**Private Hire Vehicle Operator Licence**



**Application Form**

**How to apply**

You can find the link to our online application portal and guidance on how to apply at

[www.southoxon.gov.uk/taxis-and-private-hire/apply-for-a-private-hire-vehicle-operators-licence/](http://www.southoxon.gov.uk/taxis-and-private-hire/apply-for-a-private-hire-vehicle-operators-licence/)

Applications received through the online portal will be prioritised as emailed applications will require an officer to call you to take payment. If you are unable to use the online portal or email, you may apply by post but please note that all documents submitted must be original documents. Do not send cash with the application. We recommend any postal applications are submitted by tracked post.

**What do I need to submit with my application?**

* **Application form**

This must be fully completed and signed. Incomplete applications will be rejected.

* **Basic DBS disclosure**

Only for applicants who do not hold a current driver licence issued by this Council, see guidance on following page for details.

* **Proof of right to work in the UK**

Only for applicants who do not hold a current driver licence issued by this Council, see guidance on following page for details.

* **Disability awareness and safeguarding training certificate**

Only for applicants who do not hold a current driver licence issued by this Council, see guidance on following page for details.

* **Public liability insurance**

Only where the business has an office open to the public. Minimum cover £5m.

* **Application fee**

Details of application fees can be found at the below webpage. For portal applications there is a drop down list from which you must select the correct fee. If you pay the wrong fee, the application will be rejected.

**What happens next?**

For new applicants who do not hold a driver licence issued by us, we will contact you to book the knowledge test that you are required to pass before we will issue an operator licence. For company and partnership applicants, see guidance on following page.

We will also carry out an inspection of your proposed base, see guidance on following page for details.

NB We reserve the right to request any additional information or documentation that we deem necessary in order to consider the application. We may also carry out additional checks for any relevant information held by other authorities.

**Licensing Team, South Oxfordshire District Council, Abbey House, Abbey Close, Abingdon, OX14 3JE**

**Email:** [licensing@southoxon.gov.uk](mailto:licensing@southoxon.gov.uk)

**Telephone**: 01235 422556

(if you call this number you need to leave a message with your details and we will call you back)

**Guidance for private hire vehicle**



**operator licence applications**

**Licensing policy and conditions**

Before you apply for a licence, we suggest that you take some time to familiarise yourself with the Joint Taxi Licensing Policy which is available at <http://southoxon.gov.uk/taxipolicy>. This details the requirements for licensed operators and the conditions that would be attached to any licence granted.

**Change of operator base, increase in vehicle numbers, or addition of a new licence holder**

This form should be used for all of the above application types, as well as new licences and renewals. Please include a covering letter explaining the changes required. For a change of base, the operator should not begin to take bookings at the new operating base until the new licence has been granted. If you want to increase vehicles on renewal, please tick both ‘renewal’ and ‘variation’ and ensure you allow additional time for the consultation required.

**Renewing your licence**

Licences are usually granted for a five-year period. Although we will make every effort to send you a reminder before your licence expires, it is your responsibility to ensure you make an application to renew your licence before its expiry. Once your licence expires, it cannot be renewed and you must apply for a new licence. It is an offence to continue to operate private hire vehicles without a current licence. If you want to increase vehicles on renewal, please tick both ‘renewal’ and ‘variation’ and ensure you allow additional time for the consultation required.

**Planning permission**

Planning permission may be required for the premises where you propose to operate. For advice we would recommend you speak with Planning before submitting an application. This is particularly important when looking for a new operating base. We will consult Planning for all new applications and in other circumstances as appropriate.

**Inspections**

Before a new licence can be granted, an officer will inspect the premises from which you propose to operate. This inspection will include a detailed inspection of the facilities for the public (if applicable) plus any facilities for communication and the keeping of records. Regular inspections of the premises and records should be expected during the course of the licence. We will only license operators who operate from a fixed base within the South Oxfordshire district.

**Basic Disclosure and Barring Service (DBS) Disclosure**

If you do not already hold a driver licence issued by this authority, then you will be required to submit a basic Disclosure and Barring Service (DBS) Disclosure (dated within the last month) with your application, and every year after that. You can apply for this at [www.gov.uk/request-copy-criminal-record](https://www.gov.uk/request-copy-criminal-record). For multiple applicants, each individual must submit a basic DBS disclosure. For limited companies, all directors and any company secretary must submit a basic DBS disclosure. For partnerships, all partners must submit a basic DBS disclosure.

**Proof of right to work in the UK**

If you do not already hold a driver licence issued by this authority, you will be required to provide proof of right to work in the UK. Guidance on the documents we can accept can be found at [www.gov.uk/government/publications/licensing-authority-guide-to-right-to-work-checks](https://www.gov.uk/government/publications/licensing-authority-guide-to-right-to-work-checks).

**Disability awareness and safeguarding training certificate**

If you do not already hold a driver licence issued by this authority, you are required to have passed the disability awareness and safeguarding training course within the last three **years** before issue a licence. To book a place on a course, and for full details of the training, please see [safeguarding and disability awareness training for operators](https://www.oxfordshire.gov.uk/residents/roads-and-transport/public-transport/accessible-transport/safeguarding-passengers).

In addition, all staff involved in bookings and dispatching work must take and pass the safeguarding and disability awareness training prior to commencing work for the operator.

**Applications from companies or partnerships**

Where the applicant is a company or partnership, the applicant shall nominate one of the directors/partners or the company secretary who shall undertake the knowledge test and disability awareness and safeguarding training.

**Tax checks**

Guidance on the tax check requirement for all applications can be found at [www.gov.uk/guidance/changes-for-taxi-private-hire-or-scrap-metal-licence-applications-from-april-2022](https://www.gov.uk/guidance/changes-for-taxi-private-hire-or-scrap-metal-licence-applications-from-april-2022). This applies to individuals, companies and any type of partnership.

You will need to complete a tax check if:

* you are renewing a licence, and/or
* you have previously held a private hire operator licence, which ceased being valid less than a year ago, and/or
* you already hold a private hire operator licence issued by another licensing authority

You will need to give the code to us in section 6 of this form so we can confirm you have carried out a tax check.

If the above statements do not apply, and:

* you are applying for a licence for the first time, and/or
* you have previously held a private hire operator licence, which ceased being valid over a year ago

you will need to tick the box in section 6 of the form to confirm you are aware of your tax responsibilities as outlined in the following guidance:

* PAYE information: [www.gov.uk/income-tax/how-you-pay-income-tax](http://www.gov.uk/income-tax/how-you-pay-income-tax)
* registering for Self-Assessment: [www.gov.uk/register-for-self-assessment](http://www.gov.uk/register-for-self-assessment)
* Corporation Tax information: [www.gov.uk/corporation-tax](http://www.gov.uk/corporation-tax)

**APPLICATION FOR A PRIVATE HIRE**



**VEHICLE OPERATOR LICENCE**

**Local Government (Miscellaneous Provisions) Act 1976**

**Please read the council’s licensing policy and the guidance notes before completing this form**

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| Section 1: Application type |

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| New licence | Renewal | | Variation  (please confirm type from below list): | |
|  | | | Change of operating base | |
| Increase in number of vehicles | |
| Additional licence holder | |
| For renewals and variations please state existing licence number: | | | |  |
| Proposed number of vehicles to be operated | | | | |
| 1-2 vehicles | 3-4 vehicles | 5-14 vehicles | | 15+ vehicles |

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| **Section 2: Details of applicant (s) (use separate sheets for multiple applicants)** | | | |
| I am applying as (please tick one option only): | | | |
| An individual | A limited company | Other  (please give details): | |
| Full name (if applicant is a company, please provide full company name and registered number) | | | |
| Address (if applicant is a company, please provide registered company address)  Post code | | | |
| Home telephone number | | | |
| Mobile telephone number | | | |
| Email address | | | |
| **Any individual applicants must also provide the following information:** | | | |
| SODC driver badge number (if applicable) | | | |
| Date of birth | | | Place of birth |
| National Insurance Number | | | |

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| Section 3: Operator details |
| Name of business: |
| Address where business is to be operated (‘base address’): |
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| Telephone number(s) for bookings: |
| Telephone number for enquiries: |
| Email address for enquiries: |

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| Section 4: Additional details |
| Is this a limited company? Yes  No    If YES, what is the limited company number? |
| Address where the company is registered: |
| Please give names of any other partners in the business (including, but not restricted to, the directors and any company secretary): |
| What trading name(s) do you propose to use? |
| Do you have planning permission to operate from the base address? Yes  No  If NO, have you applied for planning permission, or made an enquiry about whether planning permission is required? Yes  No  If YES to either of the above, please provide planning reference number: |
| How many off-street parking spaces are there at the base address? |
| Where within the property is the booking office located, and what is the size of this area? |
| Will any members of the public be likely to visit the base address in connection with the business?  Yes  No  If YES, do you have a waiting area at the base address? Yes  No |
| Will there be any employees working at or from the base address who are not ordinarily resident at the property? Yes  No  If YES, please give details including number of persons and the working patterns: |
| Will any drivers or any other persons associated with the business who are not ordinarily resident at the property visit the base address at any time? Yes  No  If YES, please give details including number of persons, frequency and length of visits: |
| Please indicate the maximum number of licensed vehicles to be kept at the base address at any one time: |
| Do you intend to operate any vehicles licensed by any other authority? Yes  No  If YES, please give details: |
| Do you intend to operate any vehicles with disabled access? Yes  No  If YES, please give details: |
| Please give details of your booking and record keeping system: |
| What are your proposed hours of operation? |
| Website address: |
| Will you take bookings via the internet? Yes  No |
| Do you have radio links with the drivers? Yes  No  If YES, what is your Radio Operator Licence number: |

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| Section 5: Previous offences | | |
| **For multiple applicants, all applicants should complete this section. For limited companies, this section should be completed by all directors and any company secretary.**  Have you **EVER** received a conviction, caution, fixed penalty (including motoring offences), fine, ASBO, community service order, or restraining order, no matter how old? Yes  No  If yes, please give us all of the details below, regardless of whether this was a long time ago or if you think the council are already aware of it. If you do not remember all the details, give as much information as you can. Please continue onto a separate sheet if there is not enough room.  Please be aware you may be committing an offence if you fail to include any relevant matter in this section. If the council subsequently becomes aware of information that has not been disclosed in your application, consideration will be given to prosecution.  If no, please move on to the next section. | | |
| **Date of conviction or offence** | **Offence** | **Sentence (including suspended sentences, points and fines)** |
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| Section 6: Previous licences | | |
| Have you or any of your business partners/directors/company secretary previously held any private hire or hackney carriage licences issued by any local authority (including South Oxfordshire District Council)?  Yes  No | | |
| If no, please move on to the next question.  If yes, please tell us in the box below which authorities you have been licensed by and the dates the licence was held: | | |
| Licensing authority | Type of licence | Dates |
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| Have you or any of your business partners/directors/company secretary ever had an application for a hackney carriage or private hire driver / vehicle / operator licence refused, revoked or suspended by any local authority (including South Oxfordshire)?  Yes  No | | |
| If no, please move on to the next question.  If yes, please give details below | | |
| Licensing authority | Type of licence | Dates |
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| Section 7: Tax check | | | | | | | | | |
| You will need to complete a tax check if:   * + - you are renewing a licence, and/or     - you have previously held a private hire operator licence, which ceased being valid less than a year ago, and/or     - already hold a private hire operator licence with another licensing authority   To carry out your tax check, go to [www.gov.uk/guidance/complete-a-tax-check-for-a-taxi-private-hire-or-scrap-metal-licence](https://www.gov.uk/guidance/complete-a-tax-check-for-a-taxi-private-hire-or-scrap-metal-licence) and enter below the 9 digit tax check code that HMRC will give you, which we will then use to confirm the check has been carried out: | | | | | | | | | |
| Tax Check Code |  |  |  |  |  |  |  |  |  |
| **For multiple applicants, for example each partner in a partnership, we need a separate code for each person. You should provide these on a separate sheet with this form.**  If the above statements **do not** apply to you, and:   * + - you are applying for a licence for the first time, and/or     - you have previously held a private hire operator licence, which ceased being valid over a year ago   you will need to confirm you are aware of your tax responsibilities by ticking the box to confirm your understanding of this declaration:  I confirm that I am aware of the HMRC guidance relating to my tax registration obligations  (the links to this guidance can be found in the guidance notes at the start of this application form).  Please note that in the case of multiple applicants, for example a partnership, by ticking the above box you are confirming that each partner in the partnership is aware of the guidance about their tax obligations. | | | | | | | | | |

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| Section 8: Additional information |
| Are there any other factors / information that you wish the council to take into consideration when determining your application? *(please continue on a separate sheet if you require more space)* |
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| Declaration |
| **For multiple applicants, for example each partner in a partnership, all applicants should complete this section. We recommend you print separate copies of this page for each applicant to avoid confusion.**  **Please read this in full before signing and completing your form**  I confirm that the information given by me in this application is correct and true to the best of my knowledge and belief. I understand that if I make a false statement or leave out any relevant information when making this application that I may be committing an offence for which I could be prosecuted, and any licence issued may be revoked.  I have read and completed this application myself and I have read and understand the guidance, the council’s hackney carriage and private hire licensing policy and the relevant licence conditions. I have also read and understood the privacy notice available at [www.southoxon.gov.uk/taxis-and-private-hire/useful-documents/](https://www.southoxon.gov.uk/south-oxfordshire-district-council/taxis-and-private-hire/useful-documents/)  I understand I am applying for the grant of a private hire operator licence and that I am not entitled to operate private hire vehicles within the controlled district of South Oxfordshire until the licence is granted.  I will inform South Oxfordshire District Council of any changes to my circumstances that may affect my application. If granted a licence, I further declare that I will comply with such Acts, Byelaws and conditions as are in force in the district.  **SIGNATURE:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **PRINT FULL NAME:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    **DATE:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **IF SIGNING ON BEHALF OF A COMPANY AS APPLICANT, PLEASE CONFIRM POSITION HELD WITHIN THAT COMPANY:**  Director Secretary Other (please give details):  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |