



Private Hire Operator Licence Application (Grant/Renewal)

Local Government (Miscellaneous Provisions) Act 1976

Please note this form will NOT be processed unless ALL relevant sections below are completed

Grant or Renewal Application

Please tick as applicable

Grant		Renewal	
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Are you applying as an individual/partnership or as a limited company? (Tick as appropriate)

Individual / Partnership Complete Parts A, C and D		Limited company Complete Parts B, C and D	
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Part A - Applicant Details (Individual/Partnership)

(Only complete this section if you are applying as an individual or a partnership).

Name(s):			
Trading name:			
Personal address:			
Trading address: (This must be within Cardiff)			
Landline number(s):		Mobile number(s):	
Email address:			

Do you have permission to lawfully reside in the UK?	Yes		No	
Do you have permission to lawfully work in the UK?	Yes		No	

If applying as an individual/partnership, original supporting documents will be required to prove your right to remain and work in the UK. Please see list of acceptable documents below.

Part B - Company Details

(Only complete this section if you are applying as a limited company).

Company name:			
Name(s) of all directors:			
Name(s) of Company Secretary			
Registered address:			
Trading address:			
Landline number(s):		Mobile Number(s):	
Email address(es):			
Address of all Directors and secretary: (use separate sheet is necessary)			

Part C - Declaration of Previous Licence and Convictions etc.

Have you, or any director or secretary of the company, ever held a Public Service Vehicle (PSV) or Private Hire Vehicle Operator's Licence with this or any other Council?	Yes		No	
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If Yes, give dates and which Council:

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If Yes, was the licence ever suspended or revoked, and if so, on what grounds?

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Have you, or any director or secretary of the company, ever been cautioned or convicted of an offence?	Yes		No	
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(In answering this question, please take into consideration the Rehabilitation of Offenders Act 1974)

If Yes, give full details and date of the caution/conviction? (Please include separate sheet if necessary)

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Have you, or any director or secretary of the company, ever been refused a Private Hire Drivers Licence, Private Hire Vehicle Licence, Private Hire Operators Licence, Hackney Carriage Drivers Licence or Hackney Carriage Vehicle Licence or had any such licence suspended or revoked?	Yes		No	
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If so, give full details including the name of the Council and the date:

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Part D - Declaration

I/We declare that to the best of my/our knowledge and belief, the answers given above are true. If a licence is granted I/We undertake to comply with the conditions attached on the grant of the licence.

Any data supplied by you on this form will be processed in accordance with Data Protection Act requirements and in supplying it you consent to the Council processing the data for the purpose for which it is supplied. All personal information provided will be treated in the strictest confidence and will only be used by the Council or disclosed to others for a purpose permitted by law. The authority is under a duty to protect the public funds it administers, and to this end will 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.

Signature of applicant(s)	Date
.....	Date
.....	Date
.....	Date
.....	Date

Applicants are advised that it is a criminal offence to knowingly or recklessly make a false statement or to omit any material particularly in giving information.

Mae'r ffurflen hon hefyd ar gael yn Gymraeg / This form is also available in Welsh

Please note, all applicants are required to produce the following documentation with this form:

- The 5 year licence fee (available at the Public Carriage Office or on the website listed above), cheques to be made payable to Cardiff Council.

This form is available in Welsh / Mae'r ffurflen hon ar gael yn Gymraeg

FOR OFFICIAL USE ONLY					
Receipt no:		Amount paid:	£	Issue date:	
Expiry date:		Licence no.		Processing officer:	

Lists of acceptable documents for right to a licence

The lists of documents are based on those prescribed to show evidence of a right to work.

List A: No restrictions on right to work in the UK

1. A passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.
2. A passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
3. A Registration Certificate or Document Certifying Permanent Residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
4. A Permanent Residence Card issued by the Home Office to the family member of a national a European Economic Area country or Switzerland.
5. A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
6. A current passport endorsed to show that the holder is exempt from immigration control, is allowed 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.
7. A current Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer. An example of an Immigration Status Document may be found [here](#).
8. A full birth or adoption certificate issued in the UK which includes the name(s) of at least one of the holder's parents or adoptive parents, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
9. A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
10. A certificate of registration or naturalisation as a British citizen, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

List B: Restrictions on right to work in the UK

1. A current passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question.
 2. A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to do the work in question.
 3. A current Residence Card (including an Accession Residence Card or a Derivative Residence Card) issued by the Home Office to a non-European Economic Area national who is a family member of a national of a European Economic Area country or Switzerland or who has a derivative right of residence. This guidance [[link to page 16](#)] provides further information on checking a non-European Economic Area national family member's right to a licence.
 4. A current Immigration Status Document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK, and is allowed to do the type of work in question, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
1. A Certificate of Application issued by the Home Office under regulation 17(3) or 18A (2) of the Immigration (European Economic Area) Regulations 2006, to a family member of a national of a European Economic Area country or Switzerland stating that the holder is permitted to take employment which is less than 6 months old together with Verification from the Home Office Evidence and Enquiry Unit. The licence may be granted for six months from the date of the Certificate of Application.
 2. A Verification issued by the Home Office Evidence and Enquiry Unit to you, which indicates that the named person may stay in the UK because they have an in time application, appeal or administrative review and which is outstanding. The licence may be issued for six months from the date of the licence decision.