

TENDRING DISTRICT COUNCIL

Local Government [Miscellaneous Provisions] Act 1976

APPLICATION FOR GRANT/RENEWAL**OF PRIVATE HIRE VEHICLE OPERATOR'S LICENCE*****Important – Please read these notes before completing this Form**

Question 5: All addresses, whether within the Council's area or not at which it is proposed to carry on business in connection with Private Hire Vehicles licensed under this Act should be shown.

Company: If the business is a company, all questions [except Question (3)] to be answered in respect of each Director and the Company Secretary.

Partnership: If the business is a partnership, all questions [except Question (3)] to be answered in respect of each partner.

All Applicants: Any persons knowingly or recklessly making a false statement or omitting any material particular in giving this information shall be guilty of an offence.

1. Full name of Applicant(s)	
2. Residential Address of Applicant(s)	
3. Date of Birth	
4. National Insurance Number	
5. Address of Operating Base/Business (This must be within the Tendring District)	
6. Name under which business operates/trades (e.g. company name)	
7. Details of any other Secretary, Directors or Partners involved with the business (include names and addresses)	

7. Business telephone number	
8. Alternative telephone number (e.g. home number)	
9. Mobile telephone number	
10. Business E-Mail	
11. Alternative E-Mail (e.g. personal e-mail address)	
12. State any trade or business carried on by Applicant in the past or at the present time	
13. Vehicle registration numbers and make and model for all vehicles which you will operate under this licence (Use separate sheet of paper if necessary)	
14. Have you previously made application for an Operator's Licence?	YES/NO (If YES, please give details)
15. Have you previously had an Operator's Licence refused, suspended or revoked?	YES/NO (If YES, give details)
16. Have you or any of the persons named above ever been convicted in a Court for any offence?	Yes/No
17. Have you or any of the persons named above ever been cautioned by the Police for any offence?	Yes/No
18. Give details of <u>any</u> convictions within the last ten years.	
19. Have you at any time been a Director or Secretary of any Company? If YES, please state:- (a) the name of the company (b) nature of the business	YES/NO (a) (b)

<p>(c) any convictions recorded against the company</p> <p>(d) details of any previous application for an Operator's Licence by that company</p> <p>(e) details of any revocation or suspension of an Operator's Licence held by that company</p>	<p>(c)</p> <p>(d)</p> <p>(e)</p>
<p><u>Immigration Act 2016</u></p> <p>(In force for new applications or renewals made after the 1 December 2016)</p> <p><i>Your right to work in the UK will be checked as part of your licence application, this could include the licensing authority checking your immigration status with the Home Office. We may otherwise share information 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 below where indicated*. You must provide the original document(s), such as your passport or biometric residence permit, as indicated in the guidance below, 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. Your application will not be considered valid until all the necessary information and original document(s) have been produced and the relevant paid has been paid.</i></p> <p><i>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.</i></p>	
<p>Please confirm that you are able to live and work in the UK and that you will be able to provide evidence of this. The list of supporting documents which evidence this are shown below where marked* If you cannot provide any of these your application will not proceed or be processed any further at this stage.</p>	<p>Yes / No*</p>

I accept and understand that Tendring District Council may use the information provided on this form to detect and prevent fraud. The Council may also share information, for the same purposes, with other authorities and organisations which handle public funds.

I DECLARE that my answers to the questions above are true to the best of my knowledge. I understand that if there are any omissions or incorrect statements of a serious nature, my application may be refused, or if a licence has been issued it will be liable to immediate suspension or revocation. I understand that it is an offence for any person to knowingly or recklessly make any false statement or omission of material particulars and doing so may render me liable to prosecution.

I HEREBY REQUEST the Tendring District Council to issue to me a Private Hire Vehicle Operator's Licence.

Tick

I have read the guidelines and standards printed below and understand them ☐

DATE: **SIGNED:**

SIGNED

Position in Company (E.g. Owner/Secretary/Director/Partner

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Licensing Office

Licensing Section, Tendring District Council, 88-90 Pier Avenue, Clacton on Sea, Essex CO15 1TN
Email: licensingsection@tendringdc.gov.uk General Licensing Telephone: 01255 686565

Please be aware that the Licensing Office is only open for personal callers Tuesdays and Wednesdays between the hours of 10.00 a.m. and 12.00 midday and Friday between the hours of 1.00 p.m. and 4.00 p.m. outside of these times an appointment will need to be made with a member of the Licensing Team.

***Immigration Act 2016**

Lists of acceptable original documents for right to a licence checks. The lists of original documents are those prescribed by the Home Office to show evidence of a right to work. Documents from List A and B are the only documents that the Council will accept in respect to immigration and right to work checks.

List A: No immigration restrictions on right to a hackney carriage or private hire drivers licence in the UK.

After you have undertaken the necessary check once in respect of an application made on or after 1 December 2016, if the Council has retained a copy of a document from List A, you will not have to repeat the immigration and right to work check when you subsequently apply to renew or extend your licence. One or more of these documents shown below will be required.

1. A passport showing the holder, or a person named in the passport as the child of 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 national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
3. A Registration Certificate or Document Certifying Permanent Residence issued by the Home Office to a national of a European Economic Area country or Switzerland.

4. A Permanent Residence Card issued by the Home Office to the family member of a national a European Economic Area country or Switzerland.
5. A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
6. 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.
7. 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.
8. A **full** birth or adoption certificate issued in the UK which includes the name(s) of at least one of the holder's parents or adoptive parents, **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.
9. 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.
- 10 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: Immigration restrictions on the right to a hackney carriage or private hire drivers licence in the UK.

A licence may be issued (subject to statutory limitations) up to the expiry date of your permission to work in the UK. Your immigration status will need to be checked each time you make an application to renew or extend your licence. One or more of these documents shown below will be required.

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 **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to do the work in question.

3. A **current** Residence Card (including an Accession Residence Card or a Derivative Residence Card) issued by the Home Office to a non-European Economic Area national who is a family member of a national of a European Economic Area country or Switzerland or who has a derivative right of residence.
4. 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.
5. A Certificate of Application issued by the Home Office under regulation 17(3) or 18A (2) of the Immigration (European Economic Area) Regulations 2006, to a family member of a national of a European Economic Area country or Switzerland stating that the holder is permitted to take employment which is **less than 6 months** old **together with Verification** from the Home Office Evidence and Enquiry Unit. The licence may be granted for six months from the date of the Certificate of Application.
6. A **Verification** issued by the Home Office Evidence and Enquiry Unit to you, which indicates that the named person may stay in the UK because they have an in time application, appeal or administrative review and which is outstanding. The licence may be issued for six months from the date of the licence decision.