**HARBOROUGH DISTRICT COUNCIL**

**APPLICATION FOR THE GRANT/RENEWAL OF**

**PRIVATE HIRE VEHICLE OPERATOR’S LICENCE**

You must allow 5 working days from receipt of a complete application before a licence is issued

|  |  |
| --- | --- |
| Name |  |
| Home Address |  |
| Company Name |  |
| Company Registration Number |  |
| Company Operating Address |  |
| Number of Vehicles Operated under Licence |  |
| Telephone Number 1 |  |
| Telephone Number 2 |  |
| Email Address |  |
| Tax Check Code – renewals only  (see Note 1) |  |
| Have you had any conviction recorded against you? If renewing, since you last applied for licence  (see Notes 2 and 3) | YES/NO (Delete as appropriate)  If YES please complete the information below |
| Date of Conviction(s) Offence Sentence  (including suspended sentences) | |
| **DECLARATION**  I hereby apply to Harborough District Council for an Operator’s Licence under the Local Government (Miscellaneous Provisions) Act 1976 to operate a Private Hire Business at the address given on this form. I apply subject to all conditions as may be contained in such Licence, and also to the provisions of the said Act relating to Private Hire Vehicle Operators, all of which I hereby undertake to observe and perform. I accept that if I infringe or neglect to comply with any of the conditions or provisions in the said Act subject to which the Licence is held, the same shall be liable to be revoked or not renewed by the Council.  I am aware that planning permission may be needed to use the above premises, and that Council tenants should secure the Council’s permission before operating a business from their property.  Existing Schedule 23 to Finance Act 2011 (Data Gathering Powers) and Schedule 36 to Finance Act 2008 (Information and Inspection Powers), grant HMRC powers to obtain relevant information from third parties. This includes licensing bodies being required to provide information about licence applicants.  Guidance about tax registration obligations can be found at:   * PAYE information: [www.gov.uk/income-tax/how-you-pay-income-tax](https://gbr01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.gov.uk%2Fincome-tax%2Fhow-you-pay-income-tax&data=04%7C01%7CN.Riddle%40harborough.gov.uk%7C48f456e2384b4ad6a0e708da011f52be%7C56632edb098b43f39e288985e98f5f89%7C0%7C0%7C637823531284952420%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=1KIvSlgPg62mwuKTDYGnmJdOWSkjvMZMLX8iv1sOu7s%3D&reserved=0) * registering for Self Assessment: [www.gov.uk/register-for-self-assessment](https://gbr01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.gov.uk%2Fregister-for-self-assessment&data=04%7C01%7CN.Riddle%40harborough.gov.uk%7C48f456e2384b4ad6a0e708da011f52be%7C56632edb098b43f39e288985e98f5f89%7C0%7C0%7C637823531284952420%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=1j9typpDwNIz5kfpbff3si7kjqU9Pq2%2FHPHB5B%2FMYH8%3D&reserved=0) * Corporation Tax information: [www.gov.uk/corporation-tax](https://gbr01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.gov.uk%2Fcorporation-tax&data=04%7C01%7CN.Riddle%40harborough.gov.uk%7C48f456e2384b4ad6a0e708da011f52be%7C56632edb098b43f39e288985e98f5f89%7C0%7C0%7C637823531284952420%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=zrqotZ1NSmHmDoWYljWfoONMBbGk8rxzWH0llJO%2BcUo%3D&reserved=0)   I declare that I am aware of the content of HMRC guidance relating to my tax registration obligations.  I am aware that licensed operators must keep a record of all bookings, showing the points of commencement and termination of each journey, the charge made, the person accepting the booking, the vehicle used and the name of the driver.  I am aware that licensed operators must keep a record containing the names and addresses of proprietors, registration numbers and licence numbers of all vehicles operated. You attention is drawn to the provisions made under s.46 (1)(e) and (2) of the Local Government (Miscellaneous Provisions) Act 1976 which state -  (1)(e) no person licensed under the said section 55 shall in a controlled district operate any vehicle as a private hire vehicle :-  (i) if for the vehicle a current licence under the said section 48 is not in force; or  (ii) if the driver does not have a current licence under the said section 51.  (2) If any person knowingly contravenes the provisions of this section he shall be guilty of an offence.  I declare that I have checked the information given on this application form and to the best of my knowledge and belief it is correct.  Date ............................................ Signature .................................................................... | |

**NOTE 1:**

From 4th April 2022, anyone renewing a Private Hire Operator’s licence must prove they are registered to pay any tax that may be due from their licensed trade. To obtain a check code, please visit <https://www.gov.uk/guidance/complete-a-tax-check-for-a-taxi-private-hire-or-scrap-metal-licence> and click the Green "Start Now” button. If you do not already have a Government Gateway account you will need to create one first. You then need to answer a few questions to generate your 9 character tax check code. Alternatively, you can call HMRC on 0300 200 3300 to get a check code. Please make a note of this code on your application form in the relevant box. This is needed to be able to renew your licence.

**NOTE 2:**

All convictions must be disclosed

**NOTE 3:**

Spent convictions, as defined below, should not be included.

Sentence: Becomes spent after:

Imprisonment of between 6 months and 2½ years 10 years

Imprisonment of up to 6 months: 7 years

Borstal training: 7 years

A fine or other sentence not otherwise covered in this table: 5 years

Absolute discharge: 6 months

Probation Order, conditional discharge or bind over: 1 year (or until order expires,

whichever is the longer

Detention Centre Order: 3 years

Remand home, attendance centre or approved school order The period of the order and a further

year after the order expires.

Hospital order under the Mental Health Act The period of the order and a further

2 years after it expires

Cashiering, discharge with ignominy or dismissal with

disgrace from the Armed Forces: 10 years

Dismissal from the Armed Forces: 7 years

Detention: 5 years

A sentence of more than 2½ years’ imprisonment can never become spent.

If you were under 17 years if age on the date of conviction, please halve the period shown in the right-hand column.