

APPLICATION FOR AN OPERATOR'S LICENCE

LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976.

Read the Operator Application Guidance Notes before completing this form.

What type of licence are you applying for		(please tick the relevant box)
Private Hire Operator	(PH)	<input type="checkbox"/>
School Transport Operator	(ST)	<input type="checkbox"/>

What type of application is this		(please tick the relevant box)
New Application		<input type="checkbox"/>
Licence Renewal (see the note below)		<input type="checkbox"/>

ALL APPLICANTS

- You cannot operate any Private Hire or School Transport vehicles within the controlled district of Reading Borough Council without the appropriate operator's licence.
- A School Transport Operator cannot operate Private Hire vehicles.
- An Operator's licence is valid for one year.

LICENCE RENEWAL

- You should apply to renew your licence at least six weeks BEFORE it runs out.
- If your operator's licence has expired, you CANNOT operate vehicles, unless you have submitted a complete application form before the expiry of the current licence. See guidance note 4.

MORE THAN ONE APPLICANT

This form allows up to two applicants to apply for an OPERATOR'S LICENCE. Each applicant:

- completes an APPLICANT'S DETAILS section
- submits ALL the documents identified in Section 4, and
- signs the OPERATOR APPLICANT'S DECLARATION.

Contact us if more than two people want to apply for an operator's licence.

Complete this form in black ink and in BLOCK CAPITALS. We will not accept your application if you have not completed every section or if documents are missing.

It is an offence for any person to knowingly or recklessly make a false statement or omit any material particular when completing this form and supplying information to the Council in connection with a licence application.

SECTION 1: OPERATING COMPANY DETAILS

How many private hire/school transport vehicles do you intend to operate?

Main trading name of firm:

Date you want the licence to start:

Other trading names the firm will use:

Address from which the firm will operate:

Post Code:

Telephone numbers the firm will use, including freephones and their locations:

Fax numbers the firm will use:

Websites the firm will use including email address:

Operating hours:

If operating over 5 vehicles, which computer system will be used?

Is the firm a limited company? Yes No

If 'Yes', give the registered office address and Companies House number:

Names & addresses of all who hold a financial interest in the firm & share held:

Do you have a waiting room for members of the public? Yes No

Number of vehicles planning permission lets you run from this address:

Do you intend to operate Hackney Carriages? Yes No

If 'Yes', how many?

If 'Yes', licensed by which authority?

Private Hire applicants only

Do you intend to operate school transport vehicles? Yes No

If 'Yes', how many?

SECTION 2: FIRST APPLICANT'S DETAILS

MAIN TRADING NAME OF THE OPERATING COMPANY

Mr/Mrs/Ms/Other Surname: (Family name)

First Names:

Other names by which you have been known:

Important Your name must be spelt the same way on ALL the documents given in with this form

Full Home Address:

Postcode:

Home 

Mobile 

E-mail address:

Please give an email you check regularly. It is quicker to e-mail you than send you a letter.

Town of Birth:

Country of Birth:

Date of Birth:

National Insurance number:

DVLA licence number

Do you intend to work as a driver?

Yes No

Licensed Driver badge number:

Expiry date:

Can you read write and understand spoken English?

Yes No

Present trade or occupation:

What trade/business/profession have you undertaken for the past 5 years?

Have you ever held or currently hold a driver's licence or vehicle licence or operator's licence for Hackney Carriage or Private Hire or School Transport with Reading Borough Council or any other Council? Yes No

If YES state which Council(s), the type of licence(s) and the date(s)

Have you ever been refused a driver's licence or vehicle licence or operator's licence for Hackney Carriage or Private Hire or School Transport or had such a licence suspended or revoked, by Reading Borough Council or any other Council? Yes No

If YES state which Council(s), the type of licence(s) and the date(s)

SECTION 2: FIRST APPLICANT'S DETAILS continued...

Previous Convictions: Guidance note 9 explains what this section is for and guidance note 10 explains what we do with the information.

You **MUST** declare ALL previous unspent convictions: criminal and non-criminal, cautions, motoring offences and fixed penalties.

Have you any unspent convictions, cautions, motoring offences or fixed penalties? Yes No

If you answered **YES**: Enter the details in the table below **EVEN** if they are included in other documents you are submitting with this application.

DATE OF CONVICTION	OFFENCE	COURT	RESULT

Are you currently being investigated or have you been charged or summoned for any offence?

Yes No

If YES, give the details below

.....

SECTION 3: SECOND APPLICANT'S DETAILS

MAIN TRADING NAME OF THE OPERATING COMPANY

Mr/Mrs/Ms/Other Surname: (Family name)

First Names:

Other names by which you have been known:

Important Your name must be spelt the same way on ALL the documents given in with this form

Full Home Address:

Postcode:

Home 

Mobile 

E-mail address:

Please give an email you check regularly. It is quicker to e-mail you than send you a letter.

Town of Birth:

Country of Birth:

Date of Birth:

National Insurance number:

DVLA licence number

Do you intend to work as a driver?

Yes No

Licensed Driver badge number:

Expiry date:

Can you read write and understand spoken English?

Yes No

Present trade or occupation:

What trade/business/profession have you undertaken for the past 5 years?

Have you ever held or currently hold a driver's licence or vehicle licence or operator's licence for Hackney Carriage or Private Hire or School Transport with Reading Borough Council or any other Council? Yes No

If YES state which Council(s), the type of licence(s) and the date(s)

Have you ever been refused a driver's licence or vehicle licence or operator's licence for Hackney Carriage or Private Hire or School Transport or had such a licence suspended or revoked, by Reading Borough Council or any other Council? Yes No

If YES state which Council(s), the type of licence(s) and the date(s)

Previous Convictions: Guidance note 9 explains what this section is for and guidance note 10 explains what we do with the information.

You **MUST** declare ALL previous unspent convictions: criminal and non-criminal, cautions, motoring offences and fixed penalties.

Have you any unspent convictions, cautions, motoring offences or fixed penalties? Yes No

If you answered **YES**: Enter the details in the table below **EVEN** if they are included in other documents you are submitting with this application.

DATE OF CONVICTION	OFFENCE	COURT	RESULT

Are you currently being investigated or have you been charged or summoned for any offence?

Yes No

If YES, give the details below

.....

SECTION 4: DOCUMENT CHECKLIST

ORIGINAL DOCUMENTS ONLY, WE CANNOT ACCEPT COPIES.

- Tick the boxes to show the documents you are submitting with your application.
- If a document or fee is missing we cannot accept your application and will return the form unprocessed. (Guidance note 4.)

- An application form with all questions answered. (Guidance note 4.)

- Application fee. (Guidance note 12.)

- Certificate of Public Liability Insurance: (Guidance note 11.)
 minimum of £5million. APPLICANTS who allow the public onto premises.

- Planning permission proof: NEW APPLICANTS: you need to supply this.
RENEWAL APPLICANTS: we need this IF you have not already given it to us. Ring us if you are not sure.

- Property Owner's Permission Letter: NEW APPLICANTS ONLY: This is a letter from the owner or the property where your business is based, giving you permission to use it as an office for running your vehicle hire business.

APPLICANT IDENTIFICATION DOCUMENTS

Applicant 1	Applicant 2	
<input type="checkbox"/>	<input type="checkbox"/>	*Driving licence. Both parts. It must show your current address.
<input type="checkbox"/>	<input type="checkbox"/>	*Passport.
<input type="checkbox"/>	<input type="checkbox"/>	*Birth certificate.
<input type="checkbox"/>	<input type="checkbox"/>	*Each applicant must submit two (2) of the above documents
<input type="checkbox"/>	<input type="checkbox"/>	Colour, passport photograph. Print your name and the date on the back of the photo. You must not be wearing a hat or head garment unless it is part of your religion to wear one most of the time.

APPLICANT BASIC DISCLOSURE

Applicant 1	Applicant 2	
<input type="checkbox"/>	<input type="checkbox"/>	Basic Disclosure (Guidance note 8.)

Or date on which you applied for a disclosure.

Applicant 1	Applicant 2
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SECTION 5: OPERATOR APPLICANTS' DECLARATION

I declare that:

- I have read and understood the guidance notes that came with this application form.
- I have not knowingly or recklessly, made a false statement or left out any relevant information, and I know I can be prosecuted in a Magistrates' Court if I have.
- I understand that you will not accept an incomplete application and I know what this means. (Guidance note 4)
- I have ticked the boxes in Section 4 of this form to show which documents I am submitting with this application.
- All the documents I am submitting are the originals and are not copies.
- I know that if I do not have a valid Reading Borough Council operator's licence I am not entitled to operate any private hire or school transport vehicles within the controlled district of Reading Borough Council.
- I have read and understood the Council's conditions for the appropriate operator licence.
- I know that if I do not comply with legislation or the licence conditions:
 - I may be liable to be prosecuted in a Magistrates' Court, and
 - this can prevent me from being issued with a licence.

Signature of applicant 1..... Date.....

Signature of applicant 2..... Date.....

SECTION 6: EQUAL OPPORTUNITIES AND FAIR TREATMENT MONITORING FORM

Please complete this form to help the Council monitor its equal opportunity and fair treatment policy. You do not have to provide this information and it will not affect the outcome of your application. We do not do anything else with this information and we keep it confidential.

	Applicant 1		Applicant 2	
	Male	Female	Male	Female
Please state which one of these best describes you				
Black UK				
Black African				
Black Caribbean				
Asian				
Indian				
Indian UK				
Pakistani				
Pakistani UK				
Bangladeshi				
Bangladeshi UK				
Chinese				
White UK				
White European				
Irish				
If you do not belong to any of these categories, please specify:				

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GUIDANCE NOTES - OPERATOR'S LICENCE APPLICATIONS FOR:

- Private Hire
- School Transport

Read these notes before filling in the Operator's Licence application form.

Note 1. WHICH LICENCE TO APPLY FOR

School Transport Operator's licence:

- Apply for this if you only intend to operate School Transport vehicles.

Private Hire Operator's licence:

- Apply for this if you are going to operate:
 - only Private Hire vehicles, OR
 - Private Hire vehicles AND School Transport vehicles, OR
 - Private Hire vehicles AND Hackney Carriages, OR
 - all three types of vehicle.

Existing Private Hire Operators who want to start running school transport vehicles:

- if your licence needs renewing: Section 1 of the application form (Operating Company Details) has a question for private hire operators that deals with this.
- If your licence doesn't need renewing: contact us to apply to increase the number of vehicles you operate. (Note 14 gives you our contact details.)

Note 2. HOW TO APPLY

Bring in your completed form, documents and fees to the Civic Offices. We are open from 9am to 5pm Monday to Friday, except public holiday. Hand them in at the reception desk.

The receptionist will:

- copy your documents and give you back the originals,
- give you a receipt.

Note 3. HOW TO PAY

Pay at the Civic Offices when you submit your form.
You can pay by: Credit card; Debit card; Cheque or Postal order.

You cannot pay with cash.

Note 4. INCOMPLETE APPLICATIONS

We will **not** accept your application if you:

- have **not** answered ALL the questions, OR
- have **not** brought in ALL the documents we need, OR
- have **not** brought in the ORIGINAL documents, OR
- have **not** paid the correct fee(s).

Section 4 of the application form lists the documents you need to bring in. Complete the section by ticking the documents you are submitting with your application.

If your application is incomplete we will return it unprocessed. If you do not re-submit a complete application in 14 days we will give you a refund of the application fee less 15% or £70, whichever is more. See guidance Note 15 below for our full refund policy.

If you are a renewal applicant and have not submitted a complete application before the expiry of your current licence you will not be entitled to operate Private Hire or School Transport vehicles in the controlled district of Reading Borough Council.

Note 5. IF YOU ARE UNABLE TO PROVIDE A DOCUMENT

We may accept your form if you cannot bring in a document, **BUT** only if you write us a letter and bring it in with your application form. This letter should say:

- who you are,
- the licence you are applying for,
- the document you cannot supply,
- why you cannot give us the document, and
- when you would be able to give us the document.

We will consider your reasons carefully:

- If we can accept your application we:
 - will write to you and give you a time by which you need to give us the document
 - may not be able to give you a licence without the document.
- If we cannot accept your application:
 - we will return your application and explain why we cannot accept it
 - it will be treated as an incomplete application and we will give you 14 days to submit a complete application.

Note 6. FIRST TIME APPLICANTS

New applicants will not get their operator's licence until a Basic Disclosure has been received. Basic Disclosure applications are usually processed and the disclosure record despatched within 14 calendar days of receipt of a correctly completed application, provided no further enquiries are required. You have to apply for the check and submit the disclosure certificate with the application.

Note 8 explains more about the Basic Disclosure check:

- what to do BEFORE you submit your operator application form to us, and
- what you must hand in to us WITH your application form.

Note 7. RENEWING AN EXISTING LICENCE

You should submit a complete renewal application at least six weeks before your operating licence runs out.

A complete application is required before expiry of the current licence to be eligible to continue to operate. If you submit an incomplete application (see Note 4) you may lose your entitlement to operate private hire vehicles.

Note 8. CRIMINAL RECORD CHECKS

All new and some renewal applicants need to provide a Basic Criminal Record Disclosure from Disclosure Scotland. Renewal applicants need a Basic Disclosure every third year. Contact Licensing if you need to check if your renewal requires a disclosure.

Contact Disclosure Scotland to obtain a **Basic Disclosure** which you must hand in with this application form.

You will need to select the option to apply for a disclosure in your own name.

Contact

- disclosurescotland.co.uk
- Phone Disclosure Scotland on 0870 609 6006

You will need to provide:

- A photocopy of your passport, driving licence or national insurance number.
- Information from a utility bill (gas, electric or telephone) at your home address.
- The number of any previous disclosure.
- Your address details for at least the past 5 years.

When you receive the disclosure send it in with your application form.

If you have not received your disclosure in time to submit it with the operator application form, submit the operator application anyway and indicate when you made your disclosure application to Disclosure Scotland

See Note 13 for the cost of a Basic Disclosure.

Note 9. PREVIOUS CONVICTIONS

You **MUST** use the table in the application form to declare your unspent previous convictions.

This means you must declare:

- convictions at a court
- cautions
- motoring offences
- fixed penalties, and
- any offences revealed on your driver's licence or any other documents.

In the last part of this section tell us:

- if you are being Investigated, or
- if you have been charged or summoned for any offence.

Note 10. OUR RELEVANT CONVICTIONS POLICY

The information you give us in Section 2 (and Section 3 if two applicants) of the application form and the results of the Basic Disclosure checks are treated confidentially. We don't keep the information any longer than is necessary.

The disclosure of a criminal record or other information will only stop you from getting an operator's licence IF the offence means it is not appropriate for you to operate vehicles for hire and reward. We look at:

- the nature of the offence
- how long ago the offence was committed
- how old you were at the time, and
- any other factors which may be relevant.

We (the Licensing Authority) may:

- refer to the guidelines which we have to follow, and/or
- refer you to the Licensing Applications Committee:
 - this is normally held each month, and
 - we will tell you beforehand.

To see our full criminal convictions policy:

- see our website: www.reading.gov.uk/criminalconvictionpolicy , or

If you want to discuss what effect a conviction or pending prosecution might have on your application you can telephone us on: 0118 937 3762.

If it is decided we cannot issue a licence, you may be entitled to a refund of part of your application fee. See Note 15 for our refund policy.

Note 11. PUBLIC LIABILITY INSURANCE

Public liability insurance is required by any operator who allows members of the public on to the operator premises named in Section 1 of the Application for an Operator's Licence. This insurance is to cover the operator's liability to pay damages to members of the public for death and injury or damage to property or possessions, which has resulted from them being on the premises.

If you have a waiting room for customers you will need to submit your public liability insurance certificate with the application form. If you are not sure if you require this insurance, then contact the Licensing team. Contact details are in Note 14 below.

Note 12. OPERATOR'S LICENCE APPLICATION FEES 2019/2020

PRIVATE HIRE OPERATOR GRANT	1 YEAR	5 YEAR
Each additional applicant	£245	£245
1-3 vehicles	£806	£2,125
4-10 vehicles	£1,292	£3,150
11-40 vehicles	£2,572	£8,020
41-100 vehicles	£4,314	£15,241
101+ vehicles	£5,181	£18,851
PRIVATE HIRE OPERATOR RENEWAL	1 YEAR	5 YEAR
Each additional applicant	£185.00	£185.00
1 - 3 vehicles	£561.00	£2,065.00
4 - 10 Vehicles	£892.00	£3,092.00
11 - 40 Vehicles	£1,977.00	£7,917.00
41 - 100 Vehicles	£3,583.00	£15,191.00
101 + vehicles	£4,333.00	£18,730.00
SCHOOL TRANSPORT OPERATOR GRANT	1 YEAR	5 YEAR
Each additional applicant	£245.00	£245.00
1 - 3 vehicles	£445.00	£1,245.00
4 - 10 Vehicles	£836.00	£2,324.00
11 - 40 Vehicles	£1,727.00	£4,955.00
41 - 100 Vehicles	£2,251.00	£6,763.00
101 + vehicles	£3,141.00	£10,351.00
SCHOOL TRANSPORT OPERATOR RENEWAL	1 YEAR	5 YEAR
Each additional applicant	£145.00	£145.00
1 - 3 vehicles	£345.00	£1,145.00
4 - 10 Vehicles	£570.00	£2,058.00
11 - 40 Vehicles	£1,132.00	£4,620.00
41 - 100 Vehicles	£1,153.00	£6,333.00
101 + vehicles	£2,290.00	£9,890.00

Note 13. OTHER FEES 2019/2020

	FEE	NOTES
Basic Disclosure Certificate from DBS	£32.00	We will send you an email with a link (EMSS). Please complete and submit and we will do the rest.

Note 14. CONTACT US

If you do not understand the application process you can contact us:

By e-mail: licensing@reading.gov.uk

By phone: 0118 9373 762 .

By post: Licensing, Level 1-North Rear, Civic Offices, Bridge Street, Reading, RG1 2LU.

Note 15. REFUND POLICY

- If you withdraw or are refused your application before any process has been carried out, we will levy a fee of 15% or £70.00 whichever is greater.
- If you withdraw or are refused your application after the process has started, we will levy a fee of 30% or £140.00 whichever is greater.
- If your application progresses to a Committee hearing, but is unsuccessful we will levy a fee of 50% or £280.00 whichever is greater.
- Charges made in accordance with the refund policy will be subject to an overall maximum of £500

Note 16. FAIR PROCESSING NOTICE

We comply with the Data Protection Act and its data protection principles, and accordingly we will store all personal data securely whether electronically or in hard copy form.

For full data protection details, please follow the link below.

<http://www.reading.gov.uk/dataprotection>