

To make a request for pre-application assistance please complete the enquiry form below providing as much information as possible. Please write your answers clearly in the boxes provided and ensure the correct fee is paid.

Flare Reference No./Date Received: <i>(office use only)</i>	
About you:	
Name and Address:	
Postcode:	
Email address:	
Have you obtained the correct Planning Permission for the proposed use of the building and the proposed hours of use? (Operator applications only) Yes <input type="checkbox"/> No <input type="checkbox"/>	
Description of proposal	
Please provide an accurate and detailed description of what you require assistance with:	

Proposed Location of Base (Operator applicants only)	
Post Code:	
Proposed name and telephone number of operator base: (Operator applicants only):	
Email address:	
Do you have planning permission for the operator base? (Operator applicants only)	

What type of application(s) are you looking to submit? Choose <u>all</u> that apply	
1. Private Hire/School Transport or Hackney Carriage Driver	<input type="checkbox"/>
2. Private Hire/School Transport or Hackney Carriage Vehicle	<input type="checkbox"/>
3. Private Hire or School Transport Operator Licence	<input type="checkbox"/>

What level of service do you require?	
Pre-application consultation We will advise you on what is required to apply for the relevant licence, go through documentation with you and ensure that your application is correct before it is submitted(Fee of £90.00)	<input type="checkbox"/>
Pre-application and site inspection (Operator applications only) We will advise on your application – as per the above – and attend your proposed operator base for an inspection of the premises (Fee of £144 – 1 hour only)	<input type="checkbox"/>

Declaration

I understand that:

- 1) The final decision is made by Council Members or under delegated authority after the application has been submitted and been subject to a consultation period. **You should therefore be aware that the council's officers are unable to give any guarantees about the decision that will be made in relation to applications. You should also be aware that any responsible authority or member of the public can object to an application therefore no licence can be guaranteed to be granted. If a licence is not granted there are no refunds on the pre-application fee submitted with this form. The information given is best practice advice and not legal advice.**
- 2) This service only applies to **pre-application** assistance therefore ceases to apply once the application is submitted.
- 3) The council will not deal with your request for assistance until we receive payment. When we have received the completed form and correct payment, we will allocate you an appointment time.
- 4) A case officer will be assigned once you have submitted your licensing application.
- 5) The confidentiality of information provided to the council cannot be guaranteed because it is subject to the provisions of the Freedom of Information Act and the

council may be obligated to disclose information about pre-application assistance requests and the advice that we have provided.

Signature:

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Date:

Completed form should be uploaded with the correct fee:

How to upload your form: Click on the link below. Once on the page, go to the bottom of it and click 'Submit application'. On the next page you will be able to upload this form and make payment. We will only deal with your form once payment has been received.

Link: <https://www.gov.uk/apply-for-a-licence/premises-licence/reading/renew-1>

Licensing Team
Reading Borough Council
Civic Offices
Bridge Street
Reading
RG1 2LU

