

**SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL  
APPLICATION FOR \*GRANT/RENEWAL OF A LICENCE TO ACT AS A  
PRIVATE HIRE OPERATOR**

**This form is NOT to be used for driver applications.  
Please refer to the Taxi & Private Hire Handbook (p.24)**

(\*Delete as appropriate)

PART I (to be completed by the applicant in his/her own handwriting)

I hereby apply to South Cambridgeshire District Council for the following licences to operate in the South Cambridgeshire District. I have read and understood the Council's standard conditions applicable to such licences and the Council's Byelaws. **In order to ascertain to the satisfaction of the Authority that the applicants are fit to hold a licence we may get information about you from certain third parties, or give information to them to check the accuracy of information, to prevent or detect crime or to protect public funds in other ways as permitted by law. These third parties include other Local Authorities and Government departments.**

Private Hire Vehicle Operator		GRANT	RENEWAL
		1 YEAR	5 YEARS

I enclose £\_\_\_\_\_ See separate sheet of licence fees.

**1. APPLICANT**

<b>Surname</b> (capitals please) If a limited company give full name of company and see footnote.	<b>Previous Surnames</b> (i.e. maiden, change by Deed Poll etc). If a limited company give registered number of company.
<b>Forenames</b>	<b>Mr/Mrs/Ms/Miss</b>
<b>Address</b> If a limited company give address of registered office.  <b>E-Mail :-</b>  <b>Telephone Number</b>	<b>Resident from - to - dates</b>
<b>Previous Addresses</b> - last five years	<b>Resident from - to - dates</b>
<b>Date and Place of birth</b>	<b>Age</b>

If the applicant is a limited company not only must the company particulars be given but the above information is required and;

**Questions 2 – 4 must be answered for each director and the secretary of the limited company and any partners in a firm or partnership.**

**FAILURE TO DISCLOSE INFORMATION AS REQUESTED MAY RESULT IN THE APPLICATION BEING REFUSED.**

Please complete the following. If this is an application for a renewal of any existing licence then your answers will relate to the period since original grant or last renewal.

**2. PARTICULARS OF EMPLOYMENT OVER THE LAST FIVE YEARS** *(including present employment) (Operator Licence Application or Renewal)*

Name and Address of Employer	Nature of Employment	Date	
		To	From

**3.i) CONVICTIONS**

Have you ever been convicted or cautioned by any Court for any offence? **YES/NO**

(All convictions must be shown, motoring or otherwise, whatever the result including any cases where disqualification has expired. By virtue of the of the Rehabilitation of Offenders Act 1974, s75 2002 amendment all convictions or cautions as defined in the categories below must be included.

- A. Offences of Dishonesty
- B. Offences of violence (including sexual violence)
- C. Motoring Offences
- D. Offences involving substance abuse (both drinks and drugs)
- E. Offences involving obscene materials
- F. Offences involving consensual but under age sex

Date	Nature of Summons/ Charge	Court	Result

**3.ii) CONVICTIONS** *(Operator Licence Renewal)*

Please specify convictions for any offence since licence granted or last renewed involving:-

- i) endorsement;
- ii) disqualification;
- iii) dishonesty;

- iv) assault of any kind; and
- v) anti-social behaviour e.g. breach of the peace, disorder etc

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4. **DETAILS OF OPERATION** (*Operator Licence Application Grant or Renewal*)

Please state:

- i) Name of Company/Business \_\_\_\_\_
- ii) If not a limited company, give the names of all partners (in any capacity) \_\_\_\_\_  
\_\_\_\_\_
- iii) Total number of vehicles operated \_\_\_\_\_
- iv) South Cambridgeshire District Council Licence number and registration of each vehicle:

Licence	Registration	Licence	Registration

*(continue on a separate sheet if necessary)*

- v) Will any double up as a private/domestic vehicle \_\_\_\_\_
- vi) Number of employees and duties (eg number of drivers, secretaries etc) \_\_\_\_\_  
\_\_\_\_\_

vii) Please list all Private Hire Car Drivers who will work for you, and their South Cambridgeshire District Council Licence Number:

Driver	Licence	Driver	Licence

*(continue on a separate sheet if necessary)*

- viii) Address from which you intend to operate \_\_\_\_\_  
\_\_\_\_\_

- ix) Is licence address to be used as a control centre \_\_\_\_\_  
\_\_\_\_\_
- x) If so, will hire vehicles/customers be visiting the site and if yes, how frequently  
\_\_\_\_\_  
\_\_\_\_\_
- xi) Name and address of any other person who will be concerned in operating the vehicle(s)  
\_\_\_\_\_  
\_\_\_\_\_
- xii) Operating hours/activities (ie times to and from and days per week) \_\_\_\_\_  
\_\_\_\_\_
- xiii) How is communication made between customer and driver (ie radio, phone, direct or via control centre)  
\_\_\_\_\_  
\_\_\_\_\_
- xiv) General description of your hire company's mode of operation (ie a brief description of how you provide your service to the customer)  
\_\_\_\_\_  
\_\_\_\_\_
- xv) Have you ever been refused a licence or had a licence revoked to act as a Private Hire Operator OR a Private Hire/Hackney Carriage driver? **YES/NO**  
  
*(If yes, for what reason?)*  
\_\_\_\_\_  
\_\_\_\_\_

5. **DECLARATION BY APPLICANT** (*Operator Licence Application Grant or Renewal*)

I hereby certify that the information contained in the statements above are to the best of my knowledge and belief, true.

**APPLICANTS ARE ADVISED THAT TO MAKE, KNOWINGLY OR RECKLESSLY, A FALSE STATEMENT OR OMIT ANY INFORMATION FROM THIS APPLICATION IS A CRIMINAL OFFENCE**

Signed \_\_\_\_\_ Date \_\_\_\_\_

Upon completion this form should be returned together with the appropriate licence fees to:

The Licensing Officer  
 South Cambridgeshire District Council  
 Cambourne Business Park  
 Cambourne  
 Cambridgeshire

CB23 6EA  
updated 23/11/10 – e-mail