



(OPERATOR APPLICATIONS)

GATESHEAD COUNCIL

Local Government (Miscellaneous Provisions) Act 1976 – Part II

APPLICATION FOR A PRIVATE HIRE OPERATORS LICENCE

Licensing Section, Development and Public Protection, Development and Enterprise, Civic Centre, Gateshead, NE8 1HH Tel: 0191 433 3947

Applicants should read the following notes together with the Conditions subject to which Licences are issued before completing the form.

1. STATUTORY DECLARATION

(a) The Statutory Declaration (page 8) must be sworn before a Solicitor or a Magistrate. It should be noted that any false information given may render the applicant liable to a prosecution for perjury.

(b) Any applicant who knowingly or recklessly makes a false statement or omits any information required herein shall be guilty of an offence by virtue of S.57 of the Local Government (Miscellaneous Provisions) Act 1976.

2. LICENSING HOURS

An officer from licensing section will be available to receive application forms between **10:00 and 16:00** hours Monday to Thursday and **10:00 to 15.30** on Friday (except on official holidays).

3. PAYMENTS OF FEES

Licence fees must be paid when an application form is submitted. Payments may be made at Licensing Reception in Development and Enterprise or in Financial Services (at the cash desk on the ground floor) and a receipt obtained. Payments may be made between 08:45 – 16:30 hours Mon to Thursday and 08:45 – 16:00 hours on Fridays.

Payment may be made, in cash, by debit card or credit card (except American Express) or by cheque.

Fees will only be refunded at the discretion of the Head of Service.

4. DURATION OF LICENCE

The licence if granted, expires twelve calendar months from the date of issue and any application for renewal must be made **at least 14 days** before the licence expires. If such application is not made within that time, the licence may expire before renewal can take place.

5. PLANNING PERMISSION

If planning permission relates to the premises to be used as the Private Hire office, the licence will only be granted when such permission has been approved.

6. CONDITION REGARDING VEHICLE PROPRIETORS/DRIVERS

An Operator must only employ or permit Private Hire Vehicle Drivers Licensed by Gateshead Council to work as such drivers from his Operators premises and only operate private hire vehicles licensed by Gateshead Council.

7. CHANGE IN PARTICULARS

Any change of particulars given in this application form must be notified in writing to the Head of Development and Public Protection Civic Centre, Gateshead within 7 days.

8. LEGIBILITY

An application form may be rejected if the form is not clean and legible

APPLICANT TO GIVE THE FOLLOWING INFORMATION:

1. FULL NAME _____ DATE OF BIRTH _____
ADDRESS _____

POSTCODE: _____
HOME TELEPHONE NO _____
WORK TELEPHONE NO _____
MOBILE TELEPHONE NO _____
E MAIL ADDRESS _____

2. PLEASE INDICATE WHICH LICENCE YOU ARE APPLYING FOR:

- (a) A Private Hire Operator's Licence Grant
- (b) A Private Hire Operator's Licence Renewal

3. Give details of all Licences in connection with Hackney Carriages or Private Hire Vehicles which are held or have been held by you and issued either by this Council or by another Licensing Authority:	
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4.
Give particulars of:

1. Where **grant** of licence – vehicles proposed to be operated;

or

2. Where **renewal** of licence – vehicles currently being operated.

	Details Of Vehicles				
	(1)	(2)	(3)	(4)	(5)
Make					
Registration No:					
Colour					
Type					
Seating Capacity					
Number of Passenger Doors					
Is a Taxi Meter Fitted					

NB: If more than 6 vehicles continue on a separate sheet

<p>5. Please give the names and addresses of the proprietors of the vehicles detailed at Section 4 above. (Use separate sheet if necessary)</p>	
<p>6. Give details of the premises:-</p> <p>1. (Where grant of licence) -</p> <p>From where it is proposed to operate the vehicle Or</p> <p>2. Where renewal of licence –</p> <p>From where the vehicles are currently operating</p> <p>3. How many parking spaces are available</p> <p>4. How many vehicles do you intend to operate?</p>	

7. Trade name of Company	
8. If the applicant is a limited company or partnership, full details must be given by every person in their capacity as applicant, secretary, director(s) or partner(s) including names, addresses and dates of birth.	
9. Have any of the persons listed above applied as individuals or as a member of a partnership or a director of a company for an operator's licence from the council or any other council – If the answer is "YES" give details	
10. Have any of the persons listed above as individuals or as a member of a partnership or a director of a company had an operator's licence refused, suspended or revoked either by the Council or by any other Council – If the answer is "YES" give details	

**11. Previous Convictions – Rehabilitation Of Offenders Act 1974
(See over for Explanatory Notes)**

- 1. The provisions of the above Act state that you need not reveal any convictions which are ‘spent’ convictions within the meaning of the Act. However, the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 1986 states that spent convictions which are otherwise protected from disclosure by the 1974 Act, are not protected where employment would allow access to persons under 18 years of age.**

(N.B. If you are uncertain as to what constitutes a ‘spent’ conviction you should obtain legal advice)

- 2. Have you as an applicant, or your partner, or the secretary or director(s) of this company, or the company itself or any other company in which they hold a like position, or a company of which such person has whilst they held a similar position in that company, been convicted of an offence, whether a motoring offence or not?**

YES/No (delete as necessary)

If the answer to the above is “yes” give details below:

Persons or Company's Name	Name or person and position held where company or partnership involved	Date of conviction	Court	Offence	Penalty

(Please continue on a separate sheet)

**EXPLANATORY NOTES ON THE
REHABILITATION OF OFFENDERS ACT 1974**

This Act provides that after a certain lapse of time convictions for criminal offences are to be regarded as 'spent'.

An applicant for a licence need not disclose spent convictions. However, in certain circumstances the Authority may take them into account when deciding upon an application.

Sentences of imprisonment exceeding 30 months duration can never be treated as spent and must be disclosed however long ago they were imposed. Certain of the periods of time which must elapse in other cases before the conviction becomes spent are set out below:-

SENTENCE	REHABILITATION PERIOD
1. Over 6 months imprisonment But under 30 months.	Ten Years
2. Under 6 months imprisonment.	Seven Years
3. A fine, compensation, Community Service.	Five Years
4. Conditional discharge, bound over, probation.	One year or period of discharge, binding or Probation, whichever Is the longer.
5. Absolute discharge.	Six Months
5. Cashiering, discharge with ignominy or dismissal with disgrace from H.M. Service.	Ten Years
7. Dismissal from H.M. Service.	Seven Years
8. Disqualification, disability or Prohibition.	Period of disqualification, disability or prohibition unless a longer period as set out in 1-7 applies above.

The periods of time which must elapse in other cases before the conviction becomes spent vary considerably according to the nature of the offence and other circumstances. The rehabilitation period may, for example, be extended by the commission of a further offence during the rehabilitation period.

Further guidance on this may be obtained from the Home Office publication:-
'A guide to the Rehabilitation of Offenders Act 1974' or from a solicitor.

NOTE: Terms of Imprisonment which are **SUSPENDED** are treated as actual imprisonment.

STATUTORY DECLARATION

I _____ [print full name]
of _____ [print full address]

Do solemnly and sincerely declare that the facts set out by me in support of the above application are true. I made this solemn declaration believing the same to be true and by virtue of the provisions of the Statutory Declarations Act 1835 and section 5 of the Perjury Act 1911.

Signature of applicant _____ **Date** _____

Declared at _____ **in the County of** _____

On this _____ **day of** _____ **20** _____

Before me _____
Justice of the Peace / Solicitor / Commissioner for Oaths



