



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

Tax Checks

The Finance Act 2021 introduced tax checks as part of applications to renew licences for taxi and private hire drivers and private hire operators.

This section is only applicable if you are doing any of the following:

- **Renewing a licence**; or
- Applying for the same type of licence you previously held, that ceased being valid less than a year ago; or
- applying for the same type of licence you already hold with another licensing authority

Please see declaration point 6 below.

Tax Check Code									
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(This is required for all parties named on the licence)

If you are applying as a Limited Company:

Company Registration No								
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Further details about how to obtain a Tax Check Code is available at:

<https://www.access.service.gov.uk/login/signin/creds>

<https://www.gov.uk/guidance/check-employment-status-for-taxiworker>

This section is only applicable if you are doing the following

- **Grant of a New Licence**

I have read and understand the HMRC's Guidance regarding my tax responsibilities	Yes	No
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Grant or Renewal Application

Please tick as applicable

Grant		Renewal		Licence No:		5 Years		1 Year	
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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): Badge no if applicable			
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: Badge no if applicable			
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)			DBS Attached?

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?

.....

.....

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)

.....

.....

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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.....

Private Hire Operator Licence Application (Grant/Renewal)

Part D – Declaration

Please read this section carefully and only sign it if you understand it and you accept each of the statements.

(1) I hereby declare that I have checked the information given on this Private Hire Vehicle Operator’s application form and that it is true to the best of my knowledge. I make this declaration in the knowledge that if I have knowingly or recklessly made a false statement or make a misleading omission, I shall be liable to prosecution and that my licence (if granted) will be liable to be suspended or revoked.

(2) I understand that any licence will be subject to the provisions of:
a. the Local Government (Miscellaneous Provisions) Act 1976
b. the Council’s licence conditions and to any other relevant laws, byelaws or regulations which come into force

(3) Disclosure and Barring Service (DBS) – Privacy Policy

For applicants making an application for a DBS check.

I have read the Standard/Enhanced Check Privacy Policy for applicants

<https://www.gov.uk/government/publications/dbs-privacy-policies> and I understand how DBS will process my personal data and the options available to me for submitting an application.

(4) Data Protection Act 2018

With regard to the Data Protection Act 2018, the Council has a duty to protect the public funds it administers, and to this end may use the information that you provided in respect of your licensing application and the data held within the authority for the prevention and detection of fraud. Where required, it may also share this information with other bodies administering public funds and other organisations solely for these purposes. Under Article 6(1)(e) of the GDPR, we are permitted to use data for our tasks.

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.

(5) Tax Check (where applicable)

The Finance Act 2021 introduced tax checks as part of applications to renew licences for taxi and private hire drivers and private hire operators.

By providing my HMRC tax check code I am consenting to the Council confirming with HMRC that I have carried out a tax check. I understand that I will not be granted a licence if I do not provide a tax check code.

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.

I/We understand and accept each of the 5 statements above. If a licence is granted I/we undertake to comply with the conditions attached on the grant of the licence.

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

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.
- A basic disclosure dated within one month of the application. In the case of applications from a company or organisation, all director of the company/organisation must provide a basic disclosure. A basic disclosure can be obtained from Disclosure & Barring Service: <https://www.gov.uk/request-copy-criminal-record>

FOR OFFICIAL USE ONLY					
Receipt no:		CASH / CHEQUE / D CARD	Amount Paid £	Processing Officer:	
Basic DBS attached?	Name:			Or Directors Badge No:	
	Name:				

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.

(6) Tax Check (where applicable)

The Finance Act 2021 introduced tax checks as part of applications to renew licences for taxi and private hire drivers and private hire operators.

I confirm that I have read the [guidance](#) by HMRC on registering my tax check.

By providing my HMRC tax check code I am consenting to the Council confirming with HMRC that I have carried out a tax check.

I understand that I will not be granted a licence if I do not provide a tax check code.