



## PRIVATE HIRE OPERATOR'S LICENCE APPLICATION FOR GRANT OR RENEWAL

Town Police Clauses Act 1847;  
Local Government (Miscellaneous Provisions) Act 1976 Part II

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Community Services, St Albans City and District Council, Civic Centre,  
St Peters Street, St Albans, Hertfordshire, AL1 3JE

### **Criteria for a valid application**

Application must include:

- A completed and signed copy of the operator application form
- A copy of your proof of right to work
- Basic Disclosure Check for each applicant.
- A recent (taken at the time of application) photograph (head and neck only)
- Copy of your public liability insurance
- List of licensed drivers engaged/employed to drive and any vehicle operated by you.

### **Right to work**

The council has a duty to ensure that only those persons who are entitled to work in the UK are issued a licence to operate. For this reason all applicants must provide evidence to show that they are entitled to work in the UK, and that there are no restrictions on the work that you can do. You must produce proof of your right to work during your appointment.

If you are on a time limited visa, any licence which may be issued will expire when your visa expires. If, at any time, your entitlement to work in the UK is removed, your licence will be revoked.

### **Disclosure and Barring Service (DBS)**

Applications must also be accompanied by a Basic Disclosure certificate for each applicant. This means that a certificate must be obtained and supplied in respect of the sole individual applicant, or each individual applicant where the application is made by multiple individuals, or each director of a limited company applicant. Certificates must be issued in the full name of the relevant individual and must have been issued no earlier than 3 months before the date on which the application is made. Basic Disclosure certificates are required annually.

Basic Disclosures can be obtained The Disclosure and Barring Service, through their helpline - 03000200190, or via their website: [www.gov.uk/dbs](http://www.gov.uk/dbs)

### **Application**

Where the application is being made by a single individual, the questions on the application form should be answered by that individual. Where the application is being made by multiple individuals (whether in a formal partnership or not), the questions should be answered jointly by the applicants. Where a limited company is applying for a licence, the questions should be answered in respect of both the company and its directors.

### **Renewing your licence**

If you are applying to renew your licence please do so as least eight weeks before it expires. You cannot continue to operate if your licence has expired. We are not responsible for delays due to the actions of external bodies such as the Disclosure and Barring Service (DBS). You can only start working once we have granted you a licence.

## **Licensee's responsibilities**

Operators are required to comply with the conditions of their licences. The operator conditions can be found within in the Hackney Carriage and Private Hire Licensing Policy:

<https://www.stalbans.gov.uk/taxi-licensing>

## **Hackney Carriage and Private Hire Licensing Fees**

<b>Total fees</b>	
Operator Licence	£700

Please note that we can only accept payment by cheque, credit card or debit card.

You can make payment online: <https://www.stalbans.gov.uk/pay-online-taxi-licensing>

## **Trading names**

Operators will be asked to declare their (proposed) trading name(s) within their application. This is the name by which the business will typically be known by customers and the public, and which will appear on advertising placed by the Operator.

While trading names are a matter for an Operator to determine, we will seek to prevent names which may offend. We will also prevent any names that may cause confusion in connection with the provision of private hire services in the area.

Legally, only hackney carriages may display the words 'taxi' or 'cab' on their vehicles. For this reason, trading names which include the words 'taxi', 'cab', 'hackney' or 'public hire', or which are phonetically or visually similar, will not be permitted by private hire operators.

However, if the Operator also provides bookings to hackney carriages, a variation of the permitted trading name including one of these terms, may be displayed on advertising specifically in respect of those vehicles, but not in respect of any matter relating to the wider business or to private hire vehicles.

Should concerns arise about the suitability of a trading name, we will discuss these with you and you will have an opportunity to respond or to amend your application.

## **Operating Bases**

A private hire operator licence issued by us will be required for any operator with an operating base that is inside the St Albans District. Accordingly, all vehicles and drivers operating from that base will require appropriate licences issued by us. This is to ensure that proper regulation and enforcement measures may be taken by us and that all vehicles operating with St Albans District meet the Council's Hackney Carriage and Private Hire Licensing Policy objectives.

We will not grant a private hire operator licence for an operating base that is outside the St Albans District. This is to ensure that proper regulation and enforcement measures may be taken by us. This is not a restraint of trade as the operator may apply to the local authority responsible for licensing where the proposed operating base is located.

## **Hackney Carriage and Private Hire Licensing Policy**

The Department for Transport issued “Statutory Taxi and Private Hire Vehicle Standards” on 21 July 2020. As an authority that issues both hackney carriage and private hire licences St Albans Council “must have regard” to the document when exercising our functions and formulating policy.

Our Hackney Carriage and Private Hire Licensing Policy brings all our existing guidelines, standards, licensee requirements and information together in one place, as well as updating our approach as a result of changes to national guidance; the DFT Statutory Taxi & Private Hire Vehicle Standards.

At the Licensing & Regulatory Committee, it was agreed that the policy would be adopted. This came into effect the day after, on 26th January 2021. You can view the adopted at the link below;  
<https://www.stalbans.gov.uk/taxi-licensing>

If you require a paper copy please email [licensing@stalbans.gov.uk](mailto:licensing@stalbans.gov.uk).

### **HMRC: Mandatory Tax checks at renewal**

From 4<sup>th</sup> April 2022 licensing authorities will have to carry out checks on applications from individuals, companies and any type of partnership to make sure they have completed a tax check.

The rules will apply to renewal applications for:

- hackney carriage driver licences
- private hire driver licences
- private hire vehicle operator licences

From the above date we will not be able to accept renewal applications unless we are provided with a valid **Tax check code**. You will be able to complete this tax check on **GOV.UK**, using your **Government Gateway account**.

If you don't have a Government Gateway account then you are advised to create one now in preparation for your next renewal. This can be done by registering for HMRC Online Services:  
<https://www.gov.uk/log-in-register-hmrc-online-services>

For those without access to the online system HMRC will be providing a telephone support via 0300 200 3310.

**The Tax Check system is now live and can be accessed here:**

<https://www.gov.uk/guidance/complete-a-tax-check-for-a-taxi-private-hire-or-scrap-metal-licence>

The Tax Check code will be valid for 120 days so you are advised to obtain it in plenty of time for use at renewal. By way of an example if you will be renewing your licence prior to 14<sup>th</sup> July 2022 you could apply for your tax check code now and it would still be valid when you renew.

The process of completing a check will be simple and should only take minutes and please rest assured that we, as the Licensing Authority, will not have access to any of your tax information.

Below are links to the current HMRC information which explains what you need to do and what is required of us as the licensing authority:

<https://www.gov.uk/government/publications/licence-application-tax-check-communications-resources/tax-check-factsheet>

<https://www.gov.uk/guidance/changes-when-dealing-with-taxi-private-hire-or-scrap-metal-licence-applications-from-april-2022>

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## APPLICATION FOR A PRIVATE HIRE OPERATOR LICENCE

Local Government (Miscellaneous Provisions) Act 1976 Part II

Community Services, St Albans City and District Council, Civic Centre,  
 St Peters Street, St Albans, Hertfordshire, AL1 3JE

<b>APPLICATION TYPE</b> (please tick the relevant box)	
Grant of a <b>Private Hire Operator licence</b>	
Renewal of a <b>Private Hire Operator licence</b>	

*Please tick the appropriate box above*

**If you are applying to renew your licence please do so as least eight weeks before it expires. You cannot continue to drive if your licence has expired.**

**Answer all the questions in ink using CAPITAL letters, either ticking ✓, or writing “None” where appropriate. Please answer all questions below, failure to do so will invalidate your application.**

Please familiarise yourself with our Private Hire Operator Conditions, before completing this form. You may wish to keep a copy of the completed form for your records.

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.

<b>Section 1: Licence details</b> (This section should be left blank on new licence applications)		
1.	Licence number	
2	Expiry date of current licence:	
<b>Section 2: Operator Details</b>		
1.	Please give the name by which your business is/will be known:	
2.	Please list any telephone numbers advertised for the making of bookings:	
3.	Address(es) of Premises from which you operate. Must be located in St Albans District	
4.	Email address for business:	

<b>Section 3: Applicant Details</b>	
<b>Individual applicant</b>	
1.	<b>Full Name</b>
2.	<b>Date of Birth</b>
3.	<b>Home Address</b>
4.	<b>Contact number</b>
5.	<b>Driver Licence Number</b> (if applicable)
6.	<p><b>Email</b> : <i>By providing an email address, you agree to us communicating with you by email, including sending reminder letters and licences. For further details of your personal data rights see: <a href="http://www.stalbans.gov.uk/council-and-democracy/departmentsPoliciesPlans/data-protection/default.aspx">http://www.stalbans.gov.uk/council-and-democracy/departmentsPoliciesPlans/data-protection/default.aspx</a></i></p> <p>.....</p>
7.	<p><b>Please provide your Tax Check Code:</b>            You can obtain your Tax Check Code from:  <a href="https://www.gov.uk/guidance/complete-a-tax-check-for-a-taxi-private-hire-or-scrap-metal-licence">https://www.gov.uk/guidance/complete-a-tax-check-for-a-taxi-private-hire-or-scrap-metal-licence</a></p> <p>.....            (renewal applications only)</p>
<b>Secondary Individual Applicant</b> (if any)	
If there are more than two individual applicants, please give the details of further individuals on a separate sheet.	
1.	<b>Full Name</b>
2.	<b>Date of Birth</b>
3.	<b>Home Address</b>
4.	<b>Contact number</b>
5.	<b>Driver Licence Number</b> (if applicable)
6.	<p><b>Email</b> : <i>By providing an email address, you agree to us communicating with you by email, including sending reminder letters and licences. For further details of your personal data rights see: <a href="http://www.stalbans.gov.uk/council-and-democracy/departmentsPoliciesPlans/data-protection/default.aspx">http://www.stalbans.gov.uk/council-and-democracy/departmentsPoliciesPlans/data-protection/default.aspx</a></i></p> <p>.....</p>
7.	<p><b>Please provide your Tax Check Code:</b>            You can obtain your Tax Check Code from:  <a href="https://www.gov.uk/guidance/complete-a-tax-check-for-a-taxi-private-hire-or-scrap-metal-licence">https://www.gov.uk/guidance/complete-a-tax-check-for-a-taxi-private-hire-or-scrap-metal-licence</a></p> <p>.....            (renewal applications only)</p>

### Section 4: Record Keeping

1.	Please describe your arrangements for keeping records of bookings, and of the vehicles and drivers you operate, in accordance with the Council's standard conditions for operator's licences:	
2.	Who has access to the records?:	
3.	At what address can these records be inspected by police or authorised Council officers?:	

### Section 5: Liability insurance details

1.	Do you hold valid liability insurance in respect of your business?	Yes		No	
2.	If NO, please explain why:				
3.	Name of insurer(s):				
4.	Policy Number:				
5.	Policy cover dates:				

### Section 6: Premises Authorisation

1.	Has relevant planning permission for the (proposed) use of the operating base listed in section 1 been granted, or has it been confirmed that planning permission is not required for this address?	Yes		No	
2.	Please provide any further relevant information in respect of these matters in the space below:				

### Section 6: Number of Drivers and Vehicles

1.	How many private hire vehicles will be operated under this licence?	
2.	How many private hire drivers will be operated under this licence?	

## Section 7: Suitability of applicant(s)

1.	<p><b>Does the applicant (or do any of the applicants, or any of the directors/company officers of a limited company applicant) have any convictions or cautions for any offence, which are not considered to be 'spent'?</b></p> <p><i>Convictions and cautions which are considered 'spent' under the provisions of the Rehabilitation of Offenders Act 1974 need not be disclosed.</i></p>	Yes		No	
2.	<p><b>Has/have the applicant(s) (or any of the directors/company officers of a limited company applicant) been charged with an offence and is currently awaiting the outcome of those proceedings?</b></p>	Yes		No	
3.	<p><b>Is the applicant (or are any of the applicants, or any of the directors/company officers of a limited company applicant) currently subject to an undischarged bankruptcy order, or similar insolvency proceedings (including IVA's)?</b></p>	Yes		No	
4.	<p><b>Is the applicant (or are any of the applicants, or any of the directors/company officers of a limited company applicant) currently disqualified from being a company director?</b></p>	Yes		No	
5.	<p><b>Is the applicant (or are any of the applicants, or any of the directors/company officers of a limited company applicant) currently prohibited from working in the UK by reason of immigration status?</b></p>	Yes		No	
6.	<p><b>Has/have the applicant(s) (or any of the directors/company officers of a limited company applicant) ever been refused a Private Hire Operator's Licence, by this or any other authority, or had such a licence suspended or revoked?</b></p>	Yes		No	

If any of the above questions have been answered 'yes', please provide further details in respect of those matters in the space below:



## Section 8: Other licences

- |    |  |  |
|----|--|--|
| 1. | Does the applicant (or do any of the applicants or directors/company officers of a limited company applicant) hold a valid Private Hire Operator's licence issued by this or any other authority?  |  |
| 2. | If a licence is also held in another authority's area, please outline the steps taken to ensure that bookings received by the St Albans operator are only fulfilled by vehicles/drivers licensed by St Albans: (continue on a separate sheet if necessary) |  |

## Section 9: Accompanying Documents

I have enclosed the following information with my application (please tick to confirm)

**List of vehicles to be operated under the licence including the following details:**

Licence Plate Number, Vehicle Registration Number, Proprietor Name, Licence Start Date, Licence Expiry Date.

**List of drivers to be operated under the licence including the following details:**

Licence Badge Number, Proprietor Name, Licence Start Date, Licence Expiry Date.

**Details of limited company directors including the following details:**

Name, Address, Date of Birth, Contact Number, Email, Tax Check Code.

**Recent passport style photograph**

for all applicants

**Copy of Public Liability Insurance**

**Basic disclosure certificates, issued in the individual's name within the last 3 months,** for any applicant (or company director) who is not currently licensed by the Council as a driver

**Certificate of completion of the Equality Act 2010 and safeguarding refresher training**

For all applicants

**Evidence of right to work in the UK for every applicant (passport, residence permit, etc)**

For all applicants

**I understand if any of the above is missing my application will not be valid.**

## Section 10: Declaration and signatures

(Every applicant must sign the form)

### DECLARATION

**IF ANY PERSON KNOWINGLY OR RECKLESSLY MAKES A FALSE STATEMENT OR OMITTS ANY MATERIAL PARTICULAR IN GIVING THIS INFORMATION UNDER THIS SECTION, THAT PERSON WILL BE GUILTY OF AN OFFENCE.**

I the undersigned, hereby apply for a licence to act as a driver of Private Hire Operator's licence in the District of St Albans and I declare that my answers and statements to the questions in this application are true, to the best of my/our knowledge and belief, and acknowledge that, if there are any omissions, false or incorrect statements of a serious nature, this may result in the application being refused without further consideration or, if a licence has been issued, it may be liable to suspension or revocation. I also confirm that I have been provided with, read and understood and agree to abide by all relevant legislation contained within the guidance document in regard to being a licensed operator within the St Albans District. I have read the Licence Conditions and undertake in the event of a licence being granted to observe and adhere to such Conditions

I understand that in making this application, I am consenting to St Albans City and District Council Licensing Authority making any enquiry as deemed appropriate in relation to my application. I therefore acknowledge and consent to St Albans making enquiries with the police and fraud team and any other agency as required in relation to any investigations, arrests, non-convictions, orders or other offences or issues relating to myself and my application in order to determine my fitness to hold a licence. I understand I will not be entitled to a refund once my application has been submitted.

### PRIVACY NOTICE

This privacy notice explains how St Albans City & District Council (the Data Controller) will use any personal information we collect about you when you use our services.

We will use your information for the purposes we have set out; keep it securely; destroy it when we no longer need it; tell you the rights applicable to this personal information and how to exercise them; tell you who to complain to.

All this information is set out in full on the privacy notice with this form. Please read and retain the privacy notice for more details.

### CONSENT

By completing this form you are giving consent for us to process your criminal conviction information and special category information, i.e. medical information and criminal records, for the purposes outlined in the privacy notice with the form.

You have a right to withdraw your consent at any time by emailing [licensing@stalbans.gov.uk](mailto:licensing@stalbans.gov.uk) or calling the Council on 01727 296164. If you withdraw consent we will not be able to process your application.

I agree to give consent for you to use my personal information as set out above

Signed:		Print name:		Date:	
Signed:		Print name:		Date:	

If there are more than two applicants, a copy of this page should be taken to allow all applicants to sign. Where the application is made by a limited company, the form should be signed by an officer of the company.

Completed application forms should be submitted, along with the above documents and payment of the appropriate fee(s), to: submit your completed application to:  
[licensing@stalbans.gov.uk](mailto:licensing@stalbans.gov.uk)

## **Privacy Notice**

This privacy notice explains how St Albans City & District Council (the Data Controller) will use any personal information we collect about you when you use our services.

### **What information do we collect about you?**

The information that the Council will collect varies depending on how you use the Council's Services. We are using the information provided in this case because we have a legal obligation [Art. 6(1)(c) of UK General Data Protection Regulation("UK GDPR")]. This means we collect your personal information from you so that we can carry out a function we are required by law to carry out. In this case we are collecting personal information for the purposes of Taxi Licensing.

If you're providing us with special category personal information (such as details about your health) we will be processing this under Art. 9(2) UK GDPR. If you're providing us with criminal conviction personal information we will be processing this under Art.10 UK GDPR.

### **How will we use the information about you?**

We use the information to process your operator licence application. We may share the information with other departments at the Council to enable us to deal with your application. We will only share the information to enable us to deal with this matter.

We will not share the personal information we hold with any external organisations except for partner organisations. By partner organisations we mean Local Authorities, your Doctor, your Insurance company or other statutory authorities, such as Her Majesty's Revenue and Customs (HMRC), NAFN for the use of NR3, Cabinet Office, Home Office, Audit Commission, Department for Transport, DVLA, Police or similar agency, where sharing your data is necessary to deal with your matter. We will also share contact details with Unified Transport and Versant for training purposes. We may be required to share your personal information with the Police, or similar agency, or another Council for the purposes of preventing and detecting fraud.

We will ensure that all personal information is kept securely.

### **How long will we keep this information?**

We will destroy this personal information in accordance with our Disposal Schedules. To determine how long we should keep information, we consider what the legislation states and what is good practice. This means we will securely destroy the information once we no longer need it. If you would like to know the specific period of time that relates to your personal information please contact [GDPR@stalbans.gov.uk](mailto:GDPR@stalbans.gov.uk)

### **Individuals' Rights**

You have a right to request a copy of the personal information that we hold about you. If you would like a copy of some or all of your information, please contact [foi@stalbans.gov.uk](mailto:foi@stalbans.gov.uk) and ask for a subject access request.

If you consider we hold inaccurate personal information about you, you can contact us to ask for this information to be corrected. We will consider your request and respond within one month. Please contact [GDPR@stalbans.gov.uk](mailto:GDPR@stalbans.gov.uk).

The other rights you have will depend on why we have collected the information -we will tell you in the specific privacy notice relating to that application or process. You can find out more about your individual rights:

<https://www.stalbans.gov.uk/sites/default/files/documents/publications/privacy-notices/Individual%20Rights%20GDPR%20Website%20Notice.pdf>

## **Cookies**

Cookies are text files placed on your computer to collect standard internet log information and visitor behaviour information. This information is used to make your use of the internet better.

For further information on how we use these and how you can control it, please visit

<https://www.stalbans.gov.uk/cookies>

## **Changes to our Data Protection Policy**

We have a Data Protection Policy in place and this can be found here:

<https://www.stalbans.gov.uk/sites/default/files/documents/publications/privacy-notice/GDPR%20Personal%20Data%20Policy.pdf>

## **Data Protection Officer**

Our Data Protection Officer for the purposes of Articles 37 to 39 of the UK General Data Protection Regulation is Charles Turner, Solicitor to the Council. He can be contacted by emailing [GDPR@stalbans.gov.uk](mailto:GDPR@stalbans.gov.uk) or calling 01727 819209 for our Complaints Team.

## **How to contact us**

Please contact us if you have any questions about our Data Protection Policy, or concerns about how we handle your information: by emailing [foi@stalbans.gov.uk](mailto:foi@stalbans.gov.uk) or write to us at: FOI Team, St Albans City & District Council, St Peter's Street, St Albans, AL1 3JE.

## **Complaints**

You have a right to complain to the Information Commissioner if you are unhappy with how we process your personal information. You can do so through their website:

<https://ico.org.uk/concerns/> or by emailing: [casework@ico.org.uk](mailto:casework@ico.org.uk) or calling their helpline on 0303 123 1113.