

# PRIVATE HIRE OPERATOR'S LICENCE APPLICATION FORM 037

1. **Data Protection:** We will use the information provided to process your request for a licence, for updating purposes or to take enforcement action. The information is used to ensure the safety of the public and to protect public funds. It may be shared with other local authorities, the Cabinet Office, Insurance Companies and Enforcement Agencies. Information is held as part of a statutory licensing function. The information will be kept for 6 years in line with our retention and disposal schedule. More information on how we handle personal information and your rights under the data protection legislation can be found on our Privacy Notice at: [http://www.coventry.gov.uk/info/25/hackney\\_carriage\\_ie\\_taxi\\_and\\_private\\_hire\\_licensing/3222/taxi\\_licensing\\_privacy\\_notice](http://www.coventry.gov.uk/info/25/hackney_carriage_ie_taxi_and_private_hire_licensing/3222/taxi_licensing_privacy_notice)

2. Please complete this form in BLOCK CAPITALS and in ink.

3. Have you read the 'Operator Information Document 064' (available online)?   
**(You are advised to read the 'Operator Information Document 064' before filling in this form)** Answer YES or NO

4. Please  tick what type of application this is and the length of licence requested

|  |  |  |
|--|--|--|
| <b>FIRST GRANT</b> <input type="checkbox"/><br><small>First time applicant or licence expired over 1 month ago</small> | <b>RENEWAL</b> <input type="checkbox"/><br><small>Currently licensed licence not expired</small> | <b>RE-GRANT</b> <input type="checkbox"/><br><small>Licence expired but less than 1 month ago</small> |
| <b>5 YEAR LICENCE</b> <input type="checkbox"/>   |  |  |

5. If you hold a current Coventry Operator's Licence please give your licence number and expiry date

|  |   |
|--|---|
| Licence No   | Expiry Date   |
| <span style="border: 1px solid black; padding: 2px;">PO</span> | <span style="border: 1px solid black; padding: 2px;">/ /</span> |

6. Applicants Details

Title MR MRS MS MISS

Please delete as necessary or enter another title in the blank box

Surname  Forename(s)   
Last Name First Name(s)

National Insurance Number  Date of Birth

Address you live at   
 Post code

Email address  Home Phone No   
 Mobile Phone No

7. Business Details

Business/Operator Trading Name   
Please ensure the above is correct as it will be printed on the door stickers of private hire vehicle on your system

Main Business Address  Post code

Sub-Location Business Address  Post code

Sub-Location Business Address  Post code

The telephone number(s) which you are or intend using to advertise for business;

A  B  C

Please ensure this number is correct as it will be printed on the door stickers of private hire vehicle on your system

The telephone number(s) of your office (if different from the above);

D  E  F

8. Who is the owner of this business

Please delete as necessary (If you have answered "Another Person" you must give the other persons full name, address and phone numbers on a separate sheet of paper)

9. Details of Manager(s) (Must be over 18 years of age) *(Continue on a separate sheet if necessary)*

| Full Name | Full Home Address | Contact Telephone No |
|-----------|-------------------|----------------------|
|           |                   |                      |
|           |                   |                      |
|           |                   |                      |

10. Have you ever had a Hackney Carriage or Private Hire Driver's Licence, Vehicle Proprietor's Licence, or Operator's Licence, refused, suspended or revoked?

Answer YES or NO

(If you answer YES to this question please give the details, in full on a separate sheet of paper.)

11. Do you use or intend to use automated processing equipment (e.g. Computer etc) to record journey records or store information required by the Operator Conditions of Licence

Answer YES or NO

12. If the answer to question 11 is YES, can undetectable changes be made to the data/records? Answer YES or NO or if the question is not applicable answer N/A.

Answer YES or NO or N/A

13. Are you using a radio transmission system for issuing jobs to your private hire vehicles? (If YES attach a copy of the licence issued to you, by the Radio Communication Agency)

Answer YES or NO

14. Do you have Public Liability Insurance? (only required for premises which are open to the public)

Answer YES or NO

(If YES attach a copy of the insurance document issued to you, by the Insurance Company)



**OFFICE USE ONLY**  
**FIRST GRANT/RE-GRANT**

| Required at time of application                            |   | A = Assistant O = Officer |       | Date  |
|--|---|---------------------------|-------|-------|
| Application form   | Received & Checked  | A <sub>or</sub> O         | }     | / /   |
| 1 Photograph of Applicant                                  | Received & Checked  | A <sub>or</sub> O         |       |       |
| Copies of business stationery                              | Received  | A <sub>or</sub> O         |       |       |
| Officers visit to premises, if required, or virtual office | Received  | A <sub>or</sub> O         |       |       |
| Public Liability Insurance (if applicable)                 | Received  | A <sub>or</sub> O         |       |       |
| DBS annual Basic Disclosure (if required)                  | Checked   | A <sub>or</sub> O         |       |       |
| HMRC Code (from 4 Apr 2022 if applicable)                  | Received & Checked  | A <sub>or</sub> O         |       |       |
| Radio frequency doc (if applicable)                        | Received  | A <sub>or</sub> O         |       |       |
| <b>Processing of application</b>                           |   |                           |       |       |
| Application form   | Checked   | _____                     | O     | _____ |
| Copies of business stationery                              | Checked   | A <sub>or</sub> O         | O     | _____ |
| Right to work/immigration status                           | Checked   | A <sub>or</sub> O         | O     | _____ |
| Contractual Terms obligation for passengers                | Legal checked   | A <sub>or</sub> O         | O     | _____ |
| Officers visit to premises, if required, or Virtual Office | Checked   | A <sub>or</sub> O         | O     | _____ |
| Public Liability Insurance (if applicable)                 | Checked   | A <sub>or</sub> O         | O     | _____ |
| Radio frequency doc (if applicable)                        | Checked   | A <sub>or</sub> O         | O     | _____ |
| Declared convictions/cautions etc                          | Checked   | A <sub>or</sub> O         | O     | _____ |
| Business premises inspected (not required if virtual off)  | Inspected   | O                         | _____ | _____ |
| Applicant interview (First Grant only)                     | Interviewed   | O                         | _____ | _____ |
| Declaration form 065 signed                                | Received & Checked  | A <sub>or</sub> O         | O     | _____ |
| List of vehicles & drivers form 058                        | Received & Checked  | A <sub>or</sub> O         | O     | _____ |
| <b>Process at issue</b>                                    |   |                           |       |       |
| 2 <sup>nd</sup> Declaration signed by Applicant            |   | A <sub>or</sub> O         | O     | _____ |
| Licence to be  | ISSUED <input type="checkbox"/> ISSUED & SUSPENDED <input type="checkbox"/> | A <sub>or</sub> O         | O     | _____ |

**RENEWAL**

| Required at time of application                 |   | A = Assistant O = Officer |   | Date  |
|---|---|---------------------------|---|-------|
| Application form                                | Received & Checked  | A <sub>or</sub> O         | } | / /   |
| Right to work/immigration status                | Checked   | O                         |   |       |
| 1 Photograph of Applicant                       | Received & Checked  | A <sub>or</sub> O         |   |       |
| Copies of business stationery                   | Received & Checked  | A <sub>or</sub> O         |   |       |
| DBS annual Basic Disclosure (if required)       | Checked   | A <sub>or</sub> O         |   |       |
| Public Liability Insurance (if applicable)      | Received & Checked  | A <sub>or</sub> O         |   |       |
| List of vehicles & drivers form 058             | Received & Checked  | A <sub>or</sub> O         |   |       |
| <b>Processing of application</b>                |   |                           |   |       |
| Application form                                | Checked   | _____                     | O | _____ |
| Declared convictions/cautions                   | Checked   | A <sub>or</sub> O         | O | _____ |
| <b>Process at issue</b>                         |   |                           |   |       |
| 2 <sup>nd</sup> Declaration signed by Applicant |   | A <sub>or</sub> O         | O | _____ |
| Licence to be                                   | ISSUED <input type="checkbox"/> ISSUED & SUSPENDED <input type="checkbox"/> | A <sub>or</sub> O         | O | _____ |

**INFORMATION**

|                                    |            |                   | Date          |
|------------------------------------|------------|-------------------|---------------|
| Date Application form Accepted     |            | A <sub>or</sub> O | Accepted / /  |
| Date Application Entered on LalPac | App No:-   | A <sub>or</sub> O | Entered / /   |
| Date Licence Issued                |            | A <sub>or</sub> O | Issued / /    |
| Date Licence Commences             |            | A <sub>or</sub> O | Commences / / |
| Date Licence Expires               |            | A <sub>or</sub> O | Expires / /   |
| Licence Number Issued & Receipt No | PO Receipt | A <sub>or</sub> O | _____         |