

## **APPLICATION FOR THE GRANT OF A PRIVATE HIRE OPERATORS LICENCE**

### **GUIDANCE NOTES FOR PRIVATE HIRE OPERATORS LICENCE**

1. Please read carefully the attached Private Hire Operators Licence conditions.
2. The application can either be submitted at one of the Council's Customer Service Centres at:
  - 41 Quay Street, Ammanford, SA18 3BS
  - Unit A, St Catherine's Walk, Carmarthen, SA31 1GA
  - 36 Stepney Street, Llanelli, SA15 3TR

Or by post to:

Department for Communities, Carmarthenshire County Council, 3 Spilman Street, Carmarthen, SA31 1LE

**The application must be accompanied by the Appropriate Licence fee:**

**1 Year Licence £145.00 then on renewal each year £138.00, or**

**5 Year Licence £639.00 then on renewal every 5 years £631.00**

**(Cheques should be crossed and made payable to 'Carmarthenshire County Council')**

**Please note: - If you are not currently a Licensed Driver with this Authority** your right to work in the UK will be checked as part of your licensing application, this could include the licensing authority checking your immigration status with the Home Office.

You must therefore provide a document or document combination that is stipulated as being suitable for this check. The list of documents is attached as Annex A. You must bring the original document(s), such as a passport or biometric residence permit as indicated in Annex A, so that the check can take place. The document(s) will be copied and the copy retained by the licensing authority. The original document will be returned to you.

If there are restrictions on the length of time you may work in the UK, your licence will not be issued for any longer than this period. In such circumstances, the check will be repeated each time you apply to renew or extend your licence. If, during this period, you are disqualified from holding a licence because you have not complied with the UK's immigration laws, your licence will lapse and you must return it to the licensing authority, failure to do so is a criminal offence.

**CARMARTHENSHIRE COUNTY COUNCIL**

**Local Government (Miscellaneous Provisions) Act 1976 Part II**

**APPLICATION FOR THE GRANT OF A PRIVATE HIRE OPERATORS LICENCE**

FOR OFFICE USE ONLY

Date Application Received			
Name of CSC Advisor		CSC Location	
Payment Details	Receipt No:	Amount Paid £	Cash /Cheque/ Card

**N.B. If any persons knowingly or recklessly makes a false statement or omits any material particular in giving the following information they shall, under Section 57 of the Local Government (Miscellaneous Provisions) Act 1976 Part II be guilty of an offence.**

**Please indicate below the Licence Duration you require**

**1 Year Licence £145.00 then on renewal each year £138.00**

**or**

**5 Year Licence £639.00 then on renewal every 5 years £631.00**

**PLEASE USE BLOCK CAPITALS**

**APPLICANT**

a) Full Name: .....

b) Permanent Address :.....  
.....

c) Date of Birth: ..... Email.....

d) Tel No (Home)..... Mobile.....

e) Were you born in the U.K  
**YES/NO**

f) If No give details  
.....

g) Have you ever been a resident in a Country outside the U.K  
**YES/NO**

If YES give details

.....

h) How long have you been a resident in the U.K.....

i) Do you have the Right to work in the U.K

**YES/NO**

**Tax Checks**

The Finance Act 2021 introduced tax checks as part of applications to renew licences for taxi and private hire drivers and private hire operators.

**This section is only applicable if you are making an application on or after 4 April 2022, and if you are doing any of the following:**

- renewing a licence; or
- applying for the same type of licence you previously held, that ceased being valid less than a year ago; or
- applying for the same type of licence you already hold with another licensing authority

<b>Tax Check Code</b>										
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j) Company Name: .....

k) Number of vehicles for which you are or intend to be the Operator? .....

l) Address/es from which it is intended to carry on business in connection with Private Hire Vehicles: .....

.....

m) Are you the sole owner and proprietor of the vehicle **Yes / No**

If **No**, state name(s) and address/es of every proprietor, or part proprietor concerned in the keeping, employing or letting for hire of your vehicle.

Name(s).....

Address (es).....

Date of Birth..... Tel No.....

n) Have you, your Partner/Company/Director/Secretary applied for an Operator's licence previously? **Yes / No** (please delete)

If **YES**

i) By whom was the application made.....

ii) To which Authority.....

iii) Was the licence granted? **Yes / NO**

o) Have you, your partner or any Company of which you are or were a Director or Secretary been convicted of any offence? **Yes / No**

Or

Is there a prosecution pending in respect of you, your driver or any other person with an interest in the Company and the operation of the vehicle?

**Yes / No**

If **YES**, please give details below

Date	Offence	Court	Sentence or Order of the Court

**I declare that the information given by me in this application is correct in every respect. If granted a licence, I further declare that I will comply with the Conditions and Guidance Notes listing statutory provisions.**

**Please note that by signing this form an applicant expressly consents to the disclosure of all relevant information, including Immigration Status, details of any criminal convictions and cautions between the Police, Council, Home Office and the Licensing Committee of the Authority and that this may result in such matters being discussed in a meeting that is open to the press and public and recorded in the formal minutes of that meeting.**

Signed..... Date.....

**As a public body, we are under a duty to protect the public funds that we administer, and to this end may use the information you have provided on this form for the prevention and detection of fraud. We may also share this information with other bodies responsible for auditing or administering public funds for these purposes.**

**For further information see the Council's website or contact this department.**

## **Privacy Notice**

The proper handling of personal information by Carmarthenshire County Council is very important to the delivery of our services and maintaining public confidence.

Personal data is any information that relates to a person who can be directly or indirectly identified from the information. The terms 'information' and 'personal data' are used throughout the privacy notice and have the same meaning.

To ensure that the Council treats personal information correctly, we seek to adhere in full to the requirements of Data Protection legislation. To view the Licensing Privacy Notice please visit: [www.carmarthenshire.gov.wales/home/council-democracy/data-protection/privacy-notices/licensing/](http://www.carmarthenshire.gov.wales/home/council-democracy/data-protection/privacy-notices/licensing/)

For further information see the Council's website or contact this department

## **Tax Check (where applicable)**

The Finance Act 2021 introduced tax checks as part of applications to renew licences for taxi and private hire drivers and private hire operators.

I confirm that I have read the [guidance](#) by HMRC on registering my tax check.

By providing my HMRC tax check code I am consenting to the Council confirming with HMRC that I have carried out a tax check.

I understand that I will not be granted a licence if I do not provide a tax check code.