

Licence No. \_\_\_\_\_

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

Name \_\_\_\_\_ Tel home \_\_\_\_\_

Tel mobile \_\_\_\_\_

Address \_\_\_\_\_

Postcode \_\_\_\_\_ E mail \_\_\_\_\_

Trading as \_\_\_\_\_

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 also any person associated in the business as a partner or in the case of a Company as an officer or director.

1. Address(es) from which the business will be conducted.
  
2. Names and addresses of any other persons who are concerned in operating the vehicles.
  
3. Description of any trade or business being carried on prior to this application.
  
4. 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.

5. Details of any convictions/cautions for criminal or motoring offences recorded against the applicant or other persons concerned in the operation of the business.

**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.

Data is deleted in accordance with our data retention policy. Our privacy policy is published on our web site [www.runnymede.gov.uk](http://www.runnymede.gov.uk)

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.

For further information, please see <http://www.runnymede.gov.uk/datamatching>

**CONDITIONS OF APPLICATION**

**The licensing fee and the following documents must be presented with this application form in order for a valid application to have been made. Failure to do so will result in the application being refused.**

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 could 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.

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.

1. An applicant must supply a Basic Criminal Records Disclosure Certificate. Such certificates are then required every three years.

**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.**

**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.....