

SOUTHEND ON SEA BOROUGH COUNCIL

APPLICATION FOR PRIVATE HIRE VEHICLE OPERATOR'S LICENCE

SURNAME:
OTHER NAMES:
ADDRESS:
.....
.....

For Official Use Only
Fee £
Rec. No.
Account No: U-DT-2000936
Licence No.

TELEPHONE NO: DATE AND PLACE OF BIRTH:
PRESENT OCCUPATION:
PRESENT EMPLOYER:

CAUTION

ANY PERSON GIVING FALSE INFORMATION OR WITHHOLDING INFORMATION IN THIS PART OF THE APPLICATION MAY COMMIT A CRIMINAL OFFENCE.

Have you been convicted of any offence in any Court?
Have you received a Police caution or other formal caution?
Have you received a Fixed Penalty Notice for any traffic offence?

If 'Yes' details of all convictions, cautions and Fixed Penalty Notices must be shown below.
(Applicants are reminded that they are not required to declare convictions which are 'spent', as defined in the Rehabilitation of Offenders Act 1974.) See form HC2.

OFFENCE	COURT	DATE	PENALTY

Convictions, Police cautions or other formal cautions or Fixed Penalty Notices recorded since the completion of this form must be reported immediately to: The Director of Technical and Environmental Services, Civic Centre, Southend on Sea, and may render the licence liable to suspension.

Name of Business:
All Business Addresses:
.....
.....

Have you ever been refused a Private Hire Vehicle Operator's Licence?

I declare that my answers to the above questions are true to the best of my knowledge. I understand that if there are any omissions or incorrect statements of a serious nature, my application may be refused without further consideration, or if a licence has been issued, it will be liable to immediate suspension. I have read the attached Conditions and understand them.

Date: Signature:

IS THIS OPERATOR'S LICENCE TO COVER A MAXIMUM OF THREE PRIVATE HIRE VEHICLES?

- ❖ If the answer to this question is 'YES', do NOT complete the reverse side of this form,
- ❖ If the answer is 'NO', you must complete the reverse side of the form.

This form to be returned to the Director of Technical & Environmental Services, Civic Centre, Southend on Sea, together with the receipt of payment of the correct fee. Cheques/Postal Orders to be made payable to Southend Borough Council.

POSITION OF APPLICANT IN BUSINESS:

Name and Addresses of Secretary, Directors or Partners:

NAME	ADDRESS	POSITION

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Have you received a Police caution or other formal caution?

Have you received a Fixed Penalty Notice for any traffic offence?

If 'Yes' details of all convictions, cautions and Fixed Penalty Notices must be shown below.
 (Applicants are reminded that they are not required to declare convictions which are 'spent', as defined in the Rehabilitation of Offenders Act 1974.) See form HC2.

NAME	OFFENCE	COURT	DATE	PENALTY

IN THE CASE OF A COMPANY, HAS THE COMPANY BEEN CONVICTED OF ANY OFFENCE IN ANY COURT OR RECEIVED A POLICE CAUTION OF OTHER FORMAL CAUTION OR FIXED PENALTY NOTICE?

If 'YES', details of all convictions, cautions and Fixed Penalty Notices must be shown below:

OFFENCE	COURT	DATE	PENALTY

Convictions, Police cautions or other formal cautions or Fixed Penalty Notices recorded since the completion of this form must be reported immediately to: The Director of Technical and Environmental Services, Civic Centre, Southend on Sea, and may render the licence liable to suspension.

Date: Signature:

Private Hire Vehicle Operator's Licences expire on 30 September 1997 and every five years thereafter.

PRIVATE HIRE VEHICLE OPERATORS' LICENCES**Conditions of Licence**

1. The licensee shall keep in book form a record of all private hire vehicles operated by him/her. The record shall show for each vehicle:-
 - (a) the Private Hire Vehicle Licence number;
 - (b) the name and address of the person to whom the vehicle licence was issued;
 - (c) the registration number of the vehicle;
 - (d) the date the licensee first operated the vehicleand these records shall be kept for at least 28 days after the licensee ceases to operate the vehicle.
2. The licensee shall keep a record of every booking of a Private Hire Vehicle invited or accepted by him/her, whether accepting the same from the hirer or by undertaking it at the request of another operator.

The record shall be completed before the commencement of the journey and shall show for each booking:-

 - (a) the date and time the booking was received;
 - (b) the name of the hirer;
 - (c) the address at which the hiring is to commence;
 - (d) the date and time the hiring is to commence;
 - (e) the registration or licence number of the vehicle allocated.
 - (f) the name or licence number of the driver of the vehicle allocated;and these records shall be kept for at least 28 days from the date of the hiring.
3. No advertisement:
 - (a) indicating that motor vehicles can be hired on application to a specific address or telephone number;
 - (b) on or near any premises indicating that motor vehicles can be hired at those premises;shall include the word "taxi" or "cab", whether in the singular or plural and whether alone or as part of another word, unless the advertisement makes it clear that the vehicles are not hackney carriages.
4. A licensee who changes the place at which he/she carries on business shall notify the Council of such change within seven days.
5. A licensee who changes the place at which he/she lives shall notify the Council of such change of address within seven days.
6. Convictions, Police cautions or other formal cautions or Fixed Penalty Notices recorded since the completion of the application form for this licence shall be reported to the Council within seven days.
7. An appeal may be brought against the Licensing Conditions within 21 days from the date on which notice of the Condition is served on the applicant to the Magistrates Court situated at Victoria Avenue, Southend on Sea, Essex.
8. An applicant disappointed by a decision of the authority in respect of an application also has a right of appeal to the Magistrates Court.