

**PRIVATE HIRE OPERATORS LICENCE or
HACKNEY CARRIAGE REGISTRATION FORM
For NEW APPLICATION/RENEWAL/TRANSFER**

(PLEASE DELETE AS APPLICABLE)



I/We hereby apply to North Norfolk District Council to Grant/Renew, subject to the provisions of Part II of the Local Government (Miscellaneous Provisions) Act 1976, a licence to operate for private hire and hackney carriage purposes.

- 1. To be completed if the application is from an individual or a partnership or other unincorporated organisation. Full names and addresses of each partner or member of organisation to be given.**

Full names and addresses of applicants:

(a) _____

(b) _____

(c) _____

- 2. To be completed by ALL applicants**

Name of Company: _____

Address of Office: _____

Telephone Number: _____

- 3. To be completed if the application is from a Limited Company**

Address of Registered Office: _____

_____ Telephone Number: _____

Full name and home address of Managing Director: _____

Full name and home address of Company Secretary: _____

4. To be completed by ALL applicants

Has any previous application for an Operator's Licence been made by or on behalf of the applicant(s) or Company? YES/NO **If Yes, give details of where and when below:**

Has any previous Operator's Licence held by the applicant(s) or Company been revoked or suspended? YES/NO **If Yes, give details below:**

Has the applicant(s) Company, or any Director, or Secretary thereof been convicted of any offences? YES/NO **If Yes, give details below:**

Name	Date of conviction	Court	Offence convicted of	Decision of court

Trade or business carried out by the applicant(s) Company before this application:

5. To be completed by ALL applicants

Is there current planning permission in respect of the use of this address as a business?
YES/NO

If Yes, please provide a copy of the permission with this application.

If No, please give the date on which you will make an application (the grant of an operator licence will not be given until such permission is proven to have been granted)*:

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 drivers, 'self-employed' drivers, owners/drivers)

6. First Time Applicants ONLY

All applicants to enter below details of your previous employment. Unless otherwise indicated, the Council will seek a reference from the previous employer.

Applicant name	Employer	Employer address	Length of time in employment

Note: If any applicant was employed for less than two (2) years in your last employment, give details of the employment prior to that.

All applicants to give the names and addresses of two persons known to him/her, but not related to him/her, who are willing to give references to the Council about your suitability to carry on the business as an Operator. It would be of assistance if one of the referees were an accountant, bank manager, solicitor or person of similar standing.

Applicant name	Name and address of 1 st referee	Name and address of 2 nd referee

DECLARATION

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

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:

Signed: Dated:

Signed: Dated:

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 to:

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

Together with the following items:

- Correct fee – only applicable if a Private Hire Operator
- Proof of planning permission for business address
- Public liability insurance if public allowed access to business address
- Valid licence under the Wireless Telegraphy Acts (if applicable)
- Enhanced Disclosure and Barring Service Check (DBS)
- Right to Work Documentation

The applicant for the grant of a new licence will need to obtain a criminal records disclosure to enhanced level. If a PH/HC Drivers licence is held an additional check will not be necessary unless the Disclosure and Barring Service Report is out of date.

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

* Please write to Planning Department, North Norfolk District Council, Holt Road, Cromer, Norfolk, NR27 9EN asking if require planning permission.