



**FOR POSTAL APPLICATIONS**  
Licensing Unit  
Town Hall  
Halifax  
HX1 1UJ

**FOR APPLICATIONS IN PERSON**  
Halifax Customer First  
Horton Street  
Halifax  
HX1 3QE

Telephone: 01422 393001/393131

HOW TO APPLY FOR THE:-

## **GRANT/RENEWAL OF A PRIVATE HIRE OPERATOR LICENCE**

*Submit the following by post to the Licensing Unit, Town Hall, Halifax HX1 1UJ or in person to Halifax Customer First, Horton Street, Halifax HX1 3QE*

1. **Application Form** (completed in full).  
**Together with the appropriate fee** (please see attached fees list)
2. **Enhanced disclosure from the DBS Disclosure and Barring Service** (see notes with this form on how to obtain an enhanced disclosure)
3. **A list of the private hire vehicles which you are currently operating – the list MUST include the private hire vehicle licence number and the vehicle registration number.**
4. **A photocopy of your planning permission.**

### **DATA PROTECTION ACT 1998**

Calderdale MBC will ensure that any personal information provided by you on this form will be treated in accordance with the provisions of the Data Protection Act 1998. Calderdale MBC is the Data Controller of the information you have provided on this form and is registered with the Information Commissioner's Office for the purposes of processing your personal information in relation to your application.



## **GUIDANCE ON HOW TO APPLY FOR A CRIMINAL RECORD CHECK**

You are responsible for obtaining your own Disclosure and Barring Service (DBS) Enhanced Disclosure.

Applicants, who are applying to renew their hackney carriage or private hire driver's licence or combined hackney carriage/private hire driver's licence, will be required to obtain an **ENHANCE DISCLOSURE** every three years.

**YOU WILL NOT REQUIRE A CRIMINAL RECORD CHECK UNLESS YOUR LICENCE RENEWAL LETTER STATES THAT YOU NEED A CRIMINAL RECORD CHECK**

### **HOW TO APPLY FOR AN ENHANCED DISCLOSURE**

Telephone the Disclosure and Barring Service (DBS) and ask for an **ENHANCED DISCLOSURE** in connection with your proposed employment as a hackney carriage/private hire driver. (Please note that a basic disclosure or standard disclosure will not be accepted by the Council)

The telephone number is:- 0870 90 90 844

- The DBS will ask you for the registered body number of Calderdale Council this is 20800900007
- The DBS will then send you a disclosure application form for you to complete.

**THE COMPLETED FORM MUST NOT BE SENT TO THE DBS BUT MUST BE TAKEN TO THE LICENSING UNIT TOGETHER WITH THE ITEMS LISTED ON THE PREVIOUS PAGE.**

The Disclosure and Barring Service requires the Council to check these documents to confirm your current address.

- Staff at the Licensing Unit will countersign your disclosure application for an Enhanced Disclosure and return the form to you to post to the DBS with the fee

#### **Further Information**

If you would like more information about the DBS please contact:

DBS information line: 0870 90 90 811

DBS website: [www.homeoffice.gov.uk/dbs](http://www.homeoffice.gov.uk/dbs)

## **GUIDELINES RELATING TO THE RELEVANCE OF CONVICTIONS**

**Note:-**

For the purpose of these guidelines formal cautions and endorsable fixed penalties are regarded as though they were actual convictions.

**General Arrangements for Determining an Application when a Criminal Conviction/Other information has to be taken into account.**

**All applications will be considered on merit, having regard to the Council's Statement of Policy and Guidelines relating to the Relevance of Criminal Convictions.**

**Where an applicant has previous convictions or other information which may have been disclosed to the Council, then the applicant will be afforded the opportunity of an interview. The interview will be carried out in accordance with the provisions of the Police and Criminal Evidence Act 1984, and in most instances will be recorded.**

**The purpose of the interview is to assist the Council in meeting the requirements placed upon it under the provisions of the Local Government (Miscellaneous Provisions) Act 1976.**

**The Council recognises that even though a person has been convicted of an offence, there may be a number of mitigating factors which should be taken into account. The interview will also afford an applicant the opportunity to provide the Council with an account of the circumstances that led to the commission of an offence.**

**For that reason, it is in the interests of the applicant to provide as full and honest account of these circumstances as is possible. Of particular importance, is that during the course of the interview, the applicant is noted to have answered the questions put to him in an honest and open manner.**

**If it is proved during the course of the interview that an applicant has attempted to mislead the Council or deliberately withhold or falsify information, then that matter will be taken into account and the effect on the outcome of the application may be detrimental.**

**The applicant's overall demeanour during the course of the interview will be taken into account.**

**An applicant has a right to consult with a legal advisor prior to the interview taking place and to have one present whilst the interview is being carried out.**

If the services of an interpreter are required then one will be provided for the applicant at the Council's expense.

Should the applicant require further assistance, then a friend may accompany them and be present throughout the interview

The application will be determined by the Head of Customer Services and Communications. Before making that decision, full account will be taken of the information provided by the applicant during the course of their interview.

The Head of Customer Services and Communications will consider each application on its merits.

The applicant will be informed by letter as to the outcome. The Licensing Unit will always try to inform an applicant of the outcome of an application by no later than two weeks from the date on which an interview was carried out. In certain circumstances, where the Council may have received a high volume of applications, or where further information is required in order to determine an application, then it may not be possible to adhere to this time limit.

In the event that an applicant is refused the grant of a licence, then the applicant has a right of appeal to a Magistrates' Court within twenty-one days of the receipt of the Council's letter.

If an application is refused, then an applicant MAY immediately submit a further application. However, in such circumstances, and in any subsequent interview, the Council will require the applicant to demonstrate exactly why the reasons upon which the former application was refused are no longer valid.

Such an applicant may approach staff at the Licensing Unit for advice, prior to submitting a further application. It is an expensive and lengthy process to obtain a licence. Whilst staff at the Unit would never pre-determine an application, they can nevertheless offer appropriate advice on the likely outcome.

In such circumstances, the decision as to whether or not to submit a further application, remains firmly with the applicant, and any subsequent application would be considered entirely on merit.

## APPLICATION FOR GRANT/RENEWAL OF PRIVATE HIRE OPERATOR LICENCE

1. Before completing forms, applicants are advised to carefully read the notes re convictions at the reverse of the form.
2. Please complete the form in BLACK INK and in BLOCK CAPITALS.
3. Applicants are warned against knowingly making any false or reckless statements for the purposes of obtaining a licence. The current maximum fine on conviction is £1,000

Private Hire Operator Licence Number (if previously licensed)		Date of Expiry	
Badge Number of Applicant (if applicable)			

### FULL DETAILS OF APPLICANT

Surname:		Date of Birth:	
Title: <i>(tick box)</i>	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms	Full Forenames:	
Home Address:			
		Post Code:	
Telephone No:		Mobile Telephone No:	
Email Address:			

Name of Firm:
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How many private hire vehicles will be operated from your premises?	
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### BUSINESS PREMISES

Business Address: Including post code		Telephone Nos
Who is the owner of your premises?		
Do you have the owner's permission to operate private hire vehicles from the premises?		

**PLANNING**

**Your application will not be accepted unless valid planning permission is given for the premises**

Is a valid planning consent in force in respect of the above premises?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If <b>YES</b> , planning reference	Date Issued
If <b>NO</b> , has planning application been made:	Yes <input type="checkbox"/> No <input type="checkbox"/>

**Remember to enclose a copy of your planning permission**

**It is important that you make sure that the buildings and/or land you use, or propose to use, in connection with your Private Hire Operator's business do not give rise to any contravention of the Town and Country Planning Acts and/or Regulations made thereunder, otherwise the Council may be left with no alternative but to invoke their planning enforcement powers against you.**

Have you previously made an application for an operator's licence?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Has an operator's licence held by you ever been revoked, refused or suspended?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If YES, please state which	Revocation <input type="checkbox"/> Refused <input type="checkbox"/> Suspension <input type="checkbox"/>
Date of Suspension/Revocation:	
Name of Local Authority:	
Reason for Suspension/Revocation:	
Have you been arrested, reported for summons, are on bail, are the subject of an ASBO, received any police cautions or been bound over?	
Yes <input type="checkbox"/> No <input type="checkbox"/>	
If YES, please give details	
Are you aware of <b>any enquiries</b> being made involving yourself by the Police, or any Local Authority in relation to any matter?	
Yes <input type="checkbox"/> No <input type="checkbox"/>	
If YES, please give details	

List below ALL unspent convictions, motoring fixed penalty notices, ASBO's and binding overs. If none then write 'NONE'.

Date of Conviction	Offence	Court	Sentence/Order/Fixed Penalty Points/Fine

I have listed above ALL my unspent convictions.

Usual Signature: \_\_\_\_\_ Dated: \_\_\_\_\_

**Applicants are advised that to knowingly or recklessly make a false statement or omit any material particular from this application or any document submitted with it is an offence punishable on conviction by a fine of up to £1,000.**

I hereby declare that to the best of my knowledge and belief, the particulars and information stated in this application are true. I hereby authorise the Licensing Unit of the Council to verify the information given on this form by reference to any public authority, including the police. I consent to the police supplying the Licensing Unit of the Council with any information, including that stored on a computer, in respect of the details given on this application form. I consent to the Borough Council of Calderdale (the Council) using and processing my personal, sensitive data for the purposes of determining this application and any subsequent review of my licence.

Should my application be refused or my licence subsequently revoked and if I appeal against either of those decisions, I understand that my personal, sensitive data may be disclosed by the Council in Court.

SIGNATURE ..... DATE .....

Spent convictions – Under the Rehabilitation of Offenders Act 1974 (as amended) you are not obliged to disclose any offence resulting in one of the sentences in the left hand column below if the corresponding period in the right-hand column has elapsed. It should be noted that a rehabilitation period can be extended if a person is convicted within that period of a further offence whether of the same or a different kind.

### REHABILITATION PERIODS

**Table A**

<b>Sentence</b>	<b>Period</b>
Imprisonment, youth custody or corrective training exceeding 6 months but Not exceeding 30 months.	10 years
Imprisonment or youth custody not exceeding 6 months.	7 years
Fine or any other sentence not in Table B, e.g. Community Service Order	5 years

**NOTE: THESE PERIODS ARE SUBJECT TO REDUCTION BY HALF FOR PERSONS UNDER 17**

**Table B – Rehabilitation periods for certain sentences confined to young offenders**

<b>Sentence</b>	<b>Period</b>
Borstal Training	7 years
Detention exceeding 6 months but not exceeding 30 months	5 years
Detention not exceeding 6 months	3 years
Detention Centre Order	3 years

### Miscellaneous

<b>Sentence</b>	<b>Period</b>
Absolute discharge	6 months
Conditional discharge, binding over, probation, committal to care Of fit person, Supervision Order, Care Order	1 year from the date of conviction OR the date on which the order or requirement ceases – which ever is the longer
Remand Home Order ) Approved School Order ) Attendance Centre Order )	1 year after the Order ceases to have effect
Driving disqualification and/or endorsements when no fine was imposed	The date on which the disqualification ceases to have effect
Driving conviction whether or not involving disqualification and when fine imposed. (This category includes fixed penalties)	5 years
Hospital Order under the Mental Health Act	The period of the Order and a further 2 years after it expires
Cashiering, discharge with ignominy or dismissal with disgrace from the Armed Forces	10 years
Dismissal from Armed Forces	7 years

If you would like this information in another format or language please contact: 01422 393093

اگر آپ کو یہ معلومات کسی دوسری زبان  
یا شکل میں چاہیے تو رابطہ کریں:

01422 393030 (Urdu)