

PRIVATE HIRE OPERATORS LICENCE or HACKNEY CARRIAGE OPERATOR REGISTRATION/RENEWAL FORM



Which type of operator licence are you applying for?

Private hire		Hackney carriage registration	
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1. To be completed by ALL applicants

1.1. Applicant 1 details

Forename	
Surname	
Address	

1.2. Applicant 2 details

Forename	
Surname	
Address	

2. To be completed by ALL applicants

Company name	
Operator licence number (if renewing)	
Telephone number	
Business address	
Is the application from a limited company?	

3. To be completed if the application is for a limited company

Company secretary full name	
Company secretary home address	
Business or trade performed by company before this application?	

4. To be completed by ALL applicants

Have the applicants previously applied for an operator's licence at any council?	
Name of council applied to	
Date of application	
Was the licence granted?	
Was the operator licence refused or revoked?	
Please give details, if the licence was refused or revoked?	
Have the applicants, director or secretary been convicted of any offences?	

Details of convictions, if applicable:

Name	Date of conviction	Court	Offence convicted of	Decision of court

5. To be completed by ALL applicants

Is there current planning permission in respect of the use of this address as a business?

Only required if the address will be used for 2 or more hire vehicles.

YES/NO

If no, please provide the date you will make an application to the Planning Department:

Date:

How many vehicles do you intend to operate if a licence is granted?	
How many drivers do you intend to employ? (This includes part-time and self employed drivers)	

6. References: First Time Applicants ONLY

Please enter details of your previous employment. Unless otherwise indicated, the Council will seek a reference from the employer.

Applicant name	Employer and email	Employer address	Length of employment

Note: Please provide details of the last 2 employers if previous employment lasted less than 2 years.

All applicants to give the names and addresses of two persons known to them, but not related to them, who are willing to give references to the Council about their suitability to carry on the business as an Operator. One of these must be a person of good standing in the community, such as a doctor, police officer, company director or similar.

If the applicant is a licensed driver with North Norfolk District Council, references used for the driver application will be used, therefore details of references will not be necessary. Please provide the licence number if no references are being provided:

Licence number	
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Referee 1 full name	
Referee 1 home address	
Referee 1 email address	

Referee 2 full name	
Referee 2 home address	
Referee 2 email address	

DECLARATION

I/We declare that to the best of my/our knowledge and belief the above particulars are true in every respect.

I understand my tax obligations and that I can find more information online [Complete a tax check for a taxi, private hire or scrap metal licence - GOV.UK \(www.gov.uk\)](#)

I/We have read the Hackney Carriage and Private Hire Handbook and undertake in case of a licence being granted to observe and perform all the conditions and bylaws contained within the Hackney Carriage and Private Hire Handbook at all times.

Signed: _____ Dated: _____

Name: _____

Signed: _____ Dated: _____

Name: _____

(In the case of a Limited Company or other incorporated body, the application should be signed by the Managing Director or Secretary.)

It is an offence for any person knowingly or recklessly to make a false statement or to omit any material particular in giving information required in this form.

This form should be completed and returned by email to licensing@north-norfolk.gov.uk

Address: Licensing, North Norfolk District Council, Holt Road, Cromer, Norfolk, NR27 9EN

Fee information:

[Home | Taxi Licensing Fees and Policy \(north-norfolk.gov.uk\)](#)

Lawful development certificate:

[Lawful Development Certificates - Planning Permission - Planning Portal](#)

Right to work guidance:

[Employers' right to work checklist \(accessible\) - GOV.UK \(www.gov.uk\)](#)

An acceptable application must include:

- Correct fee – private hire operators only
- Proof of planning permission or lawful development certificate, for business address
- Public liability insurance if public allowed access to business address
- Valid licence under the Wireless Telegraphy Acts (if applicable)
- Basic Disclosure and Barring Service Check (DBS)
- Tax check code [Complete a tax check and get code](#)
- Proof of right to work

NO APPLICATION FORM WILL BE ACCEPTED UNLESS THE FORM IS FULLY COMPLETED AND IS ACCOMPANIED BY ALL REQUIRED DOCUMENTATION AND FEE.