



Application for a a Private Hire Operator's Licence

Answer all questions for the application to be valid

Is this a new or renewal application?									
Full Name:									
Title: Miss, Mrs, Ms, Mr, Other									
Address:									
Postcode:									
Email address:									
National Insurance Number:									
HMRC Tax Check Code: (renewal applicants only)									
Tel. Number / Mobile No:									
Date of birth:									

1. Name(s) and address(es) of other operator(s) involved in this licence application:

2. If a partnership or company, trading name and address: _____

3. If a registered company, name of company and registered address: _____

4. Do you currently hold or have you previously held (or any other party involved in this application) an operator's licence with this Council or any other local authority? Yes / No

If yes, please give details: _____

6. Have you (or any other party involved in this application) ever been refused a licence? Yes / No

If yes, please give details: _____

7. Have you (or any other party involved in this licence application) been charged or convicted of any criminal offence / been arrested or released / accepted a caution? Yes / No

If yes, please give details including date and nature of offence(s):

8. Are any court proceedings pending against you (or any other party involved in this application) at present? Yes / No

If yes, please give details including date and nature of offence(s):

9. Please give details of the vehicle(s) that will be covered by the private hire operator's licence:

Registration No.	Make and Model	Colour	Seating capacity	1 st registered

To be signed by all operators involved in this licence application

I/we declare that the answers given above are true. I/we understand that if I/we have made any omissions or statements I/we know to be false, the application may be refused or if already issued, the licence may be suspended or revoked. I/we give the Licensing Authority permission to undertake Disclosure and Barring Service (DBS) checks. I/we have read the conditions relating to a private hire operator's licence and the HMRC guidance relating to my tax obligations.

Signed: Dated: / /

Signed: Dated: / /

Signed: Dated: / /

Signed on behalf of a company: Dated: / /

Position in company:

You may render yourself liable to prosecution for an offence if you fail to comply with the conditions of the licence. It is an offence to employ a driver who doesn't hold a current driver's licence issued by the Council.

Data Protection

The data submitted with this form is processed by Maldon District Council (the Data Controller) for the administration of this application. Our lawful basis for collecting this data is complying with a legal obligation (GDPR Article 6.1(c)). We only share your data for the purposes of processing this application, the prevention or detection of fraud or where we have a legal requirement to do so. We do not pass on your data to any marketing companies.

Further details about how we protect your data can be found in our Terms & Conditions on the Council's website www.maldon.gov.uk/terms. For more information, please contact our Data Protection Officer (DPO) on 01621 876224 or dpo@maldon.gov.uk. If you have any queries or wish to make a complaint about how we have handled your data, please contact the DPO above or the Information Commissioner's Office at www.ico.org.uk or 0303 123 1113.

Documents required with application	Checklist
Completed application form - including the 9 figure HMRC tax check code – unless a new application. (If a renewal licence, the Council will not be able to process applications unless a tax check code is provided.)	
Basic DBS certificate(s) (less than 28 days old) – required for each operator (e.g. partners, directors, etc.) involved in this licence application. DBS certificates are not required if a licensed driver and signed up to the DBS update service.	
Proof of entitlement to work in the UK, e.g., passport, UK birth certificate, residence permit, settled status certificate. Additional documents may be requested.	
Payment (fee for 2022/23 £229) (office budget code F341 9244)	

Tick payment method below: -

- online by Debit Card at <https://www.maldon.gov.uk/pay>
- cheque made payable to 'Maldon District Council' and sent with this application and the documents listed above to Maldon District Council, Princes Road, Maldon CM9 5DL
- BACS – Natwest Bank; sort code 60-13-37; account number 57191700; ref – TX and your name

For enquiries - contact Licensing, telephone 01621 854477 or email licensing@maldon.gov.uk