



APPLICATION FOR PRIVATE HIRE VEHICLE OPERATOR'S LICENCE

Operators number if existing operator:

FULL NAME OF FIRM: ADDRESS:		
Email Address		
TELEPHONE NUMBER:		
Detail of proprietors or partners if firm is not a limited company (a) Surnames (b) First names (c) Permanent address (If necessary continue on separate sheet)	1	2
Number of vehicles which you intend to operate		
Existing operators only; please list plate numbers		
Address from which you intend to carry on the business		
(a) Is there in force a valid planning consent permitting the use of the premises from which you intend to carry on business for such purpose? (b) If yes give Application No. and date of approval		
Details of any trade or business activities carried on before making this application		
Details of any previous applications for an operator's licence		
Details of any revocation or suspension of operator's licence previously held		
Details of <u>ALL</u> convictions imposed by any Court (please state dates, location of Court, type of offence and fines etc. imposed)		

<p>If you have been a director or secretary of a company, information as to any convictions recorded against that company at any relevant time; any trade or business activities carried on by that company; any previous application made by that company for an operator's licence; and any revocation or suspension of an operator's licence previously held by that company</p>	
<p>If the applicant is a company, information as to any convictions recorded against a director or secretary of that company; any trade or business activities carried on by any such director or secretary; any previous application made by any such director or secretary for an operator's licence; and any revocation or suspension of an operator's licence previously held by such director or secretary</p>	
<p>If the applicant proposes to operate the vehicle in partnership with any other person, information as to any convictions recorded against that person; any trade or business activities carried on by that person; any trade or business activities carried on by that person; any previous application made by that person for an operator's licence; and any revocation or suspension of any operator's licence previously held by him</p>	

I hereby apply for a licence to act as an operator of private hire vehicles licensed by the Dover District Council and a fee of £ _____ accompanies this application together with a current enhanced Criminal Records Check

I declare that to the best of my knowledge and belief the above particulars are true.

Signature: _____ Date: _____

Designation or office held if applying on behalf of a firm: _____

NOTE: By Section 57(3) of the Local Government (Miscellaneous Provisions) Act 1976, if any person knowingly or recklessly makes a false statement or omits any material particular in giving information under this Section he shall be guilty of an offence and shall be liable on summary conviction to a fine not exceeding one hundred pounds.

FOR OFFICIAL USE ONLY:

RECEIPT NO:		LICENCE NO:	
DATE OF CRB		PREVIOUS CONVICTIONS	YES/NO

DOVER DISTRICT COUNCIL

NOTES ON LICENSING OF PRIVATE HIRE VEHICLE OPERATORS

1. **Licensing Requirements**

No person shall in a controlled district operate any vehicle as a private hire vehicle without an operator's licence.

2. **Planning Permission**

The operator shall not use any premises in which he operates or otherwise conducts his business as an operator unless there is in force for such premises a valid planning consent for such purpose and he shall comply with all conditions attached thereto.

3. **Charges**

The operator shall inform the Council of the scale of fees he intends charging and give the Council at least 28 days notice of proposed changes.

4. **Qualifications of Applicant**

The Council must be satisfied that the applicant is a fit and proper person to hold an operator's licence.

As part of this process all new operators will be required to undergo enhanced Criminal Records Bureau Check.

5. **Fee**

£50.00 per vehicle

(i) In the event of an operator increasing his fleet to the extent that the charge due falls within a higher band the additional fee due be calculated on the following basis:-

Change in first six months of licence - 100% of the difference between the existing and proposed bands.

Change in last six months of licence - 50% of the difference between the existing and proposed bands.

(ii) In the event of an operator decreasing his fleet to the extent that the charge applicable falls within a lower band a repayment be made on the same basis as in (i) above.

6. **Period of Licence**

A licence shall be in force from the time it is taken out until the expiration of the period of twelve months beginning with the first day of the month in which it is taken out.

7. **Contracts for Hire**

Every contract for the hire of a private hire vehicle shall be deemed to be made with the operator who accepted the booking for that vehicle whether or not he himself provided the vehicle.

8. **Records**

The following records are required to be kept by a licensed operator:-

1. (a) The operator shall enter in a suitable book, the pages of which are numbered consecutively, particulars of every private hire booking and the particulars shall be entered in the book at the time of the booking and shall include the following, viz:
 - (i) the time and date of each booking
 - (ii) by what method the booking was received, i.e. telephone or personal call
 - (iii) journey from to
 - (iv) the name of the hirer
 - (v) the registration number or private hire vehicle licence plate number or call sign, identifying the vehicle used for booking and the name of the driver thereof.

- (b) The records shall be kept for a period of not less than six months or such longer period as required by an authorised officer of the Council.
 - (c) The records shall be produced on request to any authorised officer of the Council or Police Constable.
2. (a) The operator shall maintain at his premises particulars of all vehicles operated by him, which shall include the following, viz:
- (i) the call sign or other identifying mark used on booking records
 - (ii) the licence plate number
 - (iii) the registration number
 - (iv) the name and address of proprietor
 - (v) the name(s) and address(es) of driver(s) and
 - (vi) the badge number(s) of driver(s) and
- (b) The above records shall be produced on request to any authorised officer of the Council or Police Constable.

9. **Right of Appeal**

Any applicant aggrieved by the refusal of the Council to grant an operator's licence may appeal to a Magistrates' Court.

Applications for licences are to be sent to the Licensing Section, Dover District Council, White Cliffs Business Park, Dover, Kent CT16 3PJ (Telephone: Dover (01304) 872295).

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