

OFFICE USE ONLY							
FEES:	1 YEAR NEW	1 YEAR RENEW	5 YEAR NEW	5 YEAR RENEW	RECEIPT NO.	DATE OF PAYMENT	INITIALS
1-4 Vehicles	£306	£296	£919	£888			
5-10 Vehicles	£408	£398	£1225	£1195			
10-50 Vehicles	£817	£806	£2450	£2420			
50+ Vehicles	£1225	£1215	£3675	£3645			
2 <sup>nd</sup> Licence for an additional office				£306			



### PRIVATE HIRE OPERATOR APPLICATION

This application must be used to apply for a New, or to Renew, a private hire operator licence. The applicant should read the Council's Taxi Policy and conditions prior to completing the application. An incomplete application will be rejected.

<b>1</b>	<b>OPERATOR LICENCE</b> - Please state the licence you are applying for.	
	NEW <input type="checkbox"/>	RENEWAL <input type="checkbox"/>
<b>Please confirm what entity the applicant is applying as:</b>		<b>RENEWALS ONLY</b>
<input type="checkbox"/> Sole Trader <input type="checkbox"/> Private Limited Company <input type="checkbox"/> Limited Partnership <input type="checkbox"/> Limited Liability Partnership		<b>LICENCE NUMBER:</b>  <b>EXPIRY DATE:</b>
<b>Documents required in support of this application.</b>		
<i>You will also be required to pay the licence fee by credit or debit card.</i>		
<input type="checkbox"/> Fully Completed Application Form <input type="checkbox"/> Customer Complaints Policy <input type="checkbox"/> Data Protection Policy <input type="checkbox"/> Public Liability Insurance (if applicable)		
<b>If any Individual listed in Section 5 is not a Milton Keynes licenced driver then you will also be required to submit:</b>		
<input type="checkbox"/> Basic DBS or ACRO SAR1 for everyone listed in Section 5a, 5b & 5c <input type="checkbox"/> Photo I.D of everyone listed in section 5a, 5b & 5C (Driving Licence or passport) <input type="checkbox"/> Right to work documentation for everyone listed in 5a, 5b & 5c (if applicable, see section 7) <input type="checkbox"/> Certificate of conduct for anyone listed in section 5a, 5b & 5C who have lived in the UK for less than 10 years.		

<b>2A</b>	<b>APPLICANT</b>		
NAME			
TRADING NAME			
<b>2B</b>	<b>APPLICANT ADDRESS</b>		
Please complete with the home address of the applicant if an individual or the Registered address of the Company or Partnership etc.			
ADDRESS			
POSTCODE		Date you moved to current	
If you have resided at your current address for less than 5 years please list your previous addresses and dates you resided there below:			
Date		Address	
REGISTERED COMPANY NUMBER		TELEPHONE	
E-MAIL			
<b>2C</b>	<b>OPERATOR ADDRESS</b>		
ADDRESS			
POSTCODE		BOOKING TELEPHONE	
E-MAIL			

<b>3</b>	<b>BUSINESS OPERATION</b>							
How many vehicles do you intend to Operate:								
1-4	<input type="checkbox"/>	5-10	<input type="checkbox"/>	10-50	<input type="checkbox"/>	50+	<input type="checkbox"/>	
Do you have a booking office which is open to the public?							Yes <input type="checkbox"/>	No <input type="checkbox"/>
If 'Yes' then you will need to provide a copy of you public liability insurance.								

<b>4</b>	<b>Sub-Contracting</b>	
Do you understand that an Operator licence granted by Milton Keynes Council only permits you to operate vehicles and drivers licensed by Milton Keynes Council?		Yes <input type="checkbox"/> No <input type="checkbox"/>

<b>5</b>	<p><b>GUIDANCE NOTE:</b> Section 5A must be completed by all Sole Trader applicants and the lead applicant for all Partnerships and LTD Companies.</p> <p><b>Sole Trader:</b> Individual applicants should complete section 5A only.</p> <p><b>LTD Companies &amp; Partnerships:</b> Where the applicant is a LTD Company or Partnership, the lead partner wishing to be responsible for correspondence with the Council should complete section 5A and each other partner should complete sections 5B to 5C as applicable.</p> <p>Part 5A and if completed parts 5B to 5C must be signed by the individual applicant, joint applicant, director, partner or company secretary.</p>
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<b>5A</b>	<b>INDIVIDUAL, DIRECTOR, SECRETARY</b>			
SURNAME		FIRST NAME(s)		
ADDRESS				
POSTCODE		TELEPHONE		
E-MAIL				
NI Number		Date of Birth		
STATUS	Individual <input type="checkbox"/> Director <input type="checkbox"/> Secretary <input type="checkbox"/> Partner <input type="checkbox"/> Other <input type="checkbox"/> (please state) _____			

<b>Criminal Record</b>	
Do you have current DBS with Milton Keynes Council:	YES <input type="checkbox"/> NO <input type="checkbox"/>
<b>If Yes</b> - have you been convicted of any offence, currently under investigation or are there any pending matters since your last DBS?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Do you have a Milton Keynes Hackney Carriage/Private Hire Driver Badge	YES <input type="checkbox"/> NO <input type="checkbox"/>
If Yes, Please provide – Badge Number	
Are there any further joint applicants, director or secretary? (If Yes – please complete 5B)	YES <input type="checkbox"/> NO <input type="checkbox"/>

Signature:	Date:
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<b>5B</b>	<b>INDIVIDUAL, DIRECTOR, SECRETARY</b>			
SURNAME		FIRST NAME(s)		
ADDRESS				
POSTCODE		TELEPHONE		
E-MAIL				
NI Number		Date of Birth		
STATUS	Director <input type="checkbox"/> Secretary <input type="checkbox"/> Partner <input type="checkbox"/> Other <input type="checkbox"/> (please state) _____			

<b>Criminal Record</b>	
Do you have current DBS with Milton Keynes Council:	YES <input type="checkbox"/> NO <input type="checkbox"/>
<b>If Yes</b> - have you been convicted of any offence, currently under investigation or are there any pending matters since your last DBS?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Do you have a Milton Keynes Hackney Carriage/Private Hire Driver Badge	YES <input type="checkbox"/> NO <input type="checkbox"/>
If Yes, Please provide – Badge Number	
Are there any further joint applicants, director or secretary? (If Yes – please complete 5C)	YES <input type="checkbox"/> NO <input type="checkbox"/>
Signature: _____ Date: _____	

<b>5C</b>	<b>INDIVIDUAL, DIRECTOR, SECRETARY</b>		
SURNAME		FIRST NAME(s)	
ADDRESS			
POSTCODE		TELEPHONE	
E-MAIL			
NI Number		Date of Birth	
STATUS	Director <input type="checkbox"/> Secretary <input type="checkbox"/> Partner <input type="checkbox"/> Other <input type="checkbox"/> (please state) _____		
<b>Criminal Record</b>			
Do you have current DBS with Milton Keynes Council:	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
<b>If Yes</b> - have you been convicted of any offences or are you under investigation or are there any pending matters since your last DBS?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Do you have a Milton Keynes Hackney Carriage/Private Hire Driver Badge	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
If Yes, Please provide – Badge Number			
Signature: _____ Date: _____			

<b>6A</b>	<b>CRIMINAL RECORD HISTORY</b>		
Has any individual, director, secretary listed in section 5 or any other person involved in the business affairs of the applicant been convicted of any criminal offence, received a driving endorsement, civil injunction or have any pending criminal matter against them:	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
IF Yes please state:			
NAME	STATUS	OFFENCE	SENTENCE
<b>6B</b>	<b>LICENCE HISTORY</b>		
Has any individual, director, secretary listed in section 5 or any other person involved in the business affairs of the applicant ever had a private hire operator, hackney carriage or private hire driver licence revoked.	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
<b>6C</b>	<b>FINANCIAL HISTORY</b>		
Has any individual, director, secretary listed in section 5 or any other person involved in the business affairs of the applicant ever been declared bankrupt, disqualified from being a director or involved in a company or partnership declared insolvent or wound up.	YES <input type="checkbox"/>	NO <input type="checkbox"/>	

<b>7</b>	<b>RIGHT TO WORK IN THE UK</b>
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**GUIDANCE NOTE:** Evidence must be provided of an applicant’s right to work in the United Kingdom. The Council is required to check this information under the Immigration Act 2016 and cannot grant a licence beyond an applicant’s legal right to work in the UK. (Please see Private Hire Operator Guide for further information)

I am not subject to any Home Office Immigration Restrictions

**Evidence provided**

<input type="checkbox"/> UK Passport	<input type="checkbox"/> EEA or Swiss Passport or National Identity card
<input type="checkbox"/> A registration certificate or Document Certifying Permanent residence issued by the Home Office to an EEA or Swiss national	<input type="checkbox"/> A permanent residence card issued by the Home Office issued to the family member of an EEA or Swiss national
<input type="checkbox"/> A current Biometric Residence Permit issued by the Home Office with indefinite leave to remain or no time limit on their stay in the UK.	<input type="checkbox"/> A <b>current</b> passport endorsed to show exempt from immigration control with permission to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK
<input type="checkbox"/> *A <b>current</b> Immigration Status Document issued by the home office with permission to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK	<input type="checkbox"/> *A <b>full</b> birth or adoption certificate issued in the UK which includes the name(s) of at least one of the holders parent or adoptive parents
<input type="checkbox"/> *A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland	<input type="checkbox"/> *A certificate of registration or naturalisation as a British Citizen

I am subject to Home Office Immigration Restrictions

**Evidence provided**

<input type="checkbox"/> A <b>current</b> passport endorsed to show you are allowed to stay in the UK and is currently allowed to do the type of work in question	<input type="checkbox"/> A <b>current</b> Biometric Residence Permit issued by the home office which indicates that you can currently stay in the UK and is allowed to do the work in question
<input type="checkbox"/> A <b>current</b> Residence Card (including Accession Residence Card or Derivative Residence Card) issued by the Home Office to a Non EEA national who is a family member of an EEA or Swiss national who has a derivative right of residence.	<input type="checkbox"/> *A <b>current</b> Immigration Status Document containing a photograph issued by the home office with a valid endorsement indication that you may stay in the UK, and is allowed to do the type of work in question.

**Any right to work document marked with an \* will also need to provide an official document giving your permanent national insurance number and your name issued by a government agency or a previous employer.**

<b>8</b>	<b>Declaration</b>
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I confirm that the Council may take and retain copies of all documents provided by me now or in the future in order to determine my application and/or comply with the conditions of licence. I have read and understood the Council’s Tax Policy and conditions. I understand that any changes to the information provided by me following this application will be notified to the Council. It is the responsibility of a Private Hire operator to ensure that appropriate planning consent exists for the operational address to be used for their business purposes. I confirm that the operating address may need planning permission and understand I am responsible for this. I declare to the best of my knowledge and belief the information provided and the statements I have made are true and correct.

Signed \_\_\_\_\_ Dated \_\_\_\_\_

Print Name: \_\_\_\_\_ Capacity: \_\_\_\_\_ (i.e. director, applicant, etc.)