

Licence Application: Private Hire Operator

Wrexham County Borough Council

This document is also available in Welsh



FOR OFFICE USE ONLY

PLANNING

Sent

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Result

POLICE CHECK (DBS)

Sent

Received

Result

CHIEF ENVIRONMENTAL HEALTH OFFICER (NEW APPLICATIONS ONLY)

Sent

Received

Result

RIGHT TO WORK CHECKLIST

Sent

Received

Result

TAX CHECK

Sent

Received

Result

RENEWAL/NEW APPLICATION

Renewal

Private Hire
Operator Number

New Application

1. PERSONAL DETAILS

Name	<input type="text"/>		
Home Address	<input type="text"/>		
Date of Birth	<input type="text"/>	Phone	<input type="text"/>
Email	<input type="text"/>		
Period at present address	<input type="text"/>		
Previous Home Address(es) (if any) in last 5 years:	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>		

The Council has a responsibility to ensure that only those legally entitled to live and work in UK are offered employment. Documentary Proof will be required.

Do you have permission to lawfully reside in the UK? Yes No

Do you have permission to lawfully work in the UK? Yes No

If a Firm; Business Name, Registration Number
If a Company; Registered Office

2. BUSINESS ADDRESS

Every address at which you intend to carry on business as an Operator. The address/es should be within the County Borough of Wrexham. (All premises will be inspected by an authorised officer and facilities should be provided for this purpose).

3. PARTNERSHIPS AND LIMITED COMPANIES

If the applicant is in partnership or is a company, the full names and addresses of all partners or directors and secretary.

4. CURRENT LICENCES

Do you hold a current:

Wrexham Council Hackney Carriage Drivers Licence? Yes No

Licence Number

Wrexham Council Private Hire Drivers Licence Yes No

Licence Number

Wrexham Council Hackney Carriage Vehicle Licence? Yes No

Licence Number

Wrexham Council Private Hire Vehicle Licence? Yes No

Licence Number

Operator's Licence from any other Authority? Yes No

Name of other Authority

5. BASIC DISCLOSURE

Private Hire Operators are required to submit a "Basic Disclosure" with each application for a Private Hire Operators Licence, before the application can be processed.

Has any person or company named in 1 and 3 above ever applied for an Operator's Licence before? Yes No

If Yes, please give details including this Authority and date.
(Refer to Licensing Enforcement)

6. PREVIOUS LICENCES

Has any person or company named in 1 and 3 above ever been refused a Licence concerned with Hackney Carriage or Private Hire or had any such Licence suspended or revoked?

Yes No

If Yes, please give details including this Authority and date.
(Refer to Licensing Enforcement)

7. PREVIOUS OCCUPATIONS

What trade, business or profession has each person or company named in 1 and 3 above carried on for the previous 5 years immediately prior to applying for this Licence? Include names of firms and addresses.

8. RADIOPHONES

Do you have or intend to have radiophones fitted in the vehicle(s) you operate?

Yes No

If yes, address where radio facilities will be provided

9. PREMISES

Do you have or intend to have a waiting room at the premises mentioned in 2 above for members of the public?

Yes No

How many telephone lines do you have at each of the premises in 2 above which are available for public bookings?
Please state the telephone numbers.

How many private hire vehicles do you intend to operate from the premises in 2 above?
(State minimum and maximum estimate)

Do all the premises mentioned in 2 above have Current Planning Permission for use as a Private Hire Business?

Yes No

If the premises do not have Planning Permission you will need to make a separate application to the Planning Department. (Proof of Planning Permission will be required before your licence is granted and conditions of the planning authority may be attached to the licence).

If no, which premises do not have such permission?

10. COMPANY OFFICERS

If any person named in 1 or 3 above is or has been a director or secretary of any other company, the following details must be provided about each of these companies.

- Trade or business activities carried on by each company.
- Previous applications made by each company for an Operator's Licence.
- Any revocation or suspension of any Operator's Licence previously held by a company.
- All convictions against any company. (Continue on a separate sheet if necessary).

11. BANKRUPTCY

Has any person named in 1 or 3 above ever been bankrupt?

Yes

No

If yes, give details

12. HMRC TAX CHECK

RENEWAL

Individuals, companies and any type of partnership must complete a HMRC tax check and give their licensing authority a tax check code if they are: (Please tick applicable)

renewing a licence

applying for the same type of licence they previously held that ceased to be valid less than a year ago

applying for the same type of licence they already hold with another licensing authority

Visit www.gov.uk to complete your tax check and provide the 9 digit number. Tax Check Code:

NEW APPLICANTS

New applicants are not required to complete a tax check however they must be aware of their tax registration obligations.

- [PAYE information](#)
- [Registering for Self Assessment](#)
- [Corporation Tax information](#)

I confirm that I am aware of the content of HMRC guidance relating to my tax registration obligations. Please tick to confirm.

HMRC has powers to obtain information from licensing authorities. Schedule 23 to Finance Act 2011 (Data Gathering Powers) and Schedule 36 to Finance Act 2008 (Information and Inspection Powers), grant HMRC powers to obtain relevant information from third parties. This includes licensing bodies being required to provide information about licence applicants.

Applicants should be aware that Wrexham County Borough Council handles information from the Disclosure and Barring Service in accordance with the requirements of the General Data Protection regulation (GDPR,) the [DBS Privacy Policy](#) for Standard and Enhanced checks and the DBS Codes of Practice. Copies of above DBS documents can be viewed at the licensing office or obtained online at www.gov.uk.

Applicants should ensure that they read and understand the DBS Privacy Policy for Standard and Enhanced checks.

13. DECLARATION

I declare that I have re-read the particulars given above and that to the best of my knowledge and belief these particulars are true.

If a Licence is granted I undertake to comply with conditions attached on the grant of the Licence.

I confirm that I have read and understood the DBS Privacy Policy for Standard and Enhanced checks.

Signature of Applicant

Date

If you knowingly or recklessly make a false statement or omit any material information from this application you may be committing a criminal offence.

The information collected may be shared with other departments or organisations in order that we can provide a service to you.

Further details are available on the [Privacy Notice](#) section of the council's website.

Please ensure that you have completed every section. Failure to do so may result in your application being delayed.

This form should be completed and emailed to taxiadmin@wrexham.gov.uk