

CHECK LIST – FOR OFFICE USE ONLY

Application Number. _____

Date _____

Receipt No. _____

No. of Vehicles: _____

Planning Requirements Met? Yes _____ No _____

All Questions answered? Yes _____ No _____



**WOKINGHAM
BOROUGH COUNCIL**

**APPLICATION FOR A PRIVATE HIRE / PRIVATE HIRE SCHOOL AND
COMMUNITY SERVICES OPERATOR LICENCE**

New Application

(Tick one box)

☐

Renewal Application

☐

ALL QUESTIONS SET OUT BELOW MUST BE ANSWERED BY THE APPLICANT. IF THERE ARE JOINT APPLICANTS, EACH APPLICANT MUST COMPLETE THEIR OWN APPLICATION FORM.

IT IS AN OFFENCE TO ACT AS AN OPERATOR OF ANY PRIVATE HIRE OR PRIVATE HIRE SCHOOL AND COMMUNITY SERVICES WORK WITHOUT A VALID LICENCE. YOU WILL NOT BE ABLE TO START WORK WHILE YOUR APPLICATION IS BEING PROCESSED.

If any person knowingly or recklessly makes a false statement or omits any material particular in giving the information required, he or she will be guilty of an offence under section 73 of the Local Government (Miscellaneous Provisions) Act 1976. All applicants are required to successfully complete an Enhanced Criminal Record Bureau (CRB) check.

1. APPLICANT:

Surname (Mr/Mrs/Miss/Ms)

Forenames

Name of Limited Company (if applicable)

Home Address/*Company's Registered Office (if applicable):*
(Include Postcode)

Telephone Numbers: Home:

Mobile:

National Insurance Number:

DOB:

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Company Registration Number:
(If applicable)

Are you a sole applicant? YES / NO

Full names of joint applicants
(If applicable)

Joint Applicant 2
Joint Applicant 3
Joint Applicant 4

Are all the applicants EU citizens? Yes / No

(If no, please refer to the Policy for information on the additional requirements)

Do you, or have you ever held an Operator licence for any other Private Hire business either within this Borough or outside the borough?

YES / NO If YES - Business Name

2. BUSINESS DETAILS:

Operating Name of Business

Owner(s) of the Business (Name(s))

Position(s) within Business

Business address(es)
(You need to include any address
from which you will be operating)

Business Telephone Number(s)

Company VAT Number

Name of Company Secretary

Maximum Number of vehicles you intend to operate. Vehicles.

3. HISTORY:

During the last three years:

a) Have you or any of your partner(s) ever been declared bankrupt? YES / NO

b) Have you, your partner(s) or any of the company directors been involved with a company which has gone into insolvency? YES / NO

c) Have you or any of your directors been disqualified as a director or from taking part in the management of a company? YES / NO

If YES to any of the above questions, please give details on a separate sheet of paper.

Have you had any convictions which under the terms of the Rehabilitation of Offenders Act 1974 are not spent?

YES / NO

If YES, please fill in the details below:

Date of Conviction	Offence	Name of Court	Penalty

I, hereby apply for a Private Hire/Private Hire School and Community Services Operator Licence to operate Private Hire/ Private Hire School and Community Services Vehicles within the Borough of Wokingham.

I have answered all the questions and to the best of my knowledge and belief the answers given are correct.

I HEREBY CERTIFY that all statements made in this application are true and correct. I also confirm that I have received and understood the Wokingham Borough Council Hackney Carriage and Private Hire Licensing Policy / Private Hire School and Community Services Licensing Policy. (Please delete as appropriate)

Should any statement made in this application subsequently be found not to be true or correct, any licence issued may be revoked at any time.

It should be noted that 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 within this authority for the prevention and detection of fraud. It may also share this information with other authorised bodies and organizations for the purposes of processing this application.

Date: _____

Signature_____

Capacity in which application is signed
