

Current Uniform Ref:	
New Uniform Ref:	
PHO NO:	



Application for Renewal of a Private Hire Operator's Licence

IMPORTANT: PLEASE READ THE GUIDANCE NOTES ATTACHED FIRST AND CHECK YOUR DETAILS BELOW. PLEASE AMEND WHERE NECESSARY.

PART ONE: APPLICANT AND ADDRESS DETAILS					
Title:		First Name(s):		Surname:	
Address:					
Date of Birth		Email Address:			
Home Telephone No:		Mobile No:			
National Insurance Number:					
Do you have a right to live and work in the UK:					
PART TWO: OPERATING PREMISES					
Trading Name:					
Address:					
Telephone:		Email:			
PART THREE: COMPANY DETAILS - If the applicant is a company please provide the following information:					
Company Name:		Company Reg No:			
Director(s) Name:					
Secretary's Name:					
Registered Office Address:					
Telephone:		Email:			
PART FOUR: CONVICTIONS/PENDING PROSECUTIONS - Are there any motoring endorsements and/or criminal convictions including cautions recorded against the applicant, company or officers of the company including any pending motoring endorsements and/or criminal prosecutions?					
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	(Tick appropriate box) - If yes, please provide the following information:	
Date of Conviction/Next Hearing		Offence:		Sentence:	
PART FIVE: DURATION OF PRIVATE HIRE OPERATOR'S LICENCE - Please indicate below which duration of licence you are making application for: (See guidance notes overleaf before completing this section)					
5 Years	<input type="checkbox"/>	Cost: £2705	1 Year	<input type="checkbox"/>	Cost: £541 (Tick appropriate box)
PART SIX A: DECLARATION - LICENSING AUTHORITY					
<p>I wish to apply for the renewal of a Private Hire Operator's Licence in Portsmouth. I have personally read the details provided above and I have made any necessary changes to the information currently held by Portsmouth City Council. I have not made any false statements and know it is a serious offence to give false or misleading information in support of my application. By renewing my licence I accept and understand the conditions of my licence and my general obligations to act in accordance with the provisions of the Local Government (Miscellaneous Provisions) Act 1976 together with any policy guidelines approved by the council. I also understand that I may also be subject to general, targeted and test purchase inspections by authorised officers.</p>					



PART SIX B: DECLARATION - DBS

Privacy Policy - Standard/Enhanced checks (paper and e-Bulk applications) declaration:

I have read the Standard/Enhanced Check Privacy Policy for applicants (<https://www.gov.uk/government/publications/consent-privacy-policy>) and I understand how DBS will process my personal data and the options available to me for submitting an application.

Signature of Applicant:		Date:	
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Contact Details for Hackney Carriage and Private Hire Trade Representatives

<p>Mr Shahed Uddin Tel: 07796 935966 Email: uddin.shahed@yahoo.co.uk</p> <p>Deputies:</p> <p>Forhad Al Mahmud Tel: 07544 428004 Email: falmahmud@hotmail.com</p> <p>Nizam Ahmed Tel: 07903 015566 Email: nizamahmed@tiscali.co.uk</p>	<p>Citywide Taxis:</p> <p>Mr Tony Jefferson Tel: 023 9283 3333 Email: citywidetaxis@citywidetaxis.org.uk</p>
<p>Mr Chris Dixon Tel: 023 9238 3645 / 07775 740344 Email: christopherdixon51@yahoo.co.uk</p>	<p>Aqua Cars Ltd:</p> <p>Mr Bruce Hall Aqua Cars Ltd Tel: 02392 616161/654321 Email: Bruce.hall@aquacars.co.uk</p>
<p>Mr Viv Young Tel: 07721 318128/9283 3333 Email: vivyoung1976@gmail.com</p>	

Licensing Service - Contact Details

Address:	Licensing Service, Civic Offices, Guildhall Square, Portsmouth, Hants, PO1 2AL			
Telephone:	023 9283 4073	Fax:	023 9383 4811	Email: Licensing@portsmouthcc.gov.uk
Opening Hours:	Mon to Fri: 9 am until 4 pm - *These hours may be extended until 5pm at busy periods			

Portsmouth City Council will process your personal information in accordance with data protection law. The personal details provided by you will be used for licensing service purposes. Your details will be held on a database and where the law allows, may be shared with other departments within the council to update details they hold about you. The council may also be required to disclose personal information to third parties (such as Police, Department for Work and Pensions or for the National Fraud Initiative) for the purposes of preventing or detecting crime or apprehending or prosecuting offenders.

For further information about how the Council collects and uses personal information please visit our website: <https://www.portsmouth.gov.uk/ext/the-council/data-protection-privacy-notice>



FOR OFFICE USE ONLY							
Date Received:		Fee:		Receipt No:		Date:	
Right to work and live in the UK:			Documents copied:				
Date Licence Issued:				Officer Initials:			

GUIDANCE NOTES:

Your Private Hire Operator's Licence is due for renewal on or before 31 January 2017 and I have attached your part completed renewal application form. **Please check these details are correct and make changes if required (i.e. if you have changed address/telephone number).** However, you must still complete the sections relating to company details and convictions/pending prosecutions. Should there be more than one applicant and/or company director, please provide details of names and addresses on the reverse of the application form.

Choice of 1 year or 5 year PH operator's licence

The Deregulation Act 2015 has introduced changes to the duration of your private hire operator's licence. You may now apply to renew your licence for a maximum 5 year period. A shorter period of duration of 1 year is permissible or will be required by the Licensing Authority in certain circumstances.

Payment by debit card

We are now able to accept payments by credit/debit card. Please give consideration to paying your renewal fee by this method as this will mean that your application can be processed far quicker than cash transactions.

Late renewals no longer permissible

Please be aware that "late renewals" of your private hire operator's licence will no longer be possible. This is because the Courts have ruled that late renewals can only be considered under exceptional circumstances and in any respect should be by no more than 2 or 3 days after the licence has expired. This will mean that if a licence is not renewed after this time then you will have to make a new application for the grant of a licence.

Renewing your Licence

Please ensure that you have the following information/documents with you when you renew your licence:

- The appropriate fee (depending on whether you are applying for a 1 year or 5 year licence)
- Current fares(s) for the hire of a private hire vehicle (This is in accordance with policy directives approved by the Committee after consultation with trade representatives and operators)
- A passport showing the holder is a British Citizen, an EEA passport or national identity card, a permanent residence card, a biometric residence permit, a current immigration status document or a full birth certificate together with a document issued by any Government agency or previous employer with their name and national insurance number *

Please do not leave the renewal of your licence until the last day (Tuesday 31 January 2017) as this causes severe congestion in the office.

Can all operators remain vigilant in respect of vehicles/drivers that are not licensed to work by virtue of non-renewal. Operators are reminded that they have an obligation at law not to permit unlicensed persons or vehicles to undertake private hire work.

* Immigration Act 2016