

Application to renew an Operator's Licence



- Local Government (Miscellaneous Provisions) Act 1976

Please read the Licensing Guidance before attempting to complete this application form.

If you submit your application late and your existing licence expires before receiving your renewed licence, you will not be permitted to operate for hire during that period.

I hereby apply to Lewes District Council, subject to the provisions of the Town Police Clauses Act 1847 and the Local Government (Miscellaneous Provisions) Act 1976, for a licence to operate a Private Hire Operator business within the district of Lewes.

Please complete ALL sections of this form in block capitals using black ink. If there's more than one applicant please complete an application form for each person and submit together as one application.

1. Duration of Licence 5 Year Operator Licence

2. Applicants Details

Title (Please Circle) **Mr / Mrs / Miss / Ms / Mx**
Other (Please Specify)

Surname / Family Name

Forename(s)

Home Address

Postcode Home Telephone No.

Mobile Telephone No.

Email Address

Date of Birth Place of Birth

How long have you lived in the UK as a permanent resident? Years Months

Eligibility to work in the UK (Tick Box)
Do you require a work permit for this employment? Yes No

National Insurance Number

3. **Have you or any other person responsible for the running of the Private Hire Operator business, been convicted or cautioned for ANY offence since you were last licensed?** (Tick Box) Yes No

If **yes**, please give details of **ALL** unspent convictions, cautions, warnings, reprimands and/ or endorsements.

Date of conviction/ Caution/ Warning/ Reprimand	Specify Court/ Police Station/ Issuing Body	Nature of Summons or charge (Details)	Penalty

(Continue on a separate sheet if necessary)

4. **Company Information**

If you are a limited Company, have there been any changes with the business structure of the Private Hire Operator?

If Yes, please provide the details of the new Director and/ or Secretary below. Yes No

Director(s):

Secretary:

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How many vehicles will be operating under this Operator's Licence if approved? (This includes any part-time/ self-employed drivers)

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5. **Share your HMRC Tax check code**

Please enter your HMRC Tax Check Code on the line below:

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From the 4th of April 2022 you will be required to complete a tax check with HM revenue and customs (HMRC) when you renew your Lewes District Council Operator Licence. You will be able to complete this tax check on GOV.UK, through your Government Gateway account. If you do not already have a Government Gateway account, you can sign up on GOV.UK

You can get help from HMRC if you need extra support, for example if you need information in a different format or need help filling in forms. Visit GOV.UK and search 'Get help from HMRC if you need extra support'.

Please note this code is only valid for 120 days from the date that you acquire it. Further information on acquiring a HMRC Tax Check Code can be found at: <https://www.gov.uk/guidance/complete-a-tax-check-for-a-taxi-private-hire-or-scrap-metal-licence#contents>

6. Documents and Charges

This application must be accompanied by the following documents:

List of all PH Vehicles operating under this licence

Application Fee

Applicants who have resided in country outside of the UK for a period of more than a year will be required to produce a Certificate of Good Conduct from that Country.

7. DECLARATION

The information I have provided may also be used for other Council purposes where it is permitted by law (Lewes District Council is registered under the Data Protection Act 2018 for these purposes).

I hereby undertake to observe the provisions of the said Acts and such byelaws and licence Conditions as may be in force and accept that contravention of them may result in the licence being suspended, revoked or not renewed.

I declare that I have checked the information provided on this application and to the best of my knowledge and belief the answers given above are true and correct.

WARNING

Applicants are advised that to make, knowingly or recklessly, a false statement or omit any information from this application is a criminal offence.

This Authority reserves the right to undertake all checks it considers necessary to determine whether an applicant is 'fit and proper'.

Lewes District Council takes its obligations under the Data Protection Act 2018 seriously and will not disclose personal information to any unauthorised person. The authority is under a duty to protect the public funds it administers and will not disclose personal information to any organisation outside the Council except where necessary for the prevention and detection of fraud or if required to do so by law.

The Council will use the personal information it collects to populate our Customer Relationship Management System (CRM). This system enables the Council to provide a more efficient and streamlined service to you.

The Council may share your information with, and obtain information about you from, other organisations to make sure the information held is accurate, to prevent or detect crime; and/or to protect public funds. These other organisations may include other departments within the Council, Government Departments and/ or other Local Authorities.

Signature

Date