



Bristol City Council  
 Licensing Team (Temple Street) PO Box 3399 Bristol BS1 9NE  
 Tel 0117 3574900 Email [licensing@bristol.gov.uk](mailto:licensing@bristol.gov.uk) Web [www.bristol.gov.uk/taxis](http://www.bristol.gov.uk/taxis)  
**Local Government (Miscellaneous Provisions) Act 1976**

**Application for the GRANT / RENEWAL of a Private Hire Vehicle Operator's Licence**

<b>OPERATING AS AN INDIVIDUAL</b> (Complete Part A and C)	<b>OPERATING AS A LIMITED COMPANY</b> (Complete Part B and C )
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**Part A - Individual Applicants. Please complete all sections.**

Applicant Name				
Trading Name				
Date of Birth				
Place Of Birth	Town		Country	
National Insurance No.				
Personal Contact Tel. Nos.				
Personal email address.				
Current Residential Address				
How long have you lived at this address	Postcode:			
If you have lived at this address for less than 5 years please give previous address	Years		Months	
Address from which you intend to carry out the business, take bookings, etc.				
Is there a customer waiting area.	YES / NO			
Does the premises have relevant planning permission to operate as a business	YES / NO. If YES please provide relevant date of permission. If NO please state what action you intend to take to remedy lack of permission.			

List all telephone numbers by which bookings can be made:				
Contact email address for Bookings				
Trade or occupation carried on prior to making this application.				
Details of any applications made in respect of being a private hire operator either within Bristol City Council area or any other Local Authority area.	Please provide details of dates, outcomes and authority to which application(s) made.			
If you are or have been a director or company secretary of a company, details of (i) Any convictions recorded against that company (ii) Previous application(s) made by that company for an operator's licence in any local authority area (iii) Revocation or suspension of an operators licence previously held by that company	(i)  (ii)  (iii)			
Have you been convicted or cautioned for any Offence? Please take into consideration the Rehabilitation of Offenders Act 1974 prior to responding to this question.	Yes		No	
If you have answered YES Please give full details of the offence including detail of any conviction or caution.				
Are you currently being investigated for any offence by any agency such as the Police, Benefits, Customs, Immigration, etc	Yes		No	
If you have answered YES please give details of the investigation and the stage that the investigations has reached, such as awaiting Court date or Investigating Authority.				
Do you hold any vehicle driver's licences issued by this or any other authority?	Yes		No	
If Yes please give following details – Issuing Authority, licence type and number.				

**Part B – Applicants operating as a Limited Company**  
**Please complete all sections.**

Operating Name of Company			
Company Registration No.		Date of Incorporation	
Address of company head office if different from operating base:			
Contact tel. no.			
Address of operating base at which bookings are to be taken.			
Provision of customer waiting area.	YES / NO		
List all telephone numbers by which bookings can be made:			
Contact email address for Bookings			
Name and Address of all Directors. Use separate sheet of paper if insufficient space.			
Does the premises used as the operating base have relevant planning permission to operate as a business	YES / NO. If YES please provide relevant date of permission. If NO please state what action you intend to take to remedy lack of permission.		
Name of Company Secretary (if applicable)			
Name of Company Manager (If applicable)			
Have any convictions been recorded against any director or secretary of the company?	YES		NO
If YES please give details of individuals name, address, the court where matter was heard, the nature and date of offence and the decision of the court	Please take into consideration the Rehabilitation of Offenders Act 1974 prior to responding to this question.		
Has any director or company secretary of the company, details of (i) Previous application(s) made by that company for an operator's licence in any local authority area (ii) Revocation or suspension of an operators licence previously held by that company	(i)  (ii)		

**PART C  
DECLARATIONS**

Please note that applicants may be required to complete a Basic Disclosure from the Disclosure and Barring Service. Checks can be completed online at <https://www.gov.uk/government/organisations/disclosure-and-barring-service>. Such a check will not be required where the applicant holds either a Private Hire Vehicle or Hackney Carriage driver’s licence issued by this authority where the last disclosure and barring service check required for the driver’s licence is less than two and a half years old. In the case of a company a Basic Disclosure will be required for each director of the company and company secretary.

A local authority shall not grant a Private Hire Operator’s Licence unless they are satisfied that the applicant is a fit and proper person to hold such a licence. Please provide any additional information that you consider the local authority may wish to take into account. Such information should be provided on a separate sheet of paper.

Section 57(3) of the Local Government (Miscellaneous Provisions) Act 1976 states: If any person knowingly or recklessly makes a false statement or omits any material particularly in giving information he or she shall be guilty of an offence.

Individual applicants only: I confirm that I have the right to work in the UK and I understand that I will be asked or documentation to prove this**	Yes	
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I hereby make an application for the GRANT / RENEWAL of a Private Hire Vehicle Operator’s licence. I also hereby certify that all statements made in this application are true and correct and that I have not withheld any information.

**Signed.** .....

**Print Name.** .....

**Date.** .....

**Position in Company.** .....

CHECKLIST	Yes/No		Yes/No
Fee:		Basic disclosure certificate(s)	
Completed application form.		Completed list of vehicles	

**Please now complete the attached tables relating to vehicles operated/to be operated under this licence.**



# LIST OF VEHICLES OPERATED/TO BE OPERATED UNDER THIS LICENCE

DATE: .....

Plate Number of Vehicle	Registration Mark of Vehicle	Vehicle Proprietor
Please note that any additions, removals or changes to the vehicles being operated under the terms of this licence must be notified to the licensing authority as soon as is practicable.		

Please use additional sheets as necessary.

**LIST OF LICENSED DRIVERS TO BE OPERATED UNDER THIS LICENCE**  
 DATE .....

Full name of licensed driver	Private Hire Vehicle Drivers Badge Number	Do you hold the private hire drivers licence?
Please note that any additions, removals or changes to the drivers operate under the terms of this licence must be notified to the licensing authority as soon as is practicable.		

Please use additional sheets as necessary.

\*Delete as appropriate

\*\* 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 set out at [guidance link]. You must bring the original document(s), such as a passport or biometric residence permit as indicated in our published guidance, 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.

### **How to submit your application:**

Applications can be submitted either by post or dropped off:

- **Postal applications** – Please forward your application and accompanying documents to :  
Licensing Team (Temple Street), Bristol City Council, PO Box 3176, BRISTOL BS3 9FS
- **Drop off applications** – You can drop off your application form and documentation to the Citizen Service Point located on the ground floor at 100 Temple Street, Bristol BS1 6AG

Bristol City 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 also share this information with other bodies responsible for auditing or administering public funds for these purposes. For further information, see <http://www.bristol.gov.uk/nfi> or contact the Licensing Team at [licensing@bristol.gov.uk](mailto:licensing@bristol.gov.uk) or on 0117 357 4900

### **Data Protection Privacy Notice:**

Full details of how Regulatory Services uses your data and why it is collected can be found at the following link:

[https://www.bristol.gov.uk/en\\_US/about-our-website/privacy](https://www.bristol.gov.uk/en_US/about-our-website/privacy)