Form amended June 2026

Application for a Private Hire Operator's Licence (New & Renewal)

Local Government (Miscellaneous Provisions) Act 1976
Wealden District Council Byelaws and Licence Conditions

INFORMATION NOTES – Please complete in BLOCK CAPITALS and use black ink

Please note that if you give misleading or untruthful information on this form it is a criminal offence under section 57(3) of the Local Government (Miscellaneous Provisions) Act 1976.

IMPORTANT – All sections of this application must be completed, failure to do so may result in this application being rejected.
Applicants are reminded that it is an offence to undertake hackney carriage or private hire work without the benefit of the required licences. The payment of a licence fee and submission of an application form confers no rights in this respect.

Ref: | **Licence No:** (if renewal) | **Expiry:**

1. Applicant's Details

Give the name and address of each partner or member of the organisation.
Continue on a separate sheet if necessary.

A.

1) Title: ……

2) First Name.....

3) Family Name……

4) Home Address.....

.....Postcode .....

5) Home ..... 6) Work .....

7) Mobile ..... 8) Email.....

9) Have you ever held an Operator licence with this or any other local authority? **YES / NO**

If **YES**, please state where and give licence numbers and dates.....

…….
.

10) Have you ever been refused an Operator licence or had a licence suspended or revoked with this or any other local authority? **YES / NO**

If yes, give details.....

.....

B.

1) Title: ……

2) First Name.....

3) Family Name…….

4) Home Address.....

.....Postcode .....

5) Home ..... 6) Work.....

7) Mobile .....8) Email .....

9) Have you ever held an Operator licence with this or any other local authority? **YES / NO**

If **YES**, please state where and give licence numbers and dates.....

……
..

10) Have you ever been refused an Operator licence or had a licence suspended or revoked with this or any other local authority? **YES / NO**

If yes, give details.....

.....

C.

1) Title: ……

2) First Name.....

3) Family Name……..……

4) Home Address.....

.....Postcode .....

5) Home ..... 6) Work..... .....

7) Mobile ..... 8) Email .....

9) Have you ever held an Operator licence with this or any other local authority? **YES / NO**

If **YES**, please state where and give licence numbers and dates.....

……..……
..

10) Have you ever been refused an Operator licence or had a licence suspended or revoked with this or any other local authority? **YES / NO**

If yes, give details.....

.....

2. Company Details

1) Please give the company name under which you intend to operate ……

……

2) Address from which the private hire business will be operated

…..……

……

3) Telephone Number …… 4) Email……..

5) Has planning permission for the use of a private hire booking office been obtained for this address? **YES / NO**

If the answer is **YES**, give the date planning permission was granted and a copy or serial number of the permission.

……

If **NO** you should either provide written confirmation that permission is not required or you must contact the council's planning office and obtain planning permission.

6) Has planning permission for the use of a radio mast been obtained for this address? **YES / Not Applicable**

7) Has a radio licence been obtained for this address? **YES / Not Applicable**

If the answer to question 6 and/or 7 is **YES**, give the date planning permission was granted and a copy or serial number of the permission and/or licence details.

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8) How many Private Hire Vehicles will you be operating under this licence? ……..

3. Limited Company Details (only to be completed by a limited company)

1) The name of the company secretary and registered office address……

…..……

……..……

2) Telephone Number…… 3) Email .....

4. Criminal Offences

1) Are there any prosecutions pending against any of the applicants (including the company secretary if applicable)? **YES / NO**

If **Yes** please complete the table below. If No please insert the word Nil or None below

Name	**Alleged Offence**	**Date of Court Hearing**

If you need space for additional information, please add a supplementary sheet.

2) Do any of the applicants (including the company secretary if applicable) have **ANY** cautions or criminal convictions recorded against them? In determining your application, the Council is entitled to consider all convictions, spent or otherwise. **YES / NO**

If **Yes** please complete the table below. If No please insert the word Nil or None below

Name	**Date**	**Court**	**Offence**	**Sentence**

If you need space for additional information, please add a supplementary sheet.

5. Have any applicants spent 6 continuous months or more overseas in the last 10 years? **YES / NO**

If **YES** complete below:				
Applicant Name	**Town/City**	**Country**	**From (month / year)**	**To (month / year)**

If you have spent 6 continuous months or more overseas, **you will** have to obtain a criminal record check or certificate of good conduct from **every country** where you have spent 6 continuous months or more.

Instructions for each country care available on:
https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants

6. Licence Period

☐ 3 years (less than 20 vehicles) ☐ 3 years (more than 20 vehicles)

☐ 5 years (less than 20 vehicles) ☐ 5 years (more than 20 vehicles)

7. The following documents are required (Applicants who already hold, or have applied for a Dual Drivers Licence, are not required to submit a basic disclosure)

☐ Completed Application form
☐ Basic DBS certificate from the Disclosure and Barring Service for all applicant's (and supporting documents)
☐ Licence fee
☐ HMRC Tax Conditionality code (renewal only)

Wealden District Council does not accept payment by cash or cheque. Please pay on-line:
www.wealden.gov.uk/Wealden/Business/Licences_and_Registers/TaxiLicensing/PHCS_Make_A_Taxi_Payment.aspx

Fees for ALL licences are payable at the time of making an application. An application made without payment of the correct fee is not valid, and will not be processed. Applications which are withdrawn during the application process or are ultimately refused, will have the fee refunded, but an administrative fee to cover the Council's costs will be charged.

Declarations

Data Protection:
Wealden District Council is committed to ensuring that your privacy is protected and will only use and store your personal data in line with the General Data Protection Regulation 2016 and the Data Protection Act 2018. The data collected from this form will be used for the purposes of processing and administrating your application. We may share your personal data with other Council departments in order to provide the service you have requested and to ensure that the information we hold about you is accurate and up to date. For further information and your rights on how the Council uses your personal information, please view our full Privacy Policy, including our Licencing Privacy Notice, available on our website using the following link: http://wealden.gov.uk/privacypolicy

Audit Commission Act 1998:
The Council 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 for the prevention and detection of fraud. It may share this information with other departments within the Council or external organisations responsible for auditing and administering public funds for these purposes.

Public Register of Licences:
We keep a public register of all dual driver, hackney & private hire vehicle, and private hire operator licences issued and held within the Wealden district. In addition, we keep a register of licensed wheelchair accessible vehicles.
https://www.wealden.gov.uk/licences-and-registers/licensing/taxi-and-private-hire-licensing/hackney-carriage-and-private-hire-public-registers/

For further information, see: www.wealden.gov.uk or contact the Licensing Department on 01424 787550.

I understand that the information that I have given in this form and in any other form completed in respect of my application will be taken into account by the Council when determining the application. I declare that all such information is true and complete to the best of my knowledge and belief and acknowledge that I shall be liable to prosecution if I have made a false statement or omitted any relevant fact.

I confirm that I have read and understood the conditions booklet supplied to me by the Council relating to this application. I understand I must comply with the conditions that will be attached to the licence if it is granted.

A. Signature ..... Date .....

B. Signature ..... Date .....

C. Signature ..... Date .....

How to Contact us:
T: 01424 787550 **E:** licensing@rother.gov.uk **W:** www.rother.gov.uk
Address: Licensing Team, Rother District Council, Town Hall, Bexhill-on-Sea, TN39 3JX.

A Basic DBS check is required every 3 years at the time of renewal. (However, you are not required to submit another DBS check if you already hold a Dual Driver's Licence with this Authority).

DBS Check

- This disclosure is required to determine your suitability in order for a licence to be granted.
- You must apply to the DBS for a Basic Disclosure. This can be done by visiting https://www.gov.uk/request-copy-criminal-record or calling the DBS application line on 0300 0200 190.
- Request a 'Basic DBS' application
- The DBS will complete the check, and one copy of the disclosure certificate will be sent to you. You will need to provide this to the Council as we do not receive a copy.
- Where convictions are shown on the Disclosure you may be asked to attend an interview with one of the Council's Licensing Officers to discuss the matter.
- The disclosure of a criminal record or other information will not debar you from gaining a licence unless the authority considers that the conviction renders you unsuitable. In making this decision the authority will consider the nature of the offence, how long ago it occurred, what age you were when it was committed and any other factors which may be relevant. Any applicant refused a operator's licence on the grounds that he/she is not a fit and proper person to hold such a licence has a right of appeal to a Magistrates' Court.