



## Application for a Private Hire Operators Licence

**Note:** If a person knowingly or recklessly makes a false statement, or omits any material particulars in giving the information required, he or she will be guilty of an offence.

1. Full name and address of the applicant (give the address of registered office if applicant is a company). \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. Name under which the business is to be carried on (this cannot include the words 'taxi' or 'cab'). \_\_\_\_\_
3. Address(es) from which the business is to be carried on, including any address outside the District of St Albans: \_\_\_\_\_  
\_\_\_\_\_
4. Telephone number(s) of business address(es): \_\_\_\_\_
5. Full name(s) and address of any other person with who the applicant proposes to operate any vehicle in partnership: \_\_\_\_\_  
\_\_\_\_\_
6. If the applicant is a company, full name(s) and address(es) of all Directors and Secretary of the applicants company (use separate paper if necessary):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
7. Full name and address of registered office of any company of which applicant is or has been Director or Secretary: \_\_\_\_\_  
\_\_\_\_\_
8. Number of licensed private hire vehicles applicant intends to operate: \_\_\_\_\_
9. Number of private hire vehicle drivers applicant intends to employ/engage:  
Full time: \_\_\_\_\_ Part time: \_\_\_\_\_

10. Answer the following questions on behalf of (i) yourself and (ii) company which you are or have been a Director or Secretary, and (iii) any other person with whom you propose to operate any vehicle in partnership, and (iv) (if the applicant is a company) all Directors and Secretary of the applicant Company.

a) Have you engaged in any trade or business activities within the period of 1 year ending with the date of this application? If so, give full details, including dates of commencement and cessation. If not, give full details of any other employment during this period. (Continue on separate sheet if necessary):

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b) Have you made any previous application for a Private Hire Operator's Licence to this or any other licensing Authority? If so, give date and address of Licensing Authority and result of application:

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c) Has any Private Hire Operator's Licence previously held by you been revoked or suspended by this or any other Licensing Authority? If so, give details and name and address of the Licensing Authority: \_

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d) Have you had any convictions recorded against you for any offence? If so, give the following details:

- i. Date: \_\_\_\_\_
- ii. Court: \_\_\_\_\_
- iii. Offence: \_\_\_\_\_
- iv. Sentence: \_\_\_\_\_
- v. Any order of the Court: \_\_\_\_\_
- vi. Any endorsement: \_\_\_\_\_

**Do not include any conviction in respect of which you have been rehabilitated under the Rehabilitation of Offenders Act 1974.**

11. Is there any other information of which you consider the Council should be made aware of? \_\_\_\_\_

12. Are you a licensed driver with the Council?

- Yes
- No

(If the answer is no, you will be required to have a CRB check)

I, undersigned, hereby apply for a 5 year private hire operator's licence to operate private hire vehicles within the district of St Albans.

I have answered all the questions on this application form, and to the best of my knowledge and belief the answers given are correct, you may check the information I have given with other sections within the Council and other Councils. I have read, understood and agree to abide by all relevant legislation contained within the guidance document in regard to being a licensed driver within the district of St Albans.

I enclose my remittance of £ 300.00, being the fee for the licence applied for.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Capacity in which the application is signed: \_\_\_\_\_

**NOTE:** This application must be signed by the applicant personally, or in the case of a Company, by a Director or other duly authorised agent of the company.

This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share the information with other bodies responsible for auditing or administering public funds for these purposes. For further information see the Data Protection Page on [www.stalbans.gov.uk](http://www.stalbans.gov.uk).

**FOR OFFICE USE ONLY**

£ 300.00 fee	1580803254	
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## Operator Licence Standard Conditions For Private Hire Operator's Licence



1. The Licensee shall keep a record on forms to be purchased from the Council and shall enter therein, before the commencement of each journey, the following particulars of every booking of a private hire vehicle invited or accepted by the Operator, whether by accepting the same from the hirer, or by undertaking it at the request of another Operator, and such record must be maintained for at least the period of one year:-
  - a) Date
  - b) Time
  - c) Whether direct from hirer or at the request of another operator. (In the latter instance, give name of operator).
  - d) Whether hiring was passed to another operator. (Give name of operator it was passed to).
  - e) Name and address of hirer.
  - f) Place at which vehicle is to attend.
  - g) Date and time vehicle is to attend.
  - h) Destination.
  - i) Plate and registration number of vehicle.
  - j) Name and badge number of driver.
2. The licensee shall keep a record of the following particulars of every private hire vehicle operated by him:-
  - a) Registration number.
  - b) Private hire disc number.
  - c) Permitted number of passengers to be carried, as shown on Private Hire Vehicles Licence.
  - d) Make and model of vehicle.
  - e) Name and address of proprietor of the vehicle.
  - f) Date vehicle was first licensed for motor taxation purposes.
  - g) Date vehicle was first licensed by Council for private work.
  - h) Date on which vehicle was added to operator's fleet.
  - i) Date on which vehicle was withdrawn from fleet.
3. The Licensee shall keep a record of the following particulars of all licensed private hire drivers engaged to drive any private hire vehicle operated by him:-
  - a) Full name(s) and permanent address of driver.
  - b) Date of birth.
  - c) Private Hire Badge number.
  - d) Date on which engagement/employment commenced.
  - e) Date on which engagement/employment terminated.
  - f) Number of Private Hire Driver's Licence and date of expiry.
4. The Licensee shall produce all or any of the records specified in Conditions 1), 2) and 3) above on request to any authorised officer of the Council, or to any Constable.
5. The Licensee shall not operate any vehicle for private hire work which has not been licensed by the Council for such work.
6. The Licensee shall not employ or otherwise engage, whether directly or indirectly, any driver to drive any private hire vehicle operated by the Licensee unless the driver holds a current Private Hire Vehicle Driver's Licence issued by the Council.

7. The Licensee shall ensure that any private hire vehicle operated by him/her is in sound mechanical condition, safe, comfortable, clean and presentable, and that the private hire plates provided by the Council are clearly and distinctly visible in a position as shall agreed by the Council's inspecting officer.

### **Conditions Applying to Operators or Private Hire Vehicles**

- 1.1 The Local Government (Miscellaneous Provisions Act 1976), allows a new category of person to be licensed in the field of private hire, namely, the "Operator".
- 1.2 The term "Operator" is not clearly defined, but the word "Operate" means "In the course of business to make provisions for the invitation or acceptance of booking for a private hire vehicle".
- 1.3 Applications for an Operators Licence must be made on the official form. The licence shall remain in force for a period of 1 year, or such lesser period as the Council may, from time to time determine.
- 1.4 The information to be supplied by the applicant shall be that stated in Section 57 (2) (b) (c), and applicants are reminded that it is an offence knowingly or recklessly to make a false statement or omit any material particular in giving information under this section. 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.
- 1.5 Each operator shall keep, at the place of business designated in the application such records of drivers and transactions (to the satisfaction of the District Council) as are prescribed by the relevant sections of the Local Government (Miscellaneous Provisions Act 1976), and other information as the District Council may require, and shall produce the same when requested by any authorised officer of the Council, or any Police Constable.
- 1.6 Applicants are referred to Section 62 of the Local Government (Miscellaneous Provisions) Act 1976, concerning the conditions under which a District Council may suspend, revoke, or refuse to renew any operator's license.
- 1.7 The fee payable for an operator's licence shall be (see fees and charges) per annum for the period covered by the license (fees reviewed 1 April). It is the responsibility of the applicant to ensure that in tendering a cheque sufficient funds are available in the applicant's account to meet payment. In the event of a bank dishonouring such a cheque, the licence will have been invalid from the date the cheque was tendered. Please note that it is an offence to operate without a license.

**Nothing in these conditions shall be interpreted as overriding any of the provisions of the Local Government (Miscellaneous Provisions) Act 1976.**

### **Planning**

The granting of an operators licence does not allow the use of the premises as a private hire operator's base in the absence of planning permission. The Council will notify planning that an application has been granted.

### **Criminal Record Check (CRB)**

If the applicant is not a licensed driver with the Council they will be required to have a CRB done.

## Taxi Fees

	Resident	Non-resident
Total fees for renewing driver licence	£245.50	£295.50
Total fees for new applicant for drivers licence	£370.50	£420.50

		Resident	Non-resident
Vehicle 1yr		£300	£360
Plate deposit			£102
Transfers			£108
External plate replacement			£21
Internal plate replacement			£8
Bracket			£10
Duplicate paper licence			£1
Illuminous Fare Chart			£10
Livery	Shield	£4 each	
	Number	£1 each	
	Stripes	£41	
	Total	£51	

		Resident	Non-resident
Driver 3yrs		£200	£250
Driver over 70 1yr (costs pro rata from 67-70)		£32	£37
Duplicate paper licence			50p
Replacement clip for badge			50p
Badge			£10
DVLA check			£5.50
CRB check			£42
Knowledge test			£95
Knowledge test re-take			£64
Disability Awareness Course			£30

Operator	£300
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