



The Council Offices, Muriel Matters House, Breeds Place,  
Hastings, TN34 3UY Telephone: (01424) 451066 / 451042  
Website: [www.hastings.gov.uk](http://www.hastings.gov.uk)  
Email: [licensing@hastings.gov.uk](mailto:licensing@hastings.gov.uk)

## **APPLICATION FOR A PRIVATE HIRE OPERATOR LICENCE**

### **Local Government (Miscellaneous Provisions) Act 1976**

Please write clearly in **block capitals** and in **black ink**.

<b>I am applying for a:</b>	<input type="checkbox"/> New licence
	<input type="checkbox"/> Renewal of licence

<b>Section 1: Licence details</b>		<i>This section should be left blank on new licence applications</i>								
Licence no:		Expiry date of current licence	D	D	M	M	Y	Y	Y	Y

<b>Section 2: Applicant's details</b>																		
Title:	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other (please state) _____																	
First name (s):																		
Surname:																		
Home Address:																		
Post Code:																		
Date of Birth:	D	D	M	M	Y	Y	Y	Y	National Insurance number:									
Place of Birth:																		
Nationality:	<i>If dual nationality is held, state all applicable nationalities</i>																	
Daytime phone number:					Mobile phone number:													
Email address:																		

Please give details of any joint applicant(s) for the Operator Licence																	
Title:	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other (please state) _____																
First name (s):																	
Surname:																	
Home Address:																	
Post Code:																	
Date of Birth:	D	D	M	M	Y	Y	Y	Y	National Insurance number:								
Place of Birth:																	
Nationality:											<i>If dual nationality is held, state all applicable nationalities</i>						
Daytime phone number:					Mobile phone number:												
Email address:																	

Section 3: Company details												
Company name:												
Company Address:												
Post Code:												
Daytime phone number:					Mobile phone number:							
Email address:												
Do you have Planning Permission to use the premises for your business? <sup>1</sup>						<input type="checkbox"/> Yes		<input type="checkbox"/> No				
Please provide the number of drivers and vehicles that are currently engaged by this company. <sup>2</sup>												
Number of drivers:	Full-time:					Part-time/Ad-hoc:						
Number of vehicles:	Owned by operator:					Owned by driver:						
<i>Please note that you will need to provide us with a list and details of all drivers and vehicles by completing the Supplementary Questionnaire which can be found on our website.</i>												

<sup>1</sup> You should be advised that it is YOUR responsibility to satisfy yourself as to whether Planning Permission is required or not. You may contact Planning via 01424 451066. The Planning Authority will be advised of all Private Hire Operator Licences granted and the address of the premises from which the company is run.

<sup>2</sup> The total number of Drivers/Vehicles operated is to include all those that the Operator has the use of i.e. even if only used very infrequently or only at peak periods e.g. Christmas

<b>Section 4: Previous history</b>		
How long have you been a Private Hire Operator?		
If less than 5 years, what was your previous employment?		
Have you or any joint applicant(s) ever made an application for a Private Hire Operator Licence before, either in Hastings or elsewhere?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you or any joint applicant(s) ever had an application for a Private Hire Operator Licence refused, either in Hastings or elsewhere?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Has any Operator Licence ever held by you or any joint applicant(s) ever been suspended or revoked?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
If any of the above have been answered 'Yes', please provide further details below:		
Have you ever been a Director of any company before?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
If YES, have you or that company ever been cautioned or convicted of any offence?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
If the answer above is 'Yes', please provide details below:		
Date of conviction/ caution	Offence	Penalty/Sentence
Have you or any joint applicant(s) ever been cautioned or convicted of any offence including driving offences, fixed penalty notices, cautions, anti-social behaviour orders (ASBO) and drinking banning order?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
If the answer above is 'Yes', please provide details below:		
Date of conviction/ caution	Offence	Penalty/Sentence

### Section 5: DBS Update Service

Have you subscribed to the DBS Update Service?  Yes  No

If the answer is 'Yes', please provide details and sign declaration below:

Current DBS Disclosure Certificate Number

Date of Issue:  D  D  M  M  Y  Y  Y  Y  Level of DBS check

Workforce:

**I confirm I give authority for Hastings Borough Council to receive up to date information in relation to my criminal record DBS certificate via their online update service.**

Signed:  Date:  D  D  M  M  Y  Y  Y  Y

### Section 6: Declaration

- I declare that, to the best of my knowledge and belief, the above particulars are true in every respect.
- I understand that it is an offence for any person to knowingly or recklessly make a false statement or to omit any material particular in giving information required in this form, and that I may be prosecuted or have my licence revoked if I am found to have done so.
- I have read Hastings Borough Council's current Taxi Licensing Policy and Guidance and undertake in the event of a licence being granted to observe and adhere to it.

Signed:  Date:  D  D  M  M  Y  Y  Y  Y

Print Name:

Joint applicant (if any)

Signed:  Date:  D  D  M  M  Y  Y  Y  Y

Print Name:

### **Data Protection – PLEASE READ THIS NOTICE CAREFULLY**

We will use the information you provide in this form and in any supporting documents to process and determine your application for a licence. The information will be held on internal databases and electronic document management systems, and included in such public registers as the Council may be required to maintain.

The information supplied may be passed to other bodies, including law enforcement agencies and government departments, as allowed by law. We may check information you have provided, or information about you from, or provide information to, organisations such as government departments, law enforcement agencies, other local authorities, and private sector organisations such as banks, insurance companies or legal firms, to:

- Verify the accuracy of information
- Prevent or detect crime, or
- Protect public funds.

We will not give information about you to anyone else, or use information about you for other purposes, unless the law allows us to.

Hastings Borough Council is the data controller for the purposes of the Data Protection Act. If you would like to know more about what information we hold about you, or the way we use it, please contact us.

### **Section 7: Documents required**

If your application is not submitted with the following documents it will be rejected:

<input type="checkbox"/> Completed Supplementary Questionnaire
<input type="checkbox"/> Application fee – please see current fees list (Cash or card payments can be taken and cheques must be made payable to 'Hastings Borough Council')

### **Office use only**

Date received:		Fee received:	£ <input type="checkbox"/> Cash <input type="checkbox"/> Card <input type="checkbox"/> Cheque
Receipt no:			
M3 Ref/ Licence no:		DBS form ref:	F
DBS Certificate Number:		DBS Certificate issue date:	
Complaint history check:		Licence approved:	
Licence valid from:		Licence expires:	