

COPELAND BOROUGH COUNCIL

TERMS AND CONDITIONS ATTACHED TO PRIVATE HIRE VEHICLE OPERATOR'S LICENCE

The Operator of a private hire vehicle shall comply with all the following terms and conditions which shall be attached to and form part of his private hire vehicle operator's licence:-

1. Every contract for the hire of a private hire vehicle shall be deemed to be made with the Operator who has accepted the booking for the vehicle whether or not he himself provides the vehicle.
2. A Private hire operator's licence is personal to the Operator who cannot in any circumstances assign it, transfer it or in any other way part with it to any other person.
3. The Operator shall not use any vehicle if the private hire licence for that vehicle has been revoked, suspended or not renewed.
4. The Operator shall not employ, or shall immediately cease to employ any person to drive a private hire vehicle if that person does not hold or ceases to hold a current private hire vehicle drivers licence.
5. The Operator must keep at all times on the premises from which he operates, a permanent book or register which shall clearly show by daily entry particulars of every booking of a private hire vehicle invited or accepted by him whether accepting the same from the hirer or by undertaking it at the request of another operator. Such particulars must be entered before the commencement of each journey and shall show in respect of that journey:
 - (a) whether the request for the hiring was made by the hirer or another Operator;
 - (b) the name of the hirer;
 - (c) the date, time and place of the commencement of the journey;
 - (d) the number of passengers to be carried, if known;
 - (e) the name and/or licence number of the driver and the registration number and/or private hire vehicle number of the vehicle used;
6. The Operator shall keep at all times at the premises from which he operates, a permanent register which shall set out in respect of each private hire vehicle operated by him -
 - (a) The make, model, colour and registration number.

- (b) The year of its manufacture and the date of its first registration.
 - (c) The number of passengers which that vehicle is authorised to carry.
 - (d) The number and date of the current private hire vehicle licence.
 - (e) The name and address of the Proprietor of the vehicle.
7. This Licence and any book, register or record required to be kept under the terms of this licence shall be produced on request to any authorised officer of the Council and to any police constable for inspection.
8. The Council shall have power to suspend, revoke or refuse to renew any operator's licence for any reasonable cause, including:-
- (a) any offence under or non-compliance with the provisions of Part II of the Local Government (Miscellaneous Provisions) Act 1976;
 - (b) any conduct on the part of the operator which appears to the Council to render him/her unfit to hold an operator's licence;
 - (c) where there has been a material change in the circumstances of the operator on the basis of which the licence was granted.
9. If during the currency of this licence any of the particulars supplied in the operator's application shall change, details of the change must be supplied immediately in writing to the Council.
10. The Council may at any time add to, delete or alter any of these conditions and upon notice thereof having been served upon the licensee such additions, deletions or alterations shall as from the date of such service be deemed to be incorporated herein.
11. Any notice required to be served by the Council under this Licence or under any of the provisions of the Local Government (Miscellaneous Provisions) Act 1976 shall be deemed to have been properly served if sent by them by prepaid post to or left at the last known address of the premises from which the licensee operates.
12. This Licence shall continue in force for a period of five years from the date of the issue unless previously suspended or revoked.

APPLICATION FOR A LICENCE TO OPERATE
PRIVATE HIRE VEHICLES

FOR OFFICIAL USE ONLY

Reference:	PHO
Fee Paid:	£
Receipt No:	

Before completing this application please read the notes overleaf.

1. Full name(s) of Applicant(s) And address(es) Telephone No.: Email:	
2. Address(es) from which operator's business is to be conducted	
3. Details of any trade or business carried on by Applicant(s) prior to the date of this application (see note 1)	
4. Details of any previous licence applications and results. (see note 1)	
5. Details of any suspension, revocation or refusal to renew any previous licence (see note 1)	
6. Details of any convictions recorded against the Applicant(s) (see notes 1 and 2)	
7. Names and address(es) of any other persons who are or will be concerned in operating the vehicles.	

I/we hereby apply for the grant of a private hire vehicle operator's licence and declare the above information is correct. I/we understand it is an offence to knowingly or recklessly make a false statement or omit any material particulars in giving the above information. The licence fee of £180 is enclosed.

I confirm that I am aware of the content of HMRC guidance (linked below) relating to my (our) tax registration obligations.

Date _____ Signed (see note 3) _____

NOTES

- 1. In answering questions 3,4, 5 and 6 the information requested should be given in respect of each person who is an applicant. Additionally, if any person who is an applicant has been or is a Director or Secretary of a Company information should also be given as to the business of, convictions against, previous applications by or suspension, revocation or refusal to renew licences granted to the Company. Further, if the applicant is a Company information must be given regarding these matters in respect of any person who is or has been a Director or Secretary of the Company.**
- 2. You need not disclose matters which are exempted by the Rehabilitation of Offenders Act 1974.**
- 3. The Application must be signed by all persons who are named in the answer to question 1. If the applicant is a Limited Company state capacity in which the application is signed.**
- 4. The attention of applicants is drawn to the attached conditions of application.**
- 5. When completed this application should be returned to Fiona Lofthouse, Admin Support Officer, Licensing Department, Copeland Borough Council, Whitehaven Commercial Park, Moresby Parks, Whitehaven CA28 8YD Tel: 01946 598519**

**** HMRC TAX CODE**

Schedule 23 to Finance Act 2011 (Data Gathering Powers) and Schedule 36 to Finance Act 2008 (Information and Inspection Powers), grant HMRC powers to obtain relevant information from third parties. This includes licensing bodies being required to provide information about licence applicants. HMRC guidance can be found at <https://www.gov.uk/guidance/changes-for-taxi-private-hire-or-scrap-metal-licence-applications-from-april-2022>

APPLICATION FOR

PRIVATE HIRE OPERATOR LICENCE

(Grant/Renewal)