

APPLICATION FORM: PRIVATE HIRE OPERATOR LICENCE

Preamble: We may get information about you from certain third parties, or give information to them, to check the accuracy of information, to prevent or detect crime, or to protect public funds in other ways, as permitted by law. These third parties include other local authorities and Government departments.

To: The Head of Regulatory Services and Community Safety, Oxford City Council, 109 St Aldate's Chambers, Oxford, OX1 1DS

ALL QUESTIONS BELOW MUST BE ANSWERED. PLEASE COMPLETE THIS FORM IN BLOCK CAPITALS

THIS APPLICATION FORM MUST BE COMPLETED BY THE APPLICANT(S)

FULL NAME:	
HOME ADDRESS:	POST CODE:
HOME TELEPHONE:	MOBILE TELEPHONE:
HOME EMAIL ADDRESS:	
DATE AND PLACE OF BIRTH:	NATIONALITY:
<p>I am applying for the: GRANT / RENEWAL (mark as applicable) of a PRIVATE HIRE OPERATORS LICENCE</p> <p>For a maximum duration of FIVE YEARS / ONE YEAR (mark as applicable)</p> <p>Number of vehicles operated under Private Hire Operator licence: THREE OR LESS / FOUR OR MORE (mark as applicable)</p> <p>CURRENT OPERATORS LICENCE NUMBER:</p> <p>DO YOU HOLD ANY HACKNEY CARRIAGE AND / OR PRIVATE HIRE LICENCE (DRIVER/ VEHICLE/ OPERATOR) WITH THIS OR ANY OTHER AUTHORITY? YES / NO (mark as applicable), please give full details of all licences you hold:</p> <p>SOLE TRADER OR PARTNERSHIP:</p> <p>FULL NAME(S) OF ALL OTHER BUSINESS PARTNERS:</p> <p>BUSINESS TRADING NAME & ADDRESS:</p> <p>BUSINESS REGISTERED NAME & ADDRESS:</p>	
OFFICE TELEPHONE:	OFFICE MOBILE:
OFFICE EMAIL ADDRESS:	OFFICE WEBSITE:
<p>HAVE YOU OBTAINED PLANNING PERMISSION FOR ANY CHANGE OF USE OF THE PREMISES? YES / NO (mark as applicable)</p> <p>ARE YOU CURRENTLY ENGAGED IN THE OPERATION OF ANY BUSINESS OTHER THAN PRIVATE HIRE? YES / NO (mark as applicable)</p> <p>IF YOU HAVE ANSWERED YES, PLEASE PROVIDE DETAILS :</p>	
<p>HAVE YOU <u>EVER</u> BEEN CONVICTED OR CAUTIONED FOR A CRIMINAL OFFENCE? YES / NO (mark as applicable):</p> <p>ARE YOU CURRENTLY AWAITING TRIAL, FACING CHARGES OR ARE UNDER INVESTIGATION FOR A CRIMINAL OFFENCE? YES / NO (mark as applicable)</p> <p>IF YOU HAVE ANSWERED "YES" TO EITHER OR BOTH OF THE ABOVE QUESTIONS, PLEASE GIVE DATES AND FULL DETAILS (INCLUDING PENDING COURT DATES) (PLEASE NOTE IT IS AN OFFENCE TO FAIL TO DECLARE SUCH MATTERS):</p>	

DECLARATION:

I am aware that if any person knowingly or recklessly makes a false statement or omits any material particular in giving information on this form that person shall be guilty of an offence. This means that if you as the applicant or anyone else gives false information or leaves out any information to help you get a licence, you and/or they can be prosecuted in court. I declare that I have checked the details given on this application form and to the best of my knowledge and belief they are correct. I am entitled to the licence for which I apply. Providing my contact details as above I give my authorisation for the Licensing Authority to contact me via post, telephone, email or text.

DATE:..... SIGNATURE:.....

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 for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes. For further information, see http://www.oxford.gov.uk/info/20141/data_protection/560/privacy_notice

FOR OFFICE USE ONLY: PARIS INCOME CODE: K9594 COST CENTRE: ED24

ALL BUSINESS PARTNERS MUST COMPLETE THE FORM BELOW

Preamble: We may get information about you from certain third parties, or give information to them, to check the accuracy of information, to prevent or detect crime, or to protect public funds in other ways, as permitted by law. These third parties include other local authorities and Government departments.

To: The Head of Regulatory Services and Community Safety, Oxford City Council, 109 St Aldate's Chambers, Oxford, OX1 1DS

ALL QUESTIONS BELOW MUST BE ANSWERED. PLEASE COMPLETE THIS FORM IN BLOCK CAPITALS

THIS APPLICATION FORM MUST BE COMPLETED BY THE BUSINESS PARTNER – IF THERE ARE MORE PARTNERS, EACH BUSINESS PARTNER MUST COMPLETE SEPARATE APPLICATION

FULL NAME:	
HOME ADDRESS:	POST CODE:
HOME TELEPHONE:	MOBILE TELEPHONE:
HOME EMAIL ADDRESS:	
DATE AND PLACE OF BIRTH:	NATIONALITY:
DO YOU HOLD ANY OF THE FOLLOWING LICENCES (with any Authority):	
1) HACKNEY CARRIAGE AND / OR PRIVATE HIRE DRIVERS LICENCE: YES / NO (mark as applicable), please give details below - Licence number / Licensing Authority:	
2) HACKNEY CARRIAGE AND / OR PRIVATE HIRE VEHICLE LICENCE: YES / NO (mark as applicable), please give details below - Licence number / Licensing Authority:	
3) PRIVATE HIRE OPERATORS LICENCE: YES / NO (mark as applicable), please give details below - Licence number / Licensing Authority:	
HAVE YOU PREVIOUSLY APPLIED FOR AN OPERATOR'S LICENCE: YES / NO (mark as applicable), please give details below:	
HAVE YOU ANY FINANCIAL COMMITMENTS OR COUNTY COURT JUDGEMENTS OUTSTANDING: YES / NO (mark as applicable): IF YOU HAVE ANSWERED YES – PLEASE GIVE DETAILS BELOW:	
HAVE YOU <u>EVER</u> BEEN CONVICTED OR CAUTIONED FOR A CRIMINAL OFFENCE? YES / NO (mark as applicable):	
ARE YOU CURRENTLY AWAITING TRIAL, FACING CHARGES OR ARE UNDER INVESTIGATION FOR A CRIMINAL OFFENCE? YES / NO (mark as applicable):	
IF YOU HAVE ANSWERED "YES" TO EITHER OR BOTH OF THE ABOVE QUESTIONS, PLEASE GIVE DATES AND FULL DETAILS (INCLUDING PENDING COURT DATES) (PLEASE NOTE IT IS AN OFFENCE TO FAIL TO DECLARE SUCH MATTERS): YOU HAVE ANSWERED YES, PLEASE GIVE DATES AND FULL DETAILS (INCLUDING COURT / POLICE STATION):	

DECLARATION:
I am aware that if any person knowingly or recklessly makes a false statement or omits any material particular in giving information on this form that person shall be guilty of an offence. This means that if you as the applicant or anyone else gives false information or leaves out any information to help you get a licence, you and/or they can be prosecuted in court. I declare that I have checked the details given on this application form and to the best of my knowledge and belief they are correct. I am entitled to the licence for which I apply.
Providing my contact details as above I give my authorisation for the Licensing Authority to contact me via post, telephone, email or text.

DATE:..... SIGNATURE:.....

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 for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes. For further information, see http://www.oxford.gov.uk/info/20141/data_protection/560/privacy_notice

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Schedule 23 of the Finance Act 2011 (Data Gathering Powers) & Schedule 36 of the Finance Act 2008 (Information & Inspection Powers), grant HMRC powers to obtain relevant information from third parties. This includes Licensing Bodies being required to provide information about licence applications.

From 4th April 2022, Licensing Authorities are obliged by law (Schedule 33 of the Finance Act 2021) to carry out checks on licensing applications from individuals, companies and any type of partnership to ensure the applicants are aware of their tax responsibilities and / or have completed a Tax Check. The requirements apply as follow:

WHO / HOW DOES THIS REQUIREMENT APPLY TO:

Declaration:

- All persons making a New Hackney Carriage and / or Private Hire Driver licence application, applying for the first time, (and have not held a similar licence elsewhere in England or Wales within the last 12 months) must confirm that they are aware of their tax responsibilities

Tax Check:

The following applicants are required to complete a HMRC 'Tax Check' and provide the Licensing Authority with a 'Tax Check Code' (9 characters) as part of the application:

- All Hackney Carriage and / or Private Hire Driver licence holders renewing their licence
- All applicants who are applying for the same type of licence they previously held, which expired less than 12 months ago;
- All applicants who are applying for the same type of licence they already hold with another Licensing Authority

Please be aware that the 'tax check code' expires after 120 days. .

PROCESS TO FOLLOW TO OBTAIN A TAX CHECK CODE

1. Access the online service at: <https://www.gov.uk/guidance/complete-a-tax-check-for-a-taxi-private-hire-or-scrap-metal-licence>
2. If you do not have a Government Gateway User ID and password you can register for one here: <https://www.gov.uk/log-in-register-hmrc-online-services/register>

NOTE TO ALL APPLICANTS:

- No licence application will be processed without this form having been submitted to the Council when you make your licence application
- No licence will be granted or renewed without the Council being satisfied that you have undertaken the necessary tax obligations placed on you by HMRC and that you are aware of the content of HMRC Guidance relating to your tax responsibilities

FURTHER GUIDANCE (Tax Responsibilities):

If you've not yet registered yourself / your business to pay tax on earnings from your licensed trade, please check if you need to register as soon as possible:

- if you're an employee, find information on Pay As You Earn (PAYE): www.gov.uk/income-tax/how-you-pay-income-tax
- if you're self-employed, find information on registering for Self-Assessment: www.gov.uk/register-for-self-assessment
- if you operate through a company, find information on Corporation Tax: www.gov.uk/corporation-tax

HMRC TAX CHECK CODE FORM



Ensure you generate the TAX CHECK CODE online prior to submitting your application and sign the Tax Responsibilities Declaration
(see previous page for instructions)

Section 1 – To be completed by the applicant:

FIRST NAME:

MIDDLE NAME(S):

SURNAME:

DATE OF BIRTH:

YOUR COMPANY NAME (if applicable):
YOUR COMPANY REGISTRATION NUMBER (if applicable):

Do you currently hold, or have held in the last 12 months before this application, the same type of licence with one or more Licensing Authority (including Oxford City Council)
YES / NO:
Provide Licence Number and Licensing Authority:

9 CHARACTER TAX CHECK CODE (the code is case sensitive):

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Declaration and Consent

Being the person referred to in Section 1, I confirm that I am aware of the content of HMRC Guidance relating to my / our (delete as applicable) tax registration obligations (provided on page 1 of this form)

I declare that I have checked the details I have provided and that to the best of my knowledge and belief they are correct.

Signature:..... Printed Name:.....
Date:.....

RIGHT TO WORK ONLINE SHARE CODE

The Immigration Act 2016 (The 2016 Act) amended existing licensing regimes in the UK to seek to prevent illegal working in the private hire vehicle (PHV) and taxi sector. Since 1st December 2016, the provisions in the 2016 Act have prohibited all licensing authorities across the UK from issuing licences to anyone who is disqualified by reason of their immigration status. This duty can be discharged by conducting immigration checks.

The Home Office issued an updated 'Guidance for Licensing Authorities to prevent illegal working in the Taxi and Private Hire sector in England and Wales' in December 2021.

Licensing authorities are under a duty not to issue licences to people who are disqualified from holding them due to their immigration status. In determining whether someone is disqualified, licensing authorities are under a statutory duty to have regard to this guidance.

The check must be performed when the applicant applies for a licence or applies to renew or extend their licence, whether for the full statutory term or a lesser period, on or after 1 December 2016. For those who have limited permission to be in the UK, the licensing authority must repeat the check at each subsequent application to renew or extend the licence until such time as the applicant demonstrates that they are entitled to remain indefinitely in the UK

From 6th April 2022 the Licensing Authority shall carry out online Right to Work Checks for eligible applicants in line with the guidance. The applicants are required to evidence their right to work status by providing the Licensing Authority with a Right to Work Share Code (9 characters).

WHO DOES THIS REQUIREMENT APPLY TO:

This requirement applies to the following applicants:

- Applicants who have been granted status as part of the **EU Settlement Scheme**
- Applicants who hold a **Biometric Residence Permit or Biometric Residence Card**
- Applicants who have been granted status under the **points based immigration system**

Please be aware that the share code is valid for 90 days.

HOW TO OBTAIN A RIGHT TO WORK (RTW) SHARE CODE

1. To generate your right to work share code you must visit the following website:
<https://www.gov.uk/prove-right-to-work>
2. Follow the instructions and questions on the website.
3. Choose the relevant immigration status option for your application.
4. Follow the next steps to generate your right to work online Share Code.
5. Once you have been issued the online RTW Share Code, write it down on the Right to Work Share Code Form (next page). You will be required to submit that form with the valid Share Code for you licensing application.
6. Once you have provided the online Share Code with a valid licensing application, an Officer will be in contact with you to arrange a video call to carry out the right to work check, and to confirm you are the applicant providing the Right to Work Share Code.

RIGHT TO WORK ONLINE SHARE CODE FORM

Ensure you generate the SHARE CODE online prior to submitting your application and sign the declaration
(see previous page for instructions)

Section 1 – To be completed by the applicant:

FIRST NAME:

MIDDLE NAME(S):

SURNAME:

HOME ADDRESS:

DATE OF BIRTH:

CHECK CODE (the code is case sensitive):

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Please note the share code must begin with a W – which indicates the share code has been generated for the purposes of evidencing the Right to Work.

Declaration and Consent

Being the person referred to in Section 1, I authorise the Licensing Authority, Oxford City Council to conduct a check on my right to work status by using the right to work share code provided for the purposes of my Hackney Carriage and / or Private Hire Driver (Operator) licence application.

I declare that I have checked the details I have provided and that to the best of my knowledge and belief they are correct.

Signature:..... Printed Name:.....

Date:.....