Licence No._____ (Renewals only)

Runnymede BOROUGH COUNCIL

LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976
PRIVATE HIRE OPERATOR'S LICENCE APPLICATION

Name:	**DOB.**
Your Address:	
	Postcode:
Email:	**Tel:**
Trading as:	
Company Number (if applicable)	

hereby make application to Runnymede Borough Council for a licence to be granted to operate private hire vehicles in accordance with the provisions of Part II of the above Act.

The following information is required under Section 57 of the Local Government (miscellaneous provisions) Act 1976. This gives Councils the power to require information to determine whether to grant a licence and whether to attach conditions. It is an offence under Section 57(3) of the Local Government (miscellaneous provisions) Act 1976 for a person to knowingly or recklessly make a false statement or to omit any material particulars in giving information under this section.

Answers to the following questions should give details in respect of the applicant, and any person associated in the business as a partner or in the case of a Company as an officer or director.

1.	Do you have lawful immigration status and the right to work in the UK? **All applicants <u>MUST</u> complete Condition 1 and 6 overleaf**
2	Address(es) from which the business will be conducted.
3	Names, address and date of birth of any other persons who are concerned in operating the vehicles.
4	Description of any trade or business being carried on prior to this application.
5	Private Hire and hackney carriage licences:
(a)	details of any licence held with another local authority.
(b)	details of any refusal by another local authority to grant a licence.
(c)	details of suspension or revocation of any licence by another local authority
(d)	How many vehicles will be trading for the named company.
6	Details of any convictions/cautions for criminal or motoring offences recorded against the applicant or other persons concerned in the operation of the business.
7	Do you or any person concerned in operating the business currently hold, or have held in the last 12 months before this application, the same type of licence with one or more licensing authority (including the licensing body that the applicant is applying to now)

CONDITIONS OF APPLICATION

This application will only be considered as complete if the correct fee has been paid and the following documents are included with this application form. Incomplete applications will not be accepted.

1. Licensing authorities have a legal duty not to issue operator or PHV or taxi driver's licences to people disqualified by their immigration status from holding them, in order to prevent illegal working in the private hire vehicle and taxi sector. Your right to work in the UK will be checked as part of your licensing application, this will include the licensing authority checking your immigration status with the Home Office. You must therefore provide a document or document combination that is stipulated as being suitable for this check. The list of documents is set out on this form. You must bring the original document(s), such as a passport or biometric residence permit, so that the check can take place. The document(s) will be copied and the copy retained by the licensing authority. The original document will be returned to you.
   The easiest way to prove your right to work in the UK is a Home Office online right to work check (non-British and non-Irish citizens only) Prove your right to work to an employer: Get a share code online - GOV.UK

   Place Right to work Share code here:

   If there are restrictions on the length of time you may work in the UK, your licence will not be issued for any longer than this period. In such circumstances, the check will be repeated each time you apply to renew or extend your licence. If, during this period, you are disqualified from holding a licence because you have not complied with the UK's immigration laws, your licence will lapse and you must return it to the licensing authority, failure to do so is a criminal offence.

2. An applicant must supply a Basic Criminal Records Disclosure Certificate. Such certificates are then required every year on the anniversary of the grant of the operator's licence.

3. The applicant must have successfully completed Runnymede's Safeguarding / Prevention of Child Sexual Exploitation online training module and produced the pass certificate as part of this application.

4. The applicant must have completed Runnymede's Disability Awareness Training online training module and produced the completion certificate as part of this application.

5. The applicant must be able to demonstrate that they possess a good knowledge of the Conditions and Regulations in Runnymede regarding Private Hire Operators This will be by way of passing the Runnymede Knowledge test

6. **Tax Conditionality** The Finance Act 2021 applies tax conditionality to licence applications for private hire operators. There are differing conditions for first time applicants and those who are renewing or have held a licence previously.

   First time licence applicants must provide confirmation that they are aware of the guidance about their tax obligations. Complete a tax check for a taxi, private hire or scrap metal licence - GOV.UK (www.gov.uk)

   This application form will not be considered as complete unless you confirm you have read the guidance. Please note that you are asked to confirm you are aware of the guidance when signing the declaration on this form.

   Applicants wishing to renew a licence must obtain confirmation from HMRC that they have completed the check before the licensing authority is able to consider their application. An applicant will need to complete a tax check if they are:

   - renewing a licence
   - applying for the same type of licence you previously held, that ceased being valid less than a year ago
   - applying for the same type of licence you already hold with another licensing authority

You must carry out the tax check yourself. You cannot ask a tax agent or adviser to do this on your behalf. The tax check will ask questions about how you pay any tax that may be due on income you earn from your licensed trade. For information on how to complete a tax check please see Complete a tax check for a taxi, private hire or scrap metal licence - GOV.UK (www.gov.uk)

After you have completed the tax check you will be given a 9-character tax check code. You will need to give the code on your application to the licensing authority, so they can confirm you have carried out a tax check. Place the code exactly as given **here**:

Tax Conditionality code here if applicable

You will not be granted a licence if you do not give a tax check code to your licensing authority.

7. It is important to recognise that there may be a delay between the time of your application being submitted and the time your licence is granted. If during the period between you applying for a licence and a licence being granted, you are convicted, cautioned or bound over for any CRIMINAL offences including disqualification from driving OR are subject to any outstanding charges or summons then you must inform the licensing authority immediately. Failure to do so may result in your application being refused.

8. **National Register of Taxi Licence. Refusals and Revocations (NR3)**
The licensing authority provides information to the National Register of Taxi Licence Refusals and Revocations (NR3). Where a PHV operators licence is revoked, or an application for one refused, the authority will automatically record this decision on NR3. All applications for a new licence or licence renewal will automatically be checked on NR3.

Data Protection and Privacy

Any data supplied by you on this form will be processed in accordance with the General Data Protection Regulations, in supplying it you consent to the Council processing the data for the purpose it is supplied. All personal information provided will be treated in the strictest confidence and will only be used by the Council or disclosed to others for a purpose permitted by law.

The Council may be statutorily required to supply any information you provide, to other bodies exercising functions of a public nature, for the prevention and detection of fraud.

We are committed to protecting your privacy when you use our services, the privacy policy explains how we use information about you and how we protect your privacy, this is published on our web site
https://www.runnymede.gov.uk/council-local-democracy/privacy-statement/4

A DBS code of practice exists to govern the disclosure of information by registered bodies:
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/474742/Code_of_Practice_for_Disclosure_and_Barring_Service_Nov_15.pdf

HMRC has powers to obtain information from licensing authorities:
'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.'

Applicants MUST complete the below Checklist and Declaration ✓

1	I certify that the information provided on this form is correct. I understand that it is a criminal offence to state anything in this application which is false or which I do not believe to be accurate or true.	
2	I confirm that I am aware of the content of HMRC guidance relating to my (our) tax registration obligations.	
3	I have read and understand the Runnymede requirements and conditions in relation to Private hire operators' licences and agree to abide by them.	

Signed: Dated:

If signing on behalf of a company or partnership, state in what capacity:

Annex A: Lists of acceptable documents for manual right to work checks

1. A passport (current or expired) showing the holder is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.
2. A passport or passport card3 (in either case, whether current or expired) showing that the holder is an Irish citizen.
3. A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man, which has been verified as valid by the Home Office Employer Checking Service, showing that the holder has been granted unlimited leave to enter or remain under Appendix EU(J) to the Jersey Immigration Rules, Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 or Appendix EU to the Isle of Man Immigration Rules.
4. A current passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
5. A current Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.
6. A birth or adoption certificate issued in the UK, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.
7. A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.
8. A certificate of registration or naturalisation as a British citizen, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.

List B: documents where a time-limited statutory excuse lasts until the expiry date of permission to enter or permission to stay

1. A current passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question.
2. A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man, which has been verified as valid by the Home Office Employer Checking Service, showing that the holder has been granted limited leave to enter or remain under Appendix EU(J) to the Jersey Immigration Rules, Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 or Appendix EU to the Isle of Man Immigration Rules.
3. A current Immigration Status Document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK and is allowed to do the type of work in question, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.

Employer's guide to right to work checks: 26 June 2025 (accessible) - GOV.UK