yes 🞏 No 🞏 |
| Have you ever had an application in relation to a private hire or hackney carriage licence refused or has any licence revoked or suspended? | Yes 🞏 No 🞏 |
| If answering yes to either of the above, please provide detail on a separate sheet. | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **RIGHT TO WORK IN THE UK (N/A IF COMPANY DIRECTOR)** | | | | | | | | | | | | | |
| **BRITISH AND IRISH CITIZEN** 🞏 | | | | | | | | | | | | | |
| Provide one of the following:  Passport  Birth or Adoption Certificate  Certificate of registration or naturalisation  | | | | | | | | | | | | | |
| **NON BRITISH AND IRISH CITIZENS** 🞏 | | | | | | | | | | | | | |
| Obtain a right to work share code from <https://www.gov.uk/view-prove-immigration-status> and enter it in the box below: | | | | | | | | | | | | | |
| Right to work share code |  |  |  |  |  |  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **TAX CONDITIONALITY – JOINT APPLICANTS AND PARTNERS ONLY**  Under Section 125 and Schedule 33 of the Finance Act 2021 | | | | | | | | | | | | | |
| This applies only if you are renewing a Hertsmere operator licence or hold or have held a private hire operator or drivers licence granted by any other authority in the last 3 years. The Council cannot grant a licence to you unless you obtain and provide a TAX CHECK CODE. Details can be found here: <https://www.gov.uk/guidance/complete-a-tax-check-for-a-taxi-private-hire-or-scrap-metal-licence> | | | | | | | | | | | | | |
| Please provide your  TAX CHECK CODE |  |  |  |  |  |  |  |  |  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **INDIVIDUAL CHARACTER AND CONVICTION DECLARATION** | | | |
| I declare the information that I have provided above is true and correct. I understand that if I have knowingly or recklessly made a false statement or omitted any relevant information I may be prosecuted, my application refused or any licence granted may be suspended or revoked. I consent to the Council making and keeping copies of all documents provided by me now or in the future in order to determine my application, to ensure compliance with any condition or term of that licence and to ensure that I remain eligible to hold any licence granted I shall duly notify the Council if I am become aware of any pending criminal matters or allegations against me before this application is granted. | | | |
| **Signed** |  | | |
| **Print Name** |  | **Date** |  |