

Application for an Operator's Licence



- Local Government (Miscellaneous Provisions) Act 1976

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

You must not take private hire bookings until you have obtained the relevant licence from Lewes District Council.

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 ever previously held an Driver's Licence, Vehicle Licence or a Private Hire Operator's Licence with Lewes District Council or any other authority?**

(Tick Box) Yes No

4. **Have you ever been refused a Drivers Licence, Vehicle Licence or a Private Hire Operators Licence by Lewes District Council or any other authority?**

(Tick Box) Yes No

5. **Have you ever had a Drivers Licence, Vehicle Licence or a Private Hire Operators Licence suspended or revoked by Lewes District Council or any other authority?**

(Tick Box) Yes No

If YES to any of the above, please state whether the licence was suspended, refused or revoked, by which authority, with reasons and date(s)

All applicants MUST complete the following declaration in relation to convictions, warnings, reprimands and cautions.

6. **Have you ever been convicted or cautioned For ANY offence? (Tick Box)**

Yes No

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

(See Guidance Notes for further clarification or please contact the Licensing Section to discuss the matter further)

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

(Continue on a separate sheet if necessary)

7. State below the name and address of 2 PROFESSIONAL references that are not related to you and consent to giving you a reference in the event of a query concerning your professional conduct.

ONE reference must be a financial conduct reference provided in writing (on official company letterhead) with this application, from your Bank or Accountant.

1.

Name & Address:

Occupation & Capacity in which they know you:

2.

Name & Address:

Occupation & Capacity in which they know you:

8. Premises to be Licenced:

Business Name:

Address of the Business:
(Within the Lewes District)

In the case of a limited company, please provide the name of the Company Secretary & Director(s)

Director(s):

Secretary:

Registered Business Number:

Registered Office Address:

Is there current Planning Permission to carry on a business in connection with Private Hire operation? Yes No

If YES, please give Planning Reference Number:

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

9. This application must be accompanied by the following documents:

Basic DBS Certificate

Relevant Work Permit (if applicable)

Certificate of Good Conduct (if applicable)

Applicants who have resided in a 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.

10. 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