



**Brighton & Hove
City Council**

**FIRST APPLICATION OR RENEWAL OF A
PRIVATE HIRE VEHICLE LICENCE**

This form must be completed when a vehicle is to be licensed or re-licensed and whenever a private hire vehicle is obtained by transfer.

Please write in Capital letters. Please complete all parts of this form. PLEASE ✓ YES/NO boxes.

1. Type of Licence Required

Renewal

Replacement Vehicle

Transfer

First Application

2. About the Vehicle

Make	Model	Saloon	Estate	Multiseater non WAV	WAV	Cubic Capacity	Registration No.
Date of 1st registration				Colour	No. of Doors	Plate No.	

- (a) Number of passengers for which a licence is sought? _____
- (b) Will the vehicle be equipped with two-way radio or a data unit? YES/NO _____
If "yes" please specify the organisation operating the radio control: _____
- (c) Is the vehicle equipped with a taxi meter? YES/NO _____
- (d) Address at which the vehicle will usually be kept? _____
- (e) Is the vehicle currently licensed by another authority? YES/NO _____
If yes by where? _____
- (f) Is the vehicle wheelchair accessible? YES/NO _____
If "yes" have all the drivers been trained in the embarking, disembarking and safe carriage of passengers in wheelchairs including and how to use straps and equipment correctly? YES/NO _____
- (g) Is the vehicle equipped with CCTV? YES/NO _____
If "yes" state the name and contact details of the data controller: _____
- (h) Who will drive the licenced vehicle? State names and badge numbers of the drivers: _____

State Insurance Company and Policy Number: _____

Who is the policy Holder? _____

Who are named drivers? _____

OFFICE USE ONLY

DOCUMENTS - Please ensure all necessary documents are submitted with this application and ✓ boxes below:

Expiring or Surrendered Private Hire Licence	<input type="checkbox"/>	Vehicle Registration Document	<input type="checkbox"/>
Certificate of insurance or Cover Note	<input type="checkbox"/>	*Certificate of Compliance	<input type="checkbox"/>
Declaration of Convictions	<input type="checkbox"/>	*Certificate of Fitness	<input type="checkbox"/>
Licence fee	<input type="checkbox"/>	Licence fee £ _____ / Receipt _____ Dated _____	
Plate Deposit fee £ _____ / Receipt _____ Dated _____		* New vehicles are exempt from these	

Date Application Received _____ Proprietor YES/NO _____ Other (NAME) _____

Date Licence Issued _____ Valid From _____ Until _____

Officer _____

3. About the Applicant

Enter below details of the applicant(s) for the licence who is a proprietor or part proprietor of the vehicle, or person(s) concerned as company secretary and director(s) of a company which is the proprietor of the vehicle. In the case of a company state at (i) the secretary followed by all directors.

(i) Mr/Mrs/Miss/Ms: _____ Surname: _____

Forenames(s): _____

Home Address: _____

Telephone Number: _____

Date of Birth: _____ National Insurance Number: _____

(ii) Mr/Mrs/Miss/Ms: _____ Surname: _____

Forenames(s): _____

Home Address: _____

Telephone Number: _____

Date of Birth: _____ National Insurance Number: _____

(iii) Mr/Mrs/Miss/Ms: _____ Surname: _____

Forenames(s): _____

Home Address: _____

Telephone Number: _____

Date of Birth: _____ National Insurance Number: _____

(iv) Mr/Mrs/Miss/Ms: _____ Surname: _____

Forenames(s): _____

Home Address: _____

Telephone Number: _____

Date of Birth: _____ National Insurance Number: _____

(v) Mr/Mrs/Miss/Ms: _____ Surname: _____

Forenames(s): _____

Home Address: _____

Telephone Number: _____

Date of Birth: _____ National Insurance Number: _____

State whether the vehicle is owned by:

(i) Individual Proprietor (ii) Partnership (iii) Registered Company (Please tick one box only)

If the vehicle is owned by a partnership or by a company state:

Business or Company name: _____

Business/registered address: _____

Telephone number: _____

Name of registered keeper of the vehicle: _____

Is there a hire purchase agreement in respect of the vehicle? YES/NO If YES please state: _____

(i) Name and address of Finance Company: _____

(ii) Name and address of hirer(s) _____

Is there a leasing agreement in respect of the vehicle? YES/NO If YES please state: _____

(i) Name and address of the lessor: _____

(ii) Name and address of the lessee(s): _____

Have you ever held any type of Hackney Carriage or Private Hire Vehicle Licence which was revoked or suspended? YES NO

Has any partner ever held any type of Hackney Carriage or Private Hire Vehicle Licence which was revoked or suspended? YES NO

Has the company or any of the Directors or the Company Secretary ever held any type of Hackney Carriage or Private Hire Vehicle Licence which was revoked or suspended? YES NO

If YES, please give details: _____

4. Declarations

WARNING It is an offence knowingly or recklessly to make a false statement or to omit any material particular:
 CRIMINAL RECORDS BUREAU (CRB) Brighton and Hove City Council complies with the CRB Code of Practice.
 Available on request.

Give details of all Convictions (whether or not spent), Cautions, Anti Social Behaviour Orders, County Court and High Court Injunctions, Fixed Penalty Notices recorded against you and any Pending Proceedings.
 See guidance on page 5.

Criminal Convictions/Cautions

Please give details of all Criminal Convictions/Cautions (if NONE write NONE)

Date of Conviction	Court	Offence	Penalty

Anti Social Behaviour Orders, County Court and High Court Injunctions, Fixed Penalty Notices recorded against you

Please give details of all as above (if NONE write NONE)

Date	Court	Type of Record	Penalty / Action

Pending Court/Criminal Proceedings

Please give details of all Pending Proceedings (if NONE write NONE)

Date of Conviction	Court	Offence	Penalty

Motoring Convictions

Please give details of all Motoring Convictions (if NONE write NONE)

Date of Conviction	Court	Offence	Penalty

5. About You: Equalities Monitoring

We want to make sure that our services are available to everyone in the community and that everyone is treated fairly when they use, or attempt to use, our services.

We will only use the information collected on this form to help us improve services and to identify gaps or barriers. You do not have to fill in this section and you can answer just some of the questions.

The information collected using this form is combined together so it is not possible to link any responses back to a particular person.

(i) What age are you? _____ 1011 Prefer not to say 1010

(ii) What gender are you? Male 2010 Female 2011 Other 2012 Prefer not to say 2013

(iii) Do you identify as the gender you were assigned at birth? Yes 3010 No 3011 Prefer not to say 3012

(iv) How would you describe your ethnic origin?

White: English/Welsh/Scottish/Northern Irish/British 4010 Irish 4011 Gypsy 4012 Traveller 4013
Polish 4014 Portuguese 4015 Sudanese 4016
Any other White background 4017 (please give details) _____

Asian or Asian British: Bangladeshi 4210 Indian 4211 Pakistani 4212 Chinese 4213
Any other Asian background 4214 (please give details) _____

Black or Black British: African 4310 Caribbean 4311 Sudanese 4312
Any other Black background 4313 (please give details) _____

Mixed: Asian & White 4410 Asian & Black African 4411 Asian & Black Caribbean 4412 White & Black African 4413
White & Black Caribbean 4414 Any other mixed background 4415 (please give details) _____

Other Ethnic Group: Turkish 4510 Arab 4511 Japanese 4512
Any other ethnic group 4513 (please give details) _____

Prefer not to say 4710

After you have ticked a box: 4810

If there is an ethnic category that is not included here that you think should be, please tell us what it is: _____

(v) Which of the following best describes your sexual orientation?

Heterosexual/Straight 5010 Lesbian/Gay woman 5011 Gay man 5012 Bisexual 5013

Other (please state) 5014 _____

Prefer not to say 5015

(vi) Are your day-to-day activities limited because of a health problem or disability which has lasted, or is expected to last, at least 12 months?

Yes 6010 No* 6011 Prefer not to say* 6012

* You do not need to answer the next question

If you answered 'yes' to the last question, please state the type of impairment which applies to you. If you have more than one impairment please indicate all that apply. If none of the categories apply, please mark 'other' and write an answer in.

Physical Impairment ₆₀₅₀ Sensory Impairment ₆₀₅₁ Learning Disability/Difficulty ₆₀₅₂ Long-standing Illness ₆₀₅₃
 Mental Health Condition ₆₀₅₄ Other (please state) ₆₀₅₅ _____

(vii) Are you a carer?

This means you look after or give help or support to family members, friends, neighbours or others because of either; long term physical or mental ill health because of a disability, a problem related to age. Please do not count anything you do as part of your employment.

Yes ₇₀₁₀ No ₇₀₁₁ Prefer not to say ₇₀₁₂

If 'Yes' do you care for a...?

Parent ₇₀₅₀ Child with special needs ₇₀₅₁ Other family member ₇₀₅₂ Partner/Spouse ₇₀₅₃
 Friend ₇₀₅₄ Other (please give details) ₇₀₅₅ _____

(viii) What is your religion or belief?

Buddhist ₈₀₂₀ Jain ₈₀₅₀ Pagan ₈₀₈₀ Athiest ₈₁₁₀
 Christian ₈₀₃₀ Jewish ₈₀₆₀ Sikh ₈₀₉₀ Prefer not to say ₈₁₄₀
 Hindu ₈₀₄₀ Muslim ₈₀₇₀ Agnostic ₈₁₀₀ I have no particular religion ₈₀₁₀
 Other (please state) ₈₁₂₀ _____
 Other philosophical belief (please state) ₈₁₃₀ _____

6. Your Declaration, All applicants - read this section and sign the declaration below

"The information you have provided will be used for the purposes of licensing private hire vehicles, but it may be used for other Council purposes where this is permitted by law. The Council is registered under the Data Protection Act 1998 for these purposes. This Authority is under a duty to protect the public funds it administers. We may check information that you provide, or information provided by a third party, with other information we hold, such as Council Tax and Housing Benefit, to check the accuracy of information; to prevent or detect crime; and to protect public funds in other ways as permitted by law. We may also share this information with other public bodies administering public funds for these purposes, the Police, Revenue and Customs, UK Border Agency and the Department for Work and Pensions (DWP). These may include government departments and other local authorities. We will not disclose information about you to anyone, unless the law permits us to. The Council is the Data Controller for the purposes of the Data Protection Act 1998. If you want to know more about the information we have about you, or the way we use your information, please write to the Council's Data Protection Officer, King's House, Grand Avenue, Hove"

I hereby consent to the use of such material for such purposes.

Declaration Please issue me with the licence I have applied for on this form. I declare that to the best of my knowledge and belief the statements made on this form are true and correct and that no material particular has been omitted.

Signed _____ Date _____ / _____ / _____

Signed _____ Date _____ / _____ / _____

Signed _____ Date _____ / _____ / _____

Signed _____ Date _____ / _____ / _____

WARNING: You will be liable to prosecution if you knowingly give false information in order to obtain a Licence.

If you require any help filling in this form please telephone (01273) 294429



Brighton & Hove City Council

GUIDELINES RELATING TO THE RELEVANCE OF CAUTIONS AND CONVICTIONS, ANTI SOCIAL BEHAVIOUR ORDERS, COUNTY COURT AND HIGH COURT JUDGMENTS AND FIXED PENALTY NOTICES WHEN DETERMINING APPLICATIONS FOR HACKNEY CARRIAGE AND PRIVATE HIRE LICENCES.

The council has a duty to protect the safety and well being of those using Hackney Carriage and Private Hire Vehicles. As a consequence the council is empowered in law to check for the existence and content of any criminal record held in respect of an applicant for a hackney carriage or private hire driver or operator licence so when submitting an application for such a licence an applicant is required to declare all convictions (whether or not spent), cautions, Anti Social Behaviour Orders, County Court and High Court injunctions, Fixed Penalty Notices they have recorded against them, and any pending proceedings. In making its decision the council will consider the nature of the information, its own guidelines on the relevance of cautions, convictions, Anti Social Behaviour Orders, County Court / High Court injunctions and Fixed Penalty Notices in the licensing process and any other factors which may be relevant. These guidelines will also be taken into account in relation to renewal applications, and decisions to suspend or revoke licences. For the purpose of these guidelines, cautions will be treated as convictions.

- Each case will be decided on its own merits.
- A person with a conviction for serious crime need not be permanently barred from obtaining a licence but should be expected to remain free of conviction for 3 to 5 years, according to the circumstances, before the application is entertained. However, persons with convictions for offences of indecency, sexual, or child related nature or other serious crime will not normally be issued with a licence. Persons subject to pending proceedings for such offences will be properly investigated.
- Some discretion may be appropriate if the offence is isolated and there are mitigating circumstances. However, the overriding consideration should be the protection of the public.
- Hackney carriage and private hire drivers are classed as 'regulated occupations' by the Rehabilitation of Offenders Act 1974 (exemption order as amended) which means that the Rehabilitation of Offenders Act does not apply to them (and thus their convictions are never spent). Furthermore, in respect of applications or renewals for hackney carriage Proprietor or private hire operators licences, the Council as a judicial authority under the Rehabilitation of Offenders Act 1974 may take into account spent convictions involving serious offences, (i.e. Death by Dangerous driving, Drugs, Violence, Sexual offences or offences of a habitual nature).
- Cautions are never spent, but their age and gravity will be taken into account as for convictions.
- Fixed penalty notices are now used in relation to a range of offences and they will be taken into consideration depending upon their number, the nature of the offence and all the circumstances.
- Failure to disclose any criminal matter can constitute an offence in itself.

Minor Motoring Offences

Isolated convictions or fixed penalty notices for minor traffic offences, e.g., obstruction, waiting in a restricted street, speeding etc., should not prevent a person from proceeding with an application. Any new applicant must have held a full drivers licence as issued by DVLA for a period of twelve months without any period of suspension during those twelve months. Licence holders convicted during the period of licence of such offence may be warned as to future conduct, and that any disqualification may lead to revocation of any hackney carriage or private hire licence held with the Council.

Major Traffic Offences

An isolated conviction for reckless or dangerous driving or driving without due care and attention etc., will merit at least a warning as to future driving and advice on the standards expected of hackney carriage and private hire drivers. More serious convictions and those with more than one conviction for these types of offences within two years will normally merit revocation, or refusal in the case of new applicants, and no further application will then normally be considered until a period of at least three years free from convictions has elapsed.

Drunkenness

- With a motor vehicle.

A serious view will be taken of cautions / convictions of driving or being in charge of a vehicle under the influence of drink. An isolated incident in the past will not necessarily debar an applicant provided he has been at least three years free of cautions / conviction, but strict warnings will be given as to future Behaviour. More than one caution / conviction for these offences will raise grave doubts as to an applicant's fitness to hold a hackney carriage or private hire licence. At least one year should elapse (after

the restoration of the DVLA driving licence), before an applicant is considered for a hackney carriage or private hire driver's licence. If the applicant is found to be an alcoholic a minimum period of five years should elapse after treatment is completed before a licence application is considered.

- A driver found guilty of driving passengers for hire and reward whilst under the influence of drink will normally have his hackney carriage or private hire drivers licence revoked immediately and be banned from holding a hackney carriage or private hire drivers licence with the Council for a minimum period of two years.

- Not in a motor vehicle.

An isolated caution / conviction for drunkenness need not debar an applicant from obtaining a licence, however, a number of cautions / convictions for drunkenness could indicate a medical problem necessitating a critical examination.

Insurance Offences

- With a motor vehicle.

A serious view will be taken of any caution / convictions of driving or being in charge of a vehicle without insurance. An isolated incident in the past will not necessarily debar an applicant provided he has been three years free of any caution / conviction, but strict warning will be given as to future Behaviour. More than one caution / conviction for these offences will raise grave doubts as to an applicant's fitness to hold a hackney carriage or private hire licence. At least three years should elapse (after the restoration of the DVLA driving licence), before an applicant is considered for a hackney carriage or private hire drivers licence.

- A driver found guilty of driving passengers for hire and reward whilst without insurance will normally have his hackney carriage or private hire drivers licence revoked immediately and be banned from holding a hackney carriage or private hire drivers licence with the Council for a minimum of five years.

- Any applicant with three insurance offences or more will not normally be considered fit and proper to hold a hackney carriage or private hire licence with the Council.

Drugs

An applicant with a caution / conviction for a drug related offence should normally be required to show a period of at least three years free of any caution / convictions before any application is entertained or minimum of three years after detoxification treatment if applicant was an addict. Medical advice will be sought where necessary.

Violence

As hackney carriage and private hire drivers maintain close contact with the public, a firm line will be taken with applicants who have cautions / convictions for grievous bodily harm, wounding, assault or criminal damage. A minimum of three years free of cautions / convictions should be shown before an application is entertained and even then a strict warning will be administered. An existing licence holder could expect his licence to be suspended or revoked if convicted or cautioned of these offences.

Dishonesty

Licence holders are expected to be person of trust. The widespread practice of deliveries for companies, taking children to school and families on holiday shows this trust. It is easy for dishonest drivers to defraud foreign visitors when giving change, or other customers by taking them by other than the shortest route. Lost property can be kept by unscrupulous drivers. For these reasons a serious view will be taken of any cautions / convictions involving dishonesty. In general, a period of at least three years free of any cautions / convictions will be required before entertaining an application for a hackney carriage or private hire drivers licence by the Council. Any existing driver convicted of offences of dishonesty may expect any licence held to be suspended or revoked and a possible ban on holding a hackney carriage or private hire driver's licence for three year period at minimum.

Indecency Offences

As hackney carriage and private hire drivers often carry unaccompanied passengers, applications with convictions for indecent exposure, importuning, or any of the more serious offences, should be refused until a substantial period (at least 3 to 5 years) free of such offences. More than one conviction of this kind should preclude consideration for at least 5 years. In either case, if the applicant was required to register on the National Sex Register as a result of an offence of a sexual nature, then no application should normally be considered whilst the applicant is still on the register.

Discrimination Offences

An applicant with a caution / conviction for a discrimination related offence should be required to show a period of at least three years free of any caution / convictions before any application is entertained.

Breaches of Licensing Conditions and other Local Authority Offences

Depending on its nature isolated convictions / cautions for breach of licensing conditions or other local authority offences should not prevent a person from proceeding with an application but these offences may be considered when determining if an applicant should be granted a licence. Licence holders committing offences during the period of licence may be warned as to future conduct and may lead to revocation of any hackney carriage or private hire licence held with the Council.

Anti Social Behaviour Orders (ASBO'S)

An ASBO during its current term or within 3 years of its final date should not prevent any person from proceeding with an application, but it will be considered, taking into account all the circumstances, and nature of the behaviour, when determining if an applicant should be granted a licence.

County/High Court Injunctions

Any Court injunction and / or order relating to anti-social behaviour especially those for harassment or violence (including domestic violence) within the last 3 years should not prevent any applicant from proceeding with an application, but will be considered when determining if an applicant should be granted a licence, taking into consideration the nature and severity of the behaviour and all relevant circumstances.

Scanners

Anyone convicted of the use of a radio scanner will normally be banned from holding any licence for a minimum of a five year period.

Notes

Any information disclosed will be kept in strict confidence and will only be taken into account in relation to the application and will be retained no longer than necessary. It is an offence for any person knowingly or recklessly to make a false statement or to omit any material particular in giving information required by the application for a licence, punishable by up to seven years imprisonment upon conviction.

Notes to Proprietors

1. Age limits - Private Hire vehicles must not normally exceed 10 years from date of initial DVLA registration and 10 years for renewal or 12 years for wheelchair accessible vehicles that are MI ECWVTA.
2. Livery - Private hire livery is stipulated by the Council with the licence conditions.



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