



## PRIVATE HIRE OPERATOR'S LICENCE APPLICATION FORM

### **NEW APPLICATION**

**PLANNING PERMISSION** You must produce **one** of the following documents,

- an original grant of planning permission for the use of operating premises for private hire purposes,
- an original certificate of lawfulness of existing use under Section 191 of the Town and Country Planning Act 1990 relating to the use of the premises as a private hire operating centre,
- a letter from the local planning authority stating that planning permission is not required for the use of the operator's premises as a private hire operating centre.

**PLEASE ENSURE THAT YOU CONTACT THE PLANNING DIVISION AS SOON AS POSSIBLE** – enquiries may take up to 28 days and the Licensing Team will not issue your Operator Licence until such time as you have submitted one or more of the documents listed above (additional charges may apply therefore you should seek clarification from the Planning Division when making your initial enquiry).

If you wish to operate from a house owned by Three Oaks Homes (TOH) you will need a separate written permission from them (TOH are located at the Council Offices in Narborough).

**CRIMINAL RECORDS CHECK (CRB)** Where the applicant is not already a licensed Private Hire driver, he/she will be required to complete a criminal record check on application then every three years. This is to enable the Council to satisfy itself that an applicant is a "fit and proper person" to hold a licence. The result of this check will be considered and assessed by the Council before an application is determined.

**APPLICATION REQUIREMENTS** **Original documents must be provided. Applications cannot be processed unless all the requirements are met.**

- **Application form**, fully completed and signed.
- **Licence Fee: £**                      **CRB Fee: £**  
(cheques to be made payable to Blaby District Council please)
- **Planning permission**, as applicable
- **Three Oaks Home permission**, if applicable
- **Criminal Records Check (CRB)**, if applicable

Please complete your details in **BLOCK CAPITALS**

Applicant's details

Name:.....

Address:.....

.....

Telephone: Home..... Business.....  
Mobile..... Email Address.....

Business Name and Address from which you will operate:

.....

.....  
**Please indicate your preferred correspondence address–Home/Business  
(delete as appropriate)**

Have you ever been convicted by the courts of **any** offence? If yes, please give details:

Driving Offence(s) .....Date.....

.....Date.....

Other Offences(s) .....Date.....

.....Date.....

This authority is obliged to protect the public funds that it administers & therefore may use the information provided for the purposes of prevention & detection of crime. This information may also be shared with other bodies responsible for auditing or administering public funds for these purposes. In so far as required such processing will be done in accordance with the Data Protection Act 1998.

**Declaration – Please sign after reading the following:**

1. I declare that the answers given in this application are correct.
2. I understand that any licence issued will be subject to the provisions of the Local Government (Miscellaneous Provisions) Act 1976 and to any relevant laws, byelaws or regulations that come into force.
3. I have read the conditions of licence accompanying this application form and agree to abide by them.

**Signed:**.....

**Date:**.....