



Application for an Operators Licence (2023)

This application will not be accepted unless ALL sections are completed. Original documents must be brought to your appointment. **Door signage must be approved by the Licensing Department.**

New Application		Renewal		1 Year		5 Year	
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1.	Applicant Details:
Title:	Mr Mrs Miss Ms (please delete as appropriate) Other:
Surname:	
All Forenames:	
Previous Names or Aliases:	
Date of Birth:	
National Insurance Number:	
Permanent Home Address including Postcode:	
Home Telephone Number:	
Mobile Telephone Number:	
Personal Email Address:	

2.	Operator Details:
Operator Name (max 20 characters)	
Name to appear on door signs:	
Address of Operator including postcode:	
Operator Email address:	
Operator telephone number:	
How many vehicles do you want to operate under this licence:	

3.	List below all additional addresses where the business is to be carried out:	Planning Approval Number:

4.	Please insert your DBS Certificate Number & Update Service Reference Number:	
	DBS certificate number:	Update Service Reference number:
	<input type="text"/>	<input type="text"/>

5.	Are you entitled to work in the UK? If yes, we will need to see your passport. If you are not a British Citizen, you will need to provide a Right to Work Share Code.
	Yes / No
	Please insert your RTW Share Code: <input type="text"/>

6.	Are you disqualified from being a Director of a Company under the Companies Act 1985?
	Yes / No

7.	Are you subject to a bankruptcy order which has not been discharged?
	Yes / No

8.	Please insert your HMRC Tax Code Check, OR if you have not held a Taxi Drivers Licence or Operator Licence within the last 12 months, indicate that you understand the tax requirements.	
	Tax check code:	I understand the tax requirements:
	<input type="text"/>	Yes / No

9.	Have you EVER be refused a driver or operator licence revoked or suspended by this or any other council?
	Yes / No

10.	Give details of all revocations, refusals and suspensions. Please continue on a separate sheet of paper if required.	Council	Revoked, Refused, Suspended?	Date	Reason

11.	<p>No Matter How Old They Are, do you have any convictions, cautions, reprimands or warnings recorded against you for ANY offence, which may be deemed spent and not included on your DBS certificate?</p> <p>Do you have any endorsable fixed penalty tickets, motoring offences and penalty points which may no longer be on your driving licence?</p> <p>If any person knowingly or recklessly makes a false statement or omits any material particular in giving the following information he shall under section 57 of the Local Government (miscellaneous provisions) Act 1976 part II, be guilty of an offence.</p> <p>Failure to declare any of the above is an offence and is likely to result in prosecution and refusal of your application. *</p>
Yes / No	

** Notwithstanding the provisions of the Rehabilitation of Offenders Act 1974, spent convictions or cautions are, by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, disclosable for the purposes of this application unless they have been defined by the 1975 Order as being “protected”. A copy of the 1975 Order can be downloaded free of charge at www.legislation.gov.uk

12.	Give details of all offences falling under section 11, whether spent or not. Please continue on a separate sheet of paper if required.			
	Offence Date:	Conviction Date:	Offence / Offence Code:	Penalty / Sentence

13.	Do you have any pending prosecutions you have been charged with for any offence or are you currently being investigated by the Police or any other enforcement agency, for any offence?	
	Who is investigating you?	
	Why are they investigating you?	
	What date does this relate to?	
	Any other information you can give regarding this?	

Any personal or special information you provide will be held by the Council on computerised and manual files (data may be made available on a public register as required by relevant legislation). Processing of the data will be necessary to fulfil its official functions. The data may be disclosed to other departments within the Council or other organisations, but only to ensure compliance with relevant legislation or for identification purposes or to prevent and detect fraud or a crime. Burnley Borough Council is a Data Controller in accordance with Data Protection legislation. The data may also be processed by third parties who provide services on behalf of the Council. More details may be found in the Privacy Notice on the Council's website or clicking here at <https://www.burnley.gov.uk/about-council/other-information/privacy-notice-formally-fair-processing-notice>

BY SIGNING THIS DOCUMENT, YOU ARE AGREEING TO THE TERMS AND CONDITIONS OUTLINED AND THAT THE INFORMATION YOU HAVE PROVIDED IS ACCURATE AND TRUE.

Signature:		Date:	
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If you are completing this form on behalf of the applicant, please complete the following:
I understand that it is an offence to make a false statement in this application or to omit relevant details.

Your name:	
Your address:	
Your date of birth:	
Relationship to the applicant:	
Reason for completing the form on their behalf:	

By signing this document, I confirm that the applicant was in attendance and all questions / answers have been explained to the applicant and they confirm that they understand the details on the form.

Signature:		Date:	
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14.	Declaration. Please tick each box where appropriate	
	I have made or enclosed payment of the fee	<input type="checkbox"/>
	I have enclosed 1 passport size colour photograph	<input type="checkbox"/>
	I have enclosed an Enhanced Disclosure and Barring Service check and I confirm that I subscribe to the update service. I consent to the Council conducting periodic Disclosure & Barring Service (DBS) status checks to identify any changes in my personal circumstances.	<input type="checkbox"/>
	I confirm I am aware of and have read the guidance about my tax responsibilities and where required completed the tax check.	<input type="checkbox"/>
	I have a right to work in the UK and understand that a copy of the document I have supplied will be retained on my record.	<input type="checkbox"/>
	I have enclosed a copy of the Planning Approval(s) for all the addresses I will carry out my business from.	<input type="checkbox"/>
	I understand that it is an offence under Section 57 of the Local Government (Miscellaneous Provisions) Act 1976 Part II to knowingly or recklessly make a false statement or omit any material particular in providing information to obtain a licence. I understand that it is a criminal offence to state anything in this application which is false or which I do not believe to be accurate or true.	<input type="checkbox"/>
	I have read and understood the Private Hire Operators Licence Conditions supplied to me.	<input type="checkbox"/>
	I understand that Authorised Officers will conduct enforcement activities to identify non-compliance with licensing conditions and/or unlawful activity.	<input type="checkbox"/>
	The door signage has been approved by the Licensing Department.	<input type="checkbox"/>