



Bristol City Council
 Licensing Team (Temple Street) PO Box 3399 Bristol BS1 9NE
 Tel 0117 3574900 Web www.bristol.gov.uk
 Local Government (Miscellaneous Provisions) Act 1976

Private Hire Operator – Checklist

Before you apply for your private hire operator’s licence, you must complete the following requirements. Please read our Hackney Carriage and Private Hire Licensing Policy for a full explanation of each requirement.

Use this checklist to make sure you have provided all the required information.

Proposed trading name	
Full address of operator	

	Tick to show included
Completed Application (with the application fee)	
List of vehicles and drivers to be operated under this licence	
Basic DBS disclosure or current drivers licence number	
Evidence of Right to licence	
Certificate of good character (or similar) if the applicant or existing licence holder has lived in another Country for a continuous period of three months or more	
Evidence of registration with the Information Commissioners Office	
Register provided of all staff that will be taking or dispatching bookings and evidence that they have undertaken a basic disclosure	
Do outsourcing of bookings take place? If yes: Evidence that comparable protections are applied by the company to which they are outsourced	
Policy provided on employing ex-offenders	
Fit and proper person policy in respect of booking and dispatch staff, individuals that handle personal information in respect of bookings or act as designated safeguarding lead.	
Confirmation in writing that the applicant will keep a register of bookings, drivers and vehicles	
Copy of safeguarding policy	
Copy of customer service and complaints policy	
Copy of training policy	