

# Cheshire West & Chester Borough Council

<b>Ellesmere Port</b> 4 Civic Way, Ellesmere Port CH65 0BE Tel 0300 123 7737	<b>Winsford</b> The Drummer Winsford CW7 1AH Tel 0300 123 7737	<b>FOR OFFICE USE</b> Date Received..... Fee Paid £..... Receipt No..... Licensed From..... Licence No.....
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**Before** completing this application form you must read the “Statement of licensing policy for Hackney carriages, private hire vehicles, drivers, and private hire vehicle operators” at the following link [www.cheshirewestandchester.gov.uk/statement-of-licensing-policy.aspx](http://www.cheshirewestandchester.gov.uk/statement-of-licensing-policy.aspx)

## Application for a Private Hire Operator’s Licence (Companies)

(Please Note: This application is for Limited Companies only, if you wish to apply as an Individual or a Non-Incorporated partnership; you will need to use a different form)  
All Private Hire Vehicles receiving work from the Company must be licensed by this Authority. The premises will be inspected before the issue of the licence. If you intend to operate from more than one premise within the Cheshire West & Chester District, please provide full address details for all locations.

### Submission of Application Form:

The completed application form may be forwarded by post to the Licensing Team relevant to your area (details provided above). If you wish to submit this form in person please note that the Licensing Team operate an appointment only system and **you will have to telephone for an appointment**. The application form will then be processed by the Licensing Team and the applicant notified as to whether or not a licence may be granted/renewed.

### Fees

Please see the list of current Licensing Fees. You can view this by visiting [www.cheshirewestandchester.gov.uk](http://www.cheshirewestandchester.gov.uk) or by contacting your local Licensing Team using the details below. **We cannot accept cash payments. You will be able to pay using most debit and credit cards, by cheque or postal order.**

### Local Government (Miscellaneous Provisions) Act 1976 and Cheshire West & Chester Council – Policy and Conditions for Private Hire Operators:

Any Private Hire Vehicle Operator Licence will be subject to the provisions of the Local Government (Miscellaneous Provisions) Act 1976 and Cheshire West & Chester Council – Conditions for Private Hire Operators which are available to view by visiting [www.cheshirewestandchester.gov.uk](http://www.cheshirewestandchester.gov.uk).

### Disclosure and Barring Service Disclosure:

Please note that any person named in this application will be required to undertake at the minimum, a ‘Standard’ Level Disclosure and Barring Service Disclosure before a licence is granted and every three years thereafter. For further information regarding making an application for a Disclosure and Barring Service Disclosure, please contact the Licensing Team. The Council reserves the right to perform any additional checks that may be required to assess the applicant’s suitability to hold a licence. Any cost of these additional checks may be met by the applicant. **You must read the Enhanced Check Privacy Policy for applicants** <https://www.gov.uk/government/publications/dbs-privacy-policies> to understand how the DBS will process your personal data and the options available to you for submitting an application.

### General – Provision of Information:

# Cheshire West & Chester Borough Council

It is important to note, that by signing this document the Company is aware that information provided within this application form is subject to the Data Protection Act 1998. However, on occasion this information may be provided to other organisations.

For further information, please feel free to contact your local Licensing Team.

**Note** A copy of your Operators written complaints procedure (See Conditions for private hire operators- condition 4.1) is to be handed in with the completed Application for a Private Hire Operators licence, at your appointment, for approval by the Council.

## Application for a Private Hire Operators licence

Please note that information from this application form will be shared with the Planning Team for Cheshire West and Chester Council. It is important that you contact the Planning Team regarding your application. You may contact the Planning and Building Consultancy teams by emailing [planning@cheshirewestandchester.gov.uk](mailto:planning@cheshirewestandchester.gov.uk) or by telephone: 0300 123 7027

Please note that when renewing a licence there is **no period of grace**, your licence must be renewed before it expires. **Any person applying after expiry will be treated as a new applicant.**

Please note that if any of the individuals named in this application do not currently hold a Private Hire and/or a Hackney Carriage Drivers Licence issued by Cheshire West and Chester Council, they will be **required to produce a Disclosure and Barring Service disclosure** to a standard level. This will be required every three years from the grant of the first licence.

What are you applying for? (please tick)	
New Licence	Licence renewal
Current licence number (where applicable)	

Name of Company	
Registration Number	
Registered Office	

# Cheshire West & Chester Borough Council

Address(es) of Premises from which you will be operating	
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## Part 1 – Applicant(s) details – Directors/Secretary

First Applicant	
Full name	
Previous / other names (if applicable)	
Current address	
Date of birth	
Place of birth	
Home telephone number	
Mobile telephone number	
Email address	

# Cheshire West & Chester Borough Council

National insurance number				
Current or other occupation				
Do you currently hold, or have you held in the last 5 years, any other private hire or hackney carriage licences with any other authority?	Yes		No	
If yes, please provide details				
<b>Second Applicant</b>				
Full name				
Previous / other names (if applicable)				
Current address				
Date of birth				
Place of birth				
Home telephone number				
Mobile telephone number				
Email address				
National insurance number				
Current or other occupation				
Do you currently hold, or have you held in the last 5 years, any other private hire or hackney carriage licences with any other authority?	Yes		No	

# Cheshire West & Chester Borough Council

Third Applicant				
Full name				
Previous / other names (if applicable)				
Current address				
Date of birth				
Place of birth				
Home telephone number				
Mobile telephone number				
Email address				
National insurance number				
Current or other occupation				
Do you currently hold, or have you held in the last 5 years, any other private hire or hackney carriage licences with any other authority?	Yes		No	
If yes, please provide details				

Has any person named above ever had a private hire or hackney carriage licence refused or revoked?	Yes		No	
If yes, please provide details				

## Part 2 – Convictions

# Cheshire West & Chester Borough Council

The following details must be provided for all applicants mentioned in part 1.

Please list all previous and pending convictions (this must include all convictions, cautions, fixed penalties, reprimands and DVLA driving licence points)				
<b>Important – You must list all convictions regardless of whether it is considered spent</b> (please continue on a separate sheet if necessary).				
Applicant	Offence	Date	Convicting court	Sentence

## Part 3 – Premises from which you will be operating

Do you currently have or do you intend to use radiophones or electronic communication devices within the vehicles you intend to operate?	Yes		No	
If yes, please provide details				
Do you provide any waiting room facilities for members of the public?	Yes		No	
If yes, please provide details				

# Cheshire West & Chester Borough Council

Please list all forms of communication you will be using to receive bookings from your customers	
Landline Number 1	
Landline Number 2	
Mobile Telephone Number 1	
Mobile Telephone Number 2	
Text Number	
E-mail	
Web Address	
How many Private Hire Vehicles do you currently / intend to operate from the premises? (please indicate the proposed maximum amounts)	

Does the premises from which you will be trading have the relevant planning permission	Yes		No		N/A	
If yes, please provide details						

Has the company or applicant(s) named in this application ever been declared bankrupt or insolvent?	Yes		No	
If yes, please provide details				
Has a previous Operator's licence been revoked or suspended against a Director/Secretary of the Company	Yes		No	

# Cheshire West & Chester Borough Council

If yes, please provide details

List below all people and their position within the company that will be authorised to sign applications for Private Hire Driver Licences on behalf of the Private Hire Operator

Name of Person	Position	Sample Signature

The following section is to be completed if you intend to use another person's residential address within the Cheshire West and Chester Council area for your Operators licence:

I (residence owners full name).....of

(enter full address).....

.....

Hereby agree to my address being named and used as an operating premises by (full name of applicant).....

I understand that in granting this permission I know of no reason why the address cannot be used for a business. I understand that the Council may from time to time require access to private hire operator records at the address, as required under legislation to any authorised officer (including police officer) and I agree to permit reasonable access. I understand that my address will appear on public records linked to the private hire operator licence.

Signed:.....Date:.....

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# Cheshire West & Chester Borough Council

## Part 4 – Declaration

It is important to note, that by signing this document you are aware that information provided within this application form is subject to the requirements of the Data Protection Act. On occasion this information may be provided to other organisations on request. Some information will also appear on our Public Register as required by legislation; but it will not be supplied for marketing purposes.

Applicants are advised that if they knowingly or recklessly make a false statement or omit any material particularly in giving information in this application, they may be guilty of an offence under the provisions of Section 57 of the Local Government (Miscellaneous Provisions) Act 1976 punishable on conviction by a fine of up to £1,000.

I declare that:

- I reside at the address given
- I have read the particulars given in this application and that to the best of my knowledge and belief, these particulars are true.  If a licence is granted I undertake to comply with the Legislation, Conditions, Byelaws and the Council's Statement of Licensing Policy (as amended) attached/relevant to the grant of a Licence.
- I have disclosed all current and pending convictions, cautions, warnings or fixed penalties or reprimands.
- **I have read the Enhanced Check Privacy Policy for applicants** <https://www.gov.uk/government/publications/dbs-privacy-policies> and I understand how the DBS will process my personal data and the options available to me for submitting an application.

**I confirm that I have a copy of, and understand the Cheshire West and Chester Borough Council Conditions for Private Hire Operators.**

Applicant Name (print)	Signature	Date

# Cheshire West & Chester Borough Council