

Application for Private Hire Vehicle Operator's Licence for the District of South Holland

A. WHAT YOU HAVE TO DO. If you want to apply for a private hire vehicle operator's licence you must complete this form and return it with:

- Basic Disclosure Certificate. Information on how this can be obtained can be found at <https://www.gov.uk/request-copy-criminal-record>
- Documentation proving your right to work in the UK (see attached list)
- a list of the proposed fares / mileage rates you intend to charge for the hire of your vehicle(s)
- the licence fee

Online payment: ☐ (www.sholland.gov.uk/payments)

Telephone (debit card): ☐ (01775 761161)

B. BASIC REQUIREMENTS.

As the law requires you to be a fit and proper person to hold a licence, we will take into account all criminal convictions and may take into account convictions which are "spent" under the Rehabilitation of Offenders Act 1974

C. OUR SERVICE STANDARDS.

- we will give you an official receipt for any fees you pay
- if you write to us, we will reply to your letter within 10 working days
- we aim to give a good service, but if you have any complaints please contact the Licensing and Business Support Manager, South Holland District Council, Priory Road, Spalding, Lincolnshire. PE11 2XE

D. APPLICANT'S DETAILS. You must answer all of the following questions or your application may be delayed. Please use **BLOCK LETTERS**.

Full name, address and telephone number of all applicants or limited company wishing to operate private hire vehicle(s):

Full name:

Full name:

Home address:

Home address:

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.....

Post code:

Post code:

Tel no:

Tel no:

D. APPLICANT'S DETAILS - Continued

Please give the trading name, business name or registered company name to be used when operating private hire vehicles:

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The business address you intend to operate from

.....

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If the business is a Registered company, please give the registered address (if different from the above) and the company number

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.....

The Telephone Number on which bookings will be taken

.....

Do you have the right to work in the UK?

Yes ☐ No ☐

All applicants will be required to produce documentation (see attached list) to prove that they have the legal right to work in the UK in accordance with the Immigration Act 2016.

I* ☐ / We* ☐ declare that:

- to the best of my* ☐ / our* ☐ knowledge and belief, the answers given above are true
- if I* ☐ / we* ☐, or my* ☐/ our* ☐ employees break or fail to comply with any of the conditions attached, or any Acts or other regulations subject to which this licence is held, I* ☐/ we* ☐ accept that this licence may be revoked or not renewed by the Council.

Dated:

Signature of Applicant(s):

* tick as appropriate

YOU ARE REMINDED THAT IF YOU KNOWINGLY OR RECKLESSLY MAKE A FALSE STATEMENT OR IF YOU OMIT ANY RELEVANT INFORMATION FROM THIS APPLICATION YOU WILL COMMIT A CRIMINAL OFFENCE

Please note that you may still require planning approval. We advise you to contact the Council's Planning Officers.

Please bring this application form, together with the Disclosure Scotland Basic Disclosure, list of the proposed fares/mileage rates, right to work documentation and the fee to the Council Offices at

E. FOR OFFICE USE ONLY

81240ENVH3260050	£	Date	Receipt No.	Initials
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Right to Work Documentation required

List A: No restrictions on right to work in the UK. Once you have undertaken the necessary check once, you will not have to repeat the check when they subsequently apply to renew or extend their licence,

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. You may issue the licence (subject to statutory limitations) up to the expiry date of the permission to work. You will need to check immigration status each time they apply to renew or extend their licence.

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.	<p>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.</p> <p>This guidance [link to page 16] provides further information on checking a non-European Economic Area national family member's right to a licence.</p>
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.