



North Tyneside Council

North Tyneside Council
Public Protection Services
Harvey Combe, Killingworth, Newcastle Upon Tyne, NE12 6QQ
Tel: (0191) 643 2165 Email: taxi.licensing@northtyneside.gov.uk

Table with 2 columns: N.A. (Policy supplied) and N.A.G.R. (Last licence expired)

OFFICE USE ONLY table with rows for Date received, Licence no, RTW check conducted (1-3), Tax Check Code checked (1-3), DBS cert. No. / Date (1-3), DATE OF ISSUE, DATE OF EXPIRY

LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976
APPLICATION FOR A LICENCE TO OPERATE PRIVATE HIRE VEHICLES

- All applicants are required to pay the licence fee when making the application.
All applicants must provide a recent (within 1 month) Basic DBS Disclosure.
All applicants are required to provide a business plan in respect of the operation of private hire vehicles.
All applicants must confirm they are aware of their tax responsibilities and of guidance issued by HMRC or a tax check code if required
All applicants must provide evidence of their right to work in the UK.
All applicants are required to operate wholly from premises situated within the boundaries of the Borough of North Tyneside.

Please complete this form carefully. Incorrectly completed forms will be returned for completion.

1. Is the application in respect of a: Sole Proprietor [] Partnership [] Limited Company [] (tick the appropriate box and then complete the relevant section of question 2 below.)

2. (i) Sole Proprietor

Full Name D.O.B:
Address
Post code:
Tel. No: Email.....

2. (ii) Partnership

Please give the full name, address, date of birth and telephone number of all partners.

(1) Name: D.O.B.....
Address:
Post code:
Tel. No: Email.....

(2) Name: D.O.B.....
Address:
..... Post code:
Tel. No: Email.....

(3) Name: D.O.B.....
Address:
..... Post code:
Tel. No: Email.....

2 (iii) Limited Company

(a) Registered Name of Company:

(b) Address of Company:
..... Post code:
Tel. No: Email.....

(c) Company Registration Number (enclose copy of registration certificate):
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(d) When was the Company formed?

(e) Name, Date of Birth and Address of all Directors:

(1) Name: D.O.B.....
Address:
..... Post code:
Tel. No: Email.....

(2) Name: D.O.B.....
Address:
..... Post code:
Tel. No: Email.....

(3) Name: D.O.B.....
Address:
..... Post code:

(f) Name, date of Birth and address of Company Secretary:
.....
Tel. Number..... Email.....:

3. (a) Under what name do you propose trading?.....
- (b) Telephone Number(s):
- (c) Email Address:
- (d) Website Name:
- (e) App. Name

4. If any person named in Question 2 has been a Director, Partner or Secretary of any other Company, the following information must be provided about each of the Companies:

- (a) Name and Address of Registered Office of each Company:
-
-
- (b) Trade or Business Activities carried out by each Company:
-
-
- (c) Please give details of any convictions recorded against each Company:
-
-

5. What other trade, business or profession has each person named in Question 2 carried on in the previous five years? (Give the name of firms or companies, their addresses and their trade or business.)

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6. Has any person or company referred to in Question 2 ever applied for an Operator's Licence before? **YES / NO**
 (If yes, please give the name of the person or company making the application and the date and place of the application)

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Was that licence ever suspended or revoked? **YES / NO**

7. Has any person named in Question 2 ever applied for or held a Hackney Carriage or Private Hire Driver's Licence? (If yes, please state the name of the Local Authority, type of licence and licence number in respect of each licence) **YES / NO**

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8. Has any person named in Question 2 ever been refused a Hackney Carriage or Private Hire Driver's Licence, or had any such licence suspended or revoked? (If yes, please give details, including name of person, name of Local Authority and date) **YES / NO**

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9. Does any person named in Question 2 hold a Hackney Carriage or Private Hire Vehicle Licence? (If yes, please give details including name of Local Authority, type of licence and plate number) **YES / NO**

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10. Has any person named in Question 2 ever been convicted of any offence? (If yes, please give details) **YES / NO**

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11. Has any person named in Question 2 ever been absent from the UK for a period of more than 3 (three) months on each occasion? (excluding time spent in HM forces). If yes, please provide the following: Country; Date(s) From and To; Full address (s) and Occupation. **YES / NO**

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12. Address from which you intend to carry on business as an operator? (also address of Booking Office if separate) (Operators must operate wholly from premises situated within the boundaries of the Borough of North Tyneside)

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13. How many Private Hire vehicles do you intend to operate: **YES / NO**
Will they all be operated from the premises indicated in Question 12 above? (if not give details)

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14. How many hackney carriages do you intend to operate: **YES / NO**
Will they all be operated from the premises indicated in Question 12 above? (if not give details)

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15. Please state the rate at which fares will be charged. (including minibus, specialist vehicle or executive vehicle rates if applicable):
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16. What other businesses operate from the premises indicated at Question 12?
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17. In respect of the premises referred to in Question 12:
(a) Hours of operation?
(b) Radio controlled?

18. In respect of how bookings are received the premises referred to in Question 12:
(a) Are bookings received by calling in person at the office? **YES / NO**
(b) Are bookings received by email? **YES / NO**
(c) Are bookings received by an App? **YES / NO**
(d) Are bookings received by any other means? **YES / NO**

19. In respect of call takers/booking staff employed at the premises referred to in Question 12:
(a) Will you maintain a register of employees engaged in taking or receiving bookings for private hire vehicles? **YES / NO**
(b) Have all employees engaged in taking or receiving bookings for private hire vehicles been subject to a Basic DBS check? **YES / NO**
(c) What is your Policy on employing ex-offenders to take or receive bookings for private hire vehicles? (Please provide copy of policy if available)
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20. In respect of the premises referred to in Question 12 what access arrangements exist?
Pedestrian:
Vehicular:

21. With regard to parking when the vehicles are not in use:
(a) Number of spaces on the site
(b) If parked elsewhere, at what location?
(c) If garaged elsewhere, at what location?
(d) Any other locations?

22. Do the premises listed in your reply to Question 12 have planning permission for use as a Private Hire Office? (If yes, enclose copy of planning consent) **YES / NO**

23. For how long have the premises at No 12 been used for private hire purposes?.....

24. I confirm that I am aware of my tax responsibilities and I am aware of the guidance issued by HMRC. **YES / NO**
<https://www.gov.uk/guidance/changes-for-taxi-private-hire-or-scrap-metal-licence-applications-from-april-2022>

25. If any applicant named in Question 2 is applying for the same type of licence previously held and that ceased being valid less than a year ago, or if any applicant named in Question 2 is applying for the same type of licence already held with another licensing authority please provide the nine-digit tax check reference number for each applicant:

(1)								
(2)								
(3)								

This Authority is under a duty to protect the public funds it administers and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes. For further information see: www.northtyneside.gov.uk/nfi

North Tyneside Council processes personal data consistent with the General Data Protection Regulation and the Data Protection Act 2018. For more information about how the Council processes your personal data, please see our privacy notice on our website at: www.northtyneside.gov.uk

DECLARATION (To be signed by all applicants)

I declare that to the best of my knowledge and belief the answers given on this form are true and I sign it knowing that I may be liable to prosecution if I have wilfully stated in it anything which I know to be false or do not believe to be true or have omitted a material particular.

Any person who knowingly or recklessly makes a false statement or omits any information required in this application may be guilty of a criminal offence punishable on conviction by a fine of up to £1000.

If a licence is granted I undertake to comply with the conditions attached to the grant of the licence.

I confirm that I am aware of my tax responsibilities and I am aware of the guidance issued by HMRC.

Signature of applicant(s) (in the case of a partnership, all partners must sign. In the case of a limited company, only one director need sign)

SIGNED..... DATE.....

SIGNED..... DATE.....

SIGNED..... DATE.....