

# Private Hire Operators

## Application for a Licence to Operate Private Hire Vehicles



This form is to be used where the application is made by a Company/Association/Partnership/ Independent Operator to operate hire vehicles.

1. Full Name of Company/Association etc

Registered Office

<input type="text"/>	
<input type="text"/>	Post Code: <input type="text"/>

2. State all addresses, whether or not in the Borough, from which it is intended to carry on business in connection with private hire vehicles:

<input type="text"/>
<input type="text"/>
<input type="text"/>

3. Please enter below details of all directors, partners, etc. and the secretary of the Company etc.

Full Names	Home Address
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

- a. if any of the persons named above has been convicted of an offence he/she must complete and submit a Declaration of Offences form which may be sent under separate cover.
- b. **EVERY** Director/Secretary of the company must personally complete and submit the Private Hire Operators Licence Application Support Details form giving details of employment or business activities over the past three years and any previous applications made for a private hire operator's licence. This may, if wishes, also be sent under separate cover.

4. Please give the name and address of a person of some standing (ie. accountant or solicitor) who is able and has consented to provide a reference that the Company is properly constituted and as to the proper conduct and management of the Company:

<input type="text"/>
<input type="text"/>

**Customer First**, 1 Grove Road, Eastbourne, East Sussex BN21 4TW

Tel: 01323 410000 Text Relay: 18001 01323 410000

customerfirst@lewes-eastbourne.gov.uk Web: [www.lewes-eastbourne.gov.uk/licensing](http://www.lewes-eastbourne.gov.uk/licensing)

5. Has the applicant been convicted of any offence?

Yes	No
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If yes, please give details below:

Date of Conviction	Title of Court	Nature of Offence	Penalty

6. Does the Company etc. undertake any trade or business other than that of a private hire operator?

Yes	No
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If yes, please give details:


7. a. How many vehicles does the Company etc. intend to operate?

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b. Is it intended to provide a booking office at which members of the public may attend?

Yes	No
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If yes, please give details:


c. Does the Company etc. intend to operate any vehicles in respect of which there is not in force a current private hire vehicle licence issued by this Council under Section 48 of the Local Government (Miscellaneous Provisions) Act 1976? eg. weddings/funerals. If so, state number (give hackney carriage and other vehicles separately):


## DECLARATION

The Company etc. hereby applies for the grant of a licence to operate private hire vehicles and it is declared that the statements made on this form are believed to be true and correct and that no material particular has been omitted.

Signed  Date   
(Secretary)

Signed  Date   
(Director)

Signed  Date   
(Director)

Signed  Date   
(Director)

(NOTE: Both the Secretary and all Directors of the Company etc. must sign this form)

This authority 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.

### **Data Protection**

Lewes District Council and Eastbourne Borough Council are data controllers and collect your personal data in order to carry out checks to enable us to decide whether or not to issue you with the licence you have applied for and process your application to completion. We will only collect the personal data from you we need in order to provide this service to you.

To ensure our record keeping is efficient and to be able to provide services quickly across Lewes and Eastbourne we hold your personal information in a centralised customer record.

We may check information provided by you, or information about you provided by a third party, with other information we hold to check its accuracy, to prevent or detect crime, or to protect public funds, if the law allows it. These third parties include the Police and government departments such as Immigration and the Cabinet Office.

For further information and your rights on how the councils use your personal information, please read our PDF [licensing privacy notice](#).

### **WARNING**

It is an offence for an applicant knowingly or recklessly to make a false statement or to omit any material particular. Maximum penalty £100.

**Documents**

Please ensure all necessary documents are submitted with this application form and INDICATE BELOW:

(Please tick appropriate box)

Details of Directors/Secretary Forms "Private Hire Operators Licence Application Support Details" (unless sent under separate cover)

Basic Criminal Record Certificate (obtain from Disclosure Scotland – 0870 6096006)

Licence Fee


When completed please return this form to Customer First (Licensing), Eastbourne Borough Council, 1 Grove Road, Eastbourne, East Sussex, BN21 4TW.