|  |
| --- |
| Date received:- |



**LG3**

|  |
| --- |
| **APPLICATION FOR A LICENCE TO OPERATE PRIVATE HIRE VEHICLES** |

|  |
| --- |
| ***NOTE*** *(i) Before completing this form, applicants are advised to carefully read the notes at the end of this form.*  *(ii) Please complete the form in* **BLOCK CAPITAL** |

|  |  |  |
| --- | --- | --- |
| 1. What type of application is this? | FIRST GRANT | RENEWAL |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 2. If a current licence is held, state: | Licence No. |  | Expiry Date |  |

|  |  |
| --- | --- |
| 3. Name of firm: |  |

|  |
| --- |
| 4. List every address at which you are in (or intend to carry on) business as a private hire operator:- |

FIRST OR ONLY PREMISES

|  |  |  |  |
| --- | --- | --- | --- |
| Address: |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Postcode |  | Telephone No. |  |

SECOND PREMISES (if any)

|  |  |  |  |
| --- | --- | --- | --- |
| Address: |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Postcode |  | Telephone No. |  |

THIRD PREMISES (if any)

|  |  |
| --- | --- |
| Address: |  |
|  |  |
|  |  |
|  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Postcode |  | Telephone No. |  |

|  |
| --- |
| 5. List all applicant partners (directors if a limited company):- |
| FIRST OR ONLY PROPRIETOR/DIRECTOR |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Surname: |  | | | | | Initials: |  | Date of Birth: |  |
|  | | | | | | | | | |
| Title: \* | Mr. | Mrs. | Miss. | Ms. |  | Forenames |  | | |

|  |  |
| --- | --- |
| Home Address: |  |
|  |  |
|  |  |
|  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Postcode: |  | Telephone No. |  |
|  |  |  |  |
| \*Delete as necessary | |  | Continued overleaf |

SECOND PROPRIETOR/DIRECTOR

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Surname: |  | Initials: |  | Date of Birth |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Title: \* | Mr. | Mrs. | Miss. | Ms. | Forenames: |  |

|  |  |
| --- | --- |
| Home Address: |  |
|  |  |
|  |  |
|  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Postcode: |  | Telephone No. |  |

|  |  |
| --- | --- |
| YES | NO |

1. Do all the premises listed at 4 have planning permission

for the operation of private hire vehicles? \*

|  |
| --- |
| If NO, why not? |

1. Which of the premises listed at have or will have a waiting room for members of the public?

|  |
| --- |
|  |

1. If the applicant is a limited company, state the registration number and the office:

|  |
| --- |
|  |

1. What trade, business or profession has each person listed in 5 above carried on in the past

5 years? In the case of a Limited company, what trade, business or profession has that company carried on in the past 5 years?

|  |
| --- |
|  |

|  |  |
| --- | --- |
| YES | NO |

1. Have any of the persons listed in 5 above (and in the case of a Limited company, the company itself) ever been refused a licence concerned with hackney carriage or private hire, or having been granted such a licence had it suspended or revoked?

\*

|  |
| --- |
| If YES, give full details, including the Local Authority and date: |

|  |  |
| --- | --- |
| \*Delete as necessary | Continue overleaf |

11. **Now complete the declaration(s) below:**

Declaration of first or only applicant/director or the limited company:

|  |  |
| --- | --- |
| Full Name: |  |

List below all offences for which you have been convicted by a court (offences which do not need to be listed are summarised in the notes above). If you have no convictions to declare then write NONE and sign below.

|  |  |  |  |
| --- | --- | --- | --- |
| Date of conviction | Court | Offence(s) | Sentence or Order of Court |
|  |  |  |  |
| I list above all offences for which I have been convicted which need to be declared.  Usual Signature: ……………………………………… | | | |

Declaration of second applicant/director:

|  |  |
| --- | --- |
| Full Name: |  |

List below all offences for which you have been convicted by a court (offences which do not need to be listed are summarised in the notes above). If you have no convictions to declare then write NONE and sign below.

|  |  |  |  |
| --- | --- | --- | --- |
| Date of Conviction | Court | Offence(s) | Sentence or Order of Court |
|  |  |  |  |
| I list above all offences for which I have been convicted which need to be declared.  Usual signature: ……………………………………… | | | |

|  |  |
| --- | --- |
| \* Delete as necessary | Continue overleaf |

|  |  |
| --- | --- |
| YES | NO |

Is any person named in 5 above a bankrupt or ever been declared bankrupt? \*

|  |
| --- |
| If YES, give full details |

12. Declaration of Convictions:

1. All persons listed in 5 (including a limited company) must disclose **all** convictions for

offences (including traffic offences) in the spaces on the next page, unless that conviction

is regarded as ‘spent’ by the Rehabilitation of Offenders Act 1974. ‘Spent’ convictions need not be disclosed to the Council.

1. As a general guide **all** convictions must be disclosed (including traffic offences) **unless** the conviction falls into one of the following categories:-

A SENTENCE OF: WHICH WAS:

|  |  |
| --- | --- |
| (i) Imprisonment for a term exceeding 6 months but  not exceeding 30 months | Over 10 years ago |
| (ii) Imprisonment for a term not exceeding 6 months | Over 7 years ago |
| (iii) A fine (includes most traffic offences) | Over 5 years ago |
| (iv) Conditional discharge, bound over, probation | Over 1 year ago |
| (v) Absolute discharge | Over 6 months ago |
| (vi) Cashiering, discharge with ignominy, dismissal  with disgrace from HM forces | Over 10 years ago |
| (vii) Dismissal from HM Forces | Over 7 years ago |
| (viii) Disqualification, disability, probation | Period of sentence unless longer period set out above |

1. Generally TRAFFIC OFFENCES are declarable for a period of **five** years (because fines are normally imposed) and has nothing to do with removal of endorsements from licences etc.
2. If you are in any doubt, or your particular offence is not listed, ask the advice of the licensing staff or consult a solicitor.
3. A sentence exceeding 30 months imprisonment must always be declared.
4. All the requested details must be declared for each offence. Any gaps or vagueness may result in delay to the application.
5. The coding system for driving licence endorsements may be used if you wish.
6. All calculations as to whether or not a conviction is ‘spent’ are made to the conviction date
7. The rehabilitation period may be automatically extended by the commission of a offence during the rehabilitation

period in respect of indictable offences.

1. **One final word of warning –** Do not be tempted to omit an offence because you are not sure if it has to be declared or not. Ask the licensing staff. It will be considered a very serious matter and may result in the suspension or revocation of your licence.

|  |  |
| --- | --- |
| \* Delete as necessary | Continue overleaf |

13. Set out below the rates of fares you will (or plan to) normally charge:-

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Rate for the first |  | Mile(s) | £ | (minimum charge) |

|  |  |
| --- | --- |
| Rate for each subsequent mile: | Pence |
|  |  |
| Rate for each 5 minute period waiting: | pence |

Now indicate below how these charges will be calculated (e.g. pick-up to drop or method).

**Note: The ‘round trip’ or ‘office’ methods of calculation are not permitted.**

|  |
| --- |
|  |

**PLEASE INDICATE HOW MANY VEHICLES YOU WISH TO HAVE WORKING FOR YOU**

**Do you want to make any changes to your fares?    YES/NO**

**If you answered YES please complete details below.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Rate for the first |  | Mile(s) | £ | (minimum charge) |

|  |  |
| --- | --- |
| Rate for each subsequent mile: | Pence |
|  |  |
| Rate for each 5 minute period waiting: | pence |

Set out below the rates of fares you will (or plan to) normally charge for 5 – 8 passengers:-

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Rate for the first |  | Mile(s) | £ | (minimum charge) |

|  |  |
| --- | --- |
| Rate for each subsequent mile: | Pence |
|  |  |
| Rate for each 5 minute period waiting: | pence |

**14. Please indicate how many vehicles you wish to have working for you:**

**NOW PLEASE LIST PLATE NUMBER AND**

**REGISTRATIONS OF EACH VEHICLE:**

*(Should there not be enough space in*

*The box provided please attach a*

*Separate piece of paper.)*

**APPLICANTS ARE ADVISED THAT TO KNOWINGLY OR RECKLESSLY MAKE A FALSE STATEMENT OR OMIT ANY MATERIAL PARTICULAR FROM THIS APPLICATION OR ANY DOCUMENT SUBMITTED WITH IT IS AN OFFENCE PUNISHABLE ON CONVICTION BY A FINE OF UP TO £1000.**

I/we declare that to the best of my/our knowledge and belief the answers given are true.

Date……………………………………………………. Usual Signature of Applicant(s)

**NOTES FOR THE ASSISTANCE OF APPLICANTS**

*THESE NOTES ARE INTENDED ONLY AS A GENERAL GUIDE. FOR A FULL EXPLANATION OF THE ADMINISTRATIVE PROCEDURES AND THE LAW, REFERANCE SHOULD BE MADE TO THE ‘GUIDE TO APPLICANTS’ AVAILABLE FREE OF CHARGE FROM THE LICENSING TEAM, GROUND FLOOR, BOLTON TOWN HALL, BOLTON. THE STAFF THERE WILL ALSO ASSIST YOU WITH ANY PARTICULAR QUESTIONS YOU MAY HAVE.*

**HOW TO APPLY FOR AN OPERATOR LICENCE**

1. Contact Access Bolton on 01204 336584 (option 1) to book appointment. At appointment you will need:-

### This form completed in full.

* + 1. The Licence fee (Ask at the Licensing Office for fees)
    2. Written planning permission for each of the premises o be used as a private hire booking office, issued by the Planning and Development Department of the Council. Where planning permission is deemed unnecessary by the Department, then this also must be produced in writing.

(b) Where the premises are being used for members of the public to wait for vehicles then an inspection is necessary in order to ensure that the facilities provided are adequate. The inspection will be arranged for a mutually convenient time.

(c) If the premises are not being used for public waiting then it may be possible to issue a licence immediately provided all other matters are in order.

(d) It is not possible to transfer an operator licence to other person(s).

**Cheques**

Cheques should be made payable to **BOLTON COUNCIL** and crossed. Cheques will only be accepted if accompanied by a valid banker’s card.

**FOR OFFICE USE ONLY 00**

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|  | | | | | | | | | | | | | | | | | | | REC. BY | | | | |
| PLAN | | 1 | 2 | | | 3 |  | | | | NO. VEH | | | | | 1 | | | 2 | | | 3 | |
| PROP.1 | | 01 | CON | | |  |  | PROP.2 | | | | | 01 | | CON | | |  | |  | | | FIRM 01 |
| C’TEE NO. | | | | | | | | | INTV | | | | | | | am/pm | | | DAY | | | DATE | |
|  | | | | | | | | | RESULT | | | | | | | | | | | | | | |
|  | | | | | | | | | NOT’D | | | | | | | | | | | | | | |
| 81 | R No. | | | | | | | |  | | | 61 | | | | |  | | | | | | |
| PREM INSP | | | | | 1 | | | | | | | | | 2 | | | | | | | 3 | | |
| 62 L.No.0 | | | | | | | | | | | | | | DATE | | | | | | |  | | |
| Prop.1 01 | | | | Prop.2 01 | | | | | |  | | | | FIRM 01 | | | | | | | FILE | | |
|  | | | | | | | | | | | | | | | | | | | | | | | |
| NOTES | | | | | | | | | | | | | | | | | | | | | | | |