



# Private Hire Operator's Licence

Licensing Services, Community Protection,  
Riverside House, Milverton Hill, Royal Leamington Spa, CV32 5HZ  
Tel: 01926 456705 Email: [licensing@warwickdc.gov.uk](mailto:licensing@warwickdc.gov.uk)

The application process will not commence until all relevant documents have been received and this form is completed fully and correctly.

I hereby apply for (please tick as appropriate)

New Grant

Renewal – Licence Number

YOU MUST ANSWER ALL QUESTIONS IF NOT THE FORM WILL BE RETURNED TO YOU. PLEASE USE BLOCK CAPITALS.

## 1. YOUR COMPANY DETAILS

Company name:

Must not include "Taxi" or "Cab"

Company address:

Telephone No:

Mobile No:

Public Liability  
Insurance company:

Public Liability  
policy number:

Do you hold a Hackney Carriage/Private Hire Drivers Licence with Warwick District Council or any other Licensing Authority

Yes

No

Address where  
vehicles are kept when  
not in use:

## 2. YOUR PERSONAL DETAILS

Title: (Mr, Mrs, etc.)

Family name:

Forename(s):

Previous Names:

Date of Birth:    Place of Birth

Address:

Postcode:

Telephone No:  Mobile No:

National Insurance Number:

How long have you lived in the UK

Have you previously been refused any application for a Private Hire Operator Licence with Warwick District Council or any other Licensing Authority Yes  No

Position in the company

## DRIVING LICENCE DETAILS

Time full DVLA driving licence held (years) (Minimum period 2 years):

Groups:

DVLA driving licence number:

Valid from:

Expiry Date:

Current endorsements on DVLA driving licence (if none, write "NIL"):

Date of Offence	Offence Code	Points	Fine/Costs

Have you ever been disqualified from driving?

Yes

No

If Yes, please give details below:

Date:

Reason:

Period(s) of disqualification

### 3. CONVICTIONS

You are required to disclose all convictions, cautions, injunctions including antisocial behaviour orders, fixed penalty notices, restraining orders and details of any arrests for the purpose of establishing if an applicant is a "fit and proper" person to hold a licence. All convictions include any spent convictions (not just for Road Traffic Offences) under the Rehabilitation of Offenders Act 1974 and Rehabilitation of Offenders Act (Exceptions) Order 2003 must also be declared. It is an offence under section 57 of the Local Government (Miscellaneous Provisions) Act 1976 to knowingly or recklessly make a false statement on the licence application form.

Have you ever been **convicted** of or **cautioned** for any offences?

Yes

No

If Yes, please give details below (continue on a separate piece of paper if necessary):

Offence	Date of Conviction/Caution	Sentence

Are there any prosecutions pending against you?

Yes

No

If yes, please give details below:

## 4. HMRC TAX CHECK FOR NEW OPERATOR

If you are a new private Hire Operator please ensure you have read the HMRC guidance on your tax responsibilities [Changes for taxi, private hire or scrap metal licence applications from April 2022 - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/changes-for-taxi-private-hire-or-scrap-metal-licence-applications-from-april-2022)

I can confirm that I have read the HMRC tax guidance and am aware of my tax responsibilities.

Signature:

PRINT NAME:

## 4a. HRMC TAX CHECK FOR RENEWING OPERATOR

If you are a renewing Private Hire Operator, please visit the link below:  
[Changes for taxi, private hire or scrap metal licence applications from April 2022 - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/changes-for-taxi-private-hire-or-scrap-metal-licence-applications-from-april-2022)

- Ensure the type of licence you select on the GOV.UK website is 'Operator of private hire vehicles.
- If applying as a company, please also provide your company registration number.

HMRC Tax Check Code

Company Registration Number (if applicable)

### 5. *List of vehicles operated and plate numbers*

Eg. *WD 15 XYZ*      *123*

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.....  
.....  
.....  
.....  
.....

### *Drivers employed and badge numbers*

Eg. *Joe Bloggs*      *999*

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**Please note: The lists of vehicles that you hold and the drivers that you employ must be supplied as part of the conditions of your operator's licence. You must hold the paper part of the private hire driver's licences for all drivers that you employ. You must keep this list up to date by notifying the Council of any changes to you vehicles or drivers. Failure to do so is an offence and may liable you to prosecution.**

## 6. I hereby apply for a private hire operator licence and enclose:

- Certificate of public liability insurance (Unless the public does not have access to your base)
- Basic disclosure (For new applicants If not already a holder of a WDC hackney carriage/private hire driver's licence- this is not needed on renewals)
- HMRC tax check code and Company registration number (if applicable)
- Proof of online payment of current fee

**Your licence will not be renewed or granted unless all of the required supporting documents are enclosed.**

**Should you withdraw or cancel your application once it has been submitted and accepted, your application fees are none refundable**

## 7. DECLARATION

I declare that I have checked the information given on this form and that to the best of my knowledge and belief it is correct.

I undertake to comply with the relevant legislation and application procedures administered by Warwick District Council and to immediately notify the Council, in writing, of changes in my personal/business circumstances, including any accidents and medical conditions, during the period of any licences issued.

Signature:

PRINT NAME:

Date:

Position in company

Email address

**For renewal applications this form must be submitted by email, together with all required documents, at least 14 days before the expiry of your existing licence.**

Warwick District Council is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.