

Environmental Health & Housing
 King's Court, Chapel Street, King's Lynn,
 Norfolk PE30 1EX
 Tel: (01553) 616200; Fax: (01553) 768999
 DX 57825 KING'S LYNN

Borough Council of
**King's Lynn &
 West Norfolk**



**Application for a Licence to act as a
 Private Hire Vehicle Operator**

Local Government (Miscellaneous Provisions) Act 1976

Please answer all questions in **BLOCK CAPITALS**.

Please tick whether this application is

NEW

RENEWAL

OPERATOR

Operator Trading name:	
Is this a limited Company? If so, please provide registration number:	
Operator address: This must be the address where bookings are taken and records retained.	
Postcode:	
Tel No/s:	

FIRST APPLICANT/S DETAILS

1. Title (Mr/Mrs/Miss/Ms/Other)

Christian or Forenames:		Surname:	
Address: (Must be where ordinarily resident)			
Postcode:			
Tel No/s:	Home:	Mobile:	
Date of Birth:		Sex (M/F):	

SECOND APPLICANT (if applicable)

2. Title (Mr/Mrs/Miss/Ms/Other)

Christian or Forenames:		Surname:	
Address: (Must be where ordinarily resident)			
Postcode:			
Tel No/s:	Home:	Mobile:	
Date of Birth:		Sex (M/F):	

Has a previous Operator's licence been revoked or suspended by the applicant/s above? If a Company application, against a Director or Secretary of the company If yes, provide details below:	
Are there any any summons, charges, convictions, cautions or fixed penalty notices pending against any applicant? Y or N	
If Yes, please provide details:	

Details of your employment history during the last five years: (New applications only)		
Name & Address of Employer	Employment dates From/To:	Reason for Leaving

<p>Tax check code number :</p> <p>For all applicants who are Renewing a licence Applying for the same of licence you previously held, that ceased to be valid less than a year ago, apply for the same type of licence and already hold with another licensing authority.</p> <p>Visit https://www.gov.uk/guidance/complete-a-tax-check-for-a-taxi-private-hire-or-scrap-metal-licence to generate a check code to share with us. You need a Government Gateway user ID and password. You will need to know when you first got your licence, the length of your recent licence and how you pay tax on the income you earn from your licensed trade. If you cannot carry out an online tax check you should contact Income Tax (Individual) on 0300 200 3300 or Corporation Tax (if you're a company) on 0300 200 3410</p> <p>Note: The check code is only valid for 120 days</p>	
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DOCUMENTATION

Your application will not be accepted without ALL the following documentation:

Correct Fee		DBS application form (unless valid DBS certificate already provided)	
HMRC Check Code		Complete list of vehicles/drivers	

The Council has a duty to process and store your personal information safely and securely in line with data protection legislation, which here means the General Data Protection Regulations (Regulation (EC) 2016/679 which is in force from 25 May 2018) (GDPR) and any national implementing laws, regulations and secondary legislation, as amended or updated from time to time, in the UK and then any successor legislation to the GDPR.

The Borough Council of King's Lynn and West Norfolk (the Council), of Kings Court, Chapel Street, King's Lynn, Norfolk, PE30 1EX is the data controller for the purposes of the GDPR and associated domestic law.

We will use your personal information for the purposes of the provision of the licensing services. The processing of this information is necessary for the Council to undertake a public task, i.e. the processing is necessary for the Council to perform a task in the public interest or for its official functions, and the task or function has a clear basis in law, in this case the Local Government (Miscellaneous Provisions) Act 1976 / Town Police Clauses Act 1847.

Your data will be used for this specific purpose and may be passed to such third parties, including Council departments and other agencies where there is lawful authority to do so, including for the purposes of preventing or detecting fraud or other crimes. This includes sharing information on the National Register of Taxi Licence Revocations and Refusals.

Your information will be kept strictly confidential. It will be stored separately from other information in a secure, password-protected database on the Council's computer system.

Your personal information will be kept for as long as you require a licence and for a period after the service is terminated. You can find more information about our retention policy on the [privacy notice](https://www.west-norfolk.gov.uk/privacy) page which can be found at the following link <https://www.west-norfolk.gov.uk/privacy>. We will only use your data within the terms of data protection laws, will delete your data securely and only keep it for as long as necessary. We will review dates for keeping personal data in the future and if necessary update these privacy notices.

You have a number of rights available to you, including the right to see copies of all the data held about you by the Council, to ask for it to be corrected, updated or deleted, to request the Council to restrict what it does with your data in certain circumstances, to object to what the Council may do with your data, and to data portability.

Please note that these rights are not absolute and that there are circumstances where they do not apply or the Council's obligations may override these rights. If this is the case, you will be informed of this.

You can find more information about Data Protection and the Council's Data Protection Officer, on our [Data Protection](https://www.west-norfolk.gov.uk/dataprotection) page which can be found at the following link <https://www.west-norfolk.gov.uk/dataprotection>.

If you are unhappy with the way your personal information is being handled you can contact the [Independent Information Commissioner, website: https://ico.org.uk/](https://ico.org.uk/).

DECLARATION

I have received, read and understood the Borough Council's Licensing Conditions and the notes below. I understand that I may be liable to prosecution if I have knowingly or recklessly made a false statement or omitted any material particular from this application.

Signed.....

Date.....

Signed.....

(All parties who are to be on the licence must sign)

NOTES

1. Granted Subject to Conditions

If a licence is granted to you this will be subject to the Borough Council's Hackney Carriage and Private Hire Licence conditions & procedures. Once granted, a Licence will be issued for a private hire operator's licence, for a period up to 5 years.

2. Disclosure Barring Service (DBS)

Applicants are required to provide an enhanced level Disclosure Barring Service Certificate. This can be obtained via this Authority. You can collect a pre-printed form from the Borough Council's Licensing Department which when returned completed to this department you will be asked for a payment to cover the cost of the DBS process (A cheque should be made payable to B.C.K.L.W.N). The DBS process takes approximately 1-6 weeks.

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Private Hire Operator Licence - List of Vehicles/Drivers

Local Government (Miscellaneous Provisions) Act 1976

OPERATOR

Operator Trading name:	
Operator Licence No:	

ALL VEHICLES & DRIVERS WORKING UNDER CONTROL OF THE OPERATOR

VEHICLES			DRIVERS	
Vehicle Licence No:	Vehicle Registration No:	Vehicle Owners Name:	Driver's Name:	Driver's Licence No:

Continue on a separate sheet where necessary

Note: An Operator must maintain details of all vehicles operated by him at his premises, which shall include the following and must be produced on request to any Authorised Officer of the Council or Police Officer:

- the Private Hire licence plate number;
- the vehicle registration number;
- the name and address of the proprietor of the vehicle;
- the name(s) and address(es) of the driver(s) of the vehicles(s);
- the badge number(s) of the driver(s).