



## Apply for a new private hire operator licence

You will need to complete this form to apply for a new licence.

### Licence and payment details

What duration of licence do you require (tick one option)?

1 year (£200)     5 Years (£740)

Payment date	
Payment reference	

### Applicant details

Full name	
Address	
Town	
Postcode	
Telephone number	
Email address	
Company number (companies only)	

**Additional applicant details**

Full name	
Address	
Town	
Postcode	
Telephone number	
Email address	
Company number (companies only)	

**Operation details**

Please provide the address for all sites that will be accepting bookings.

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**Booking and dispatch staff**

All private hire operators must formulate a policy on assessing the suitability of any person taking bookings and dispatching vehicles on their behalf. Do you intend to adopt the template policy contained in the Council's Licensing Policy?

- No       Yes (if no, you must provide a copy of your own policy)

**Criminal convictions**

Do you have any unspent criminal convictions or cautions?

- No       Yes (provide details in the box below)

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## Other licences

Have you ever been refused an operator's private hire operator's licence, or had a licence suspended or revoked?

No       Yes (provide details in the box below)

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## Declaration

The information contained in this form is correct to the best of my knowledge and belief. It is an offence to knowingly or recklessly to make a false statement in or in connection with an application for the grant or renewal of a private hire operator licence.

Signature of applicant	
Date of signature	

## Submitting an application

Applications should be sent to the Licensing Team by email to [LicensingAdmin@redcar-cleveland.gov.uk](mailto:LicensingAdmin@redcar-cleveland.gov.uk) or by post to Redcar & Cleveland House, Kirkleatham Street, Redcar TS10 1RT.

The following must be submitted with your application form:

- application fee
- a basic DBS check for every proprietor or company director
- evidence of right to work in the UK
- a copy of your policy on assessing the suitability of booking and dispatch staff (unless you have indicated that you are adopting the template policy provided in the Council's Licensing Policy)

## Payments

Payments can be made:

- online at [www.redcar-cleveland.gov.uk](http://www.redcar-cleveland.gov.uk) (select the 'Pay for it' option then follow the instructions until you see a list payment types, select 'Licensing' then enter your payment details),
- in person at Seafield House, Kirkleatham Street, Redcar, TS10 1RT,
- by telephone on 01642 774774 (select option 4 to speak to one of our Customer Service representatives)

When making a payment you will need to provide your licence reference.

## **Knowledge test**

All new applicants are required to successfully complete a knowledge test. You are advised to study the 'Hackney Carriage and Private Hire Licensing Policy' before contacting the team to book a test.

## **Booking and dispatch staff**

Operators must formulate a policy on assessing the suitability of any person taking bookings and dispatching vehicles on their behalf. The policy must:

- require all booking and dispatch staff to provide a basic DBS disclosure (unless they are a licensed taxi driver), and
- outline the standards against which any prospective employee will be considered in relation to criminal convictions

The operator must keep a record of the above assessment.

A template policy and assessment form has been provided in the Council's Licensing Policy. The templates have been produced only as a guide and therefore operators are not obligated to adopt these documents in their existing state. Ultimately, it is the operator's responsibility to set and uphold appropriate standards in relation to staff undertaking booking and dispatch duties.

## **Tax conditionality**

Licensing authorities must carry out certain checks on licensed drivers and operators to make sure they are aware of their tax responsibilities or have completed a tax check.

You'll need to complete a tax check with HM Revenue and Customs (HMRC) every time you renew your licence to confirm that you're registered for tax where necessary. After you complete the tax check, you'll be given a code to provide to the licensing authority. We will not be able to process your renewal application without it.

Further details will be provided in your next renewal reminder but you can find more information here:

[www.gov.uk/guidance/changes-for-taxi-private-hire-or-scrap-metal-licence-applications-from-april-2022](https://www.gov.uk/guidance/changes-for-taxi-private-hire-or-scrap-metal-licence-applications-from-april-2022)

## **How we collect and use information**

The information collected on this form and from supporting documentation will be used by the Council to process your application.

We may share your information with other bodies for the purposes of assessing your application or continuing fitness to hold a licence.

We will not disclose information about you to anyone outside Redcar and Cleveland Borough Council nor use information about you for other purposes unless the law permits us to. Redcar & Cleveland Borough Council is the Data Controller for the purposes of the Data Protection Act 1998. If you want to know more about what

information we have about you, or the way we use your information, you can view our Fair Processing Notice on the Council's website at [www.redcar-cleveland.gov.uk](http://www.redcar-cleveland.gov.uk).