

Application for a licence to operate private hire vehicles



Please read the notes at the back of this form carefully before completing the application

Appointments must now be made online via www.wigan.gov.uk/taxilicensing

Type of Application (place a tick ✓ in the appropriate box)

First Grant

☐

Renewal of Existing Licence

☐

Licence Details (if applicable)

Licence No.

PO

Expiry Date

A	Name of Operator / Firm
	<input type="text"/>
	<input type="text"/>

B	List every address at which you are in (or intend to carry on) business as a private hire operator:

(i)	First or only premises:
1	Address
	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
2	Town
	<input type="text"/>
3	Postcode
	<input type="text"/>
4	Telephone Number(s)
	<input type="text"/>
	<input type="text"/>

(ii)	Second premises (if any):
1	Address
	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
2	Town
	<input type="text"/>
3	Postcode
	<input type="text"/>
4	Telephone Number(s)
	<input type="text"/>
	<input type="text"/>

Please use additional paper to include details of any further premises (if required) and ensure all the above details are provided.

C	Details of all applicant(s) Please complete Section (iii) only if the applicant is a Limited Company.
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(i) Applicant's details:		
1	Title (✓ box)	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
2	Surname	<input type="text"/>
3	Forename(s)	<input type="text"/>
4	Home Address	<input type="text"/>
5	Town	<input type="text"/>
6	Postcode	<input type="text"/>
7	Telephone Number(s)	<input type="text"/>
8	Email Address	<input type="text"/>
9	Date of Birth	<input type="text"/>
10	Nationality	<input type="text"/>
11	Place of Birth	<input type="text"/>

(ii) Second applicant's details (if any):		
1	Title (✓ box)	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
2	Surname	<input type="text"/>
3	Forename(s)	<input type="text"/>
4	Home Address	<input type="text"/>
5	Town	<input type="text"/>
6	Postcode	<input type="text"/>
7	Telephone Number(s)	<input type="text"/>
8	Email Address	<input type="text"/>
9	Date of birth	<input type="text"/>
10	Nationality	<input type="text"/>
11	Place of Birth	<input type="text"/>

Please use additional paper to include details of any further applicants (if required) and ensure all the above details are provided.

(iii) Applicants details if a body corporate (Limited Company):	
1	Name of Company
2	Registered Address
3	Town
4	Postcode
5	Telephone No.
6	Email Address
7	Name of Director(s)
8	Name of Company Secretary
9	Company Registration No.

D	Entitlement to work in the UK (see Guidance Note 3):
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1. Are all applicants entitled to work in the UK	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
2. If yes, has evidence of this been produced?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
3. I / We declare that I / We are entitled to work in the UK and I/We have provided evidence of this.	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

E	Other information:
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1. Do all the premises listed in Section A have planning permission for the operating of private hire vehicles? **Yes** ☐ **No** ☐

If no, please give details why?

2. If yes, has evidence of such planning permission been produced? **Yes** ☐ **No** ☐

If no, please give details why?

3. In which (if any) of the premises listed at Section A do you intend to have a waiting room for members of the public?

4. What trade, business or profession has each person listed in Section C carried on in the past 5 years? In the case of a Limited Company what trade, business or profession has that company carried on in the past 5 years?

5. Have any of the persons listed in Section C (and in the case of a limited company, the company itself) ever been refused a licence concerned with Hackney Carriage or Private Hire, or having been granted such a licence had it suspended or revoked?

Yes☐

No☐

If yes, please give full details including the name of the local authority and the date(s):

6. Is any person named in Section C above an undischarged bankrupt?

Yes☐

No☐

If yes, please give details:-

7. Will any of your vehicles be fitted with taxi meters?

Yes☐

No☐

If yes, please give full details of the fare meter including make, model and serial number (If any)

8. How many vehicles will operate under your licence (if granted)?

9. Please specify **all** private hire vehicles which operate or will operate under your licence (Please include Plate no, Registration No. and Proprietor).

[illegible]

Please use additional paper to include details of any further vehicles (if required) and ensure all the above details are provided.

10. Please complete the attached 'Declaration of Convictions (including cautions and fixed penalty notices)'

11. Caution

You are advised that to knowingly or recklessly make a false statement or omit any material particular from this application or any document submitted with it is an offence punishable on conviction by a fine or imprisonment.

I / We declare that I / We have checked the information given in this application form and to the best of my knowledge and belief it is correct.

I / We declare that I / We are entitled to work in the UK and have provided evidence of this. This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

For further information see the authority's website

<http://www.wigan.gov.uk/Council/DataProtection-FOI-Stats/National-Fraud-Initiative.aspx>

Signature of Applicants: (If signing on behalf of a company please state in what capacity)

Signed

Print Name

Position

Date

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Signed

Print Name

Position

Date

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Please use additional paper to include signatures of any further applicants (if required) and ensure all the above details are provided.

Declaration of Convictions (including cautions and fixed penalty notices):

This section **must** be completed in all circumstances by all applicants. See guidance notes for further information.

Further copies of this declaration form are available on our website, or on request from the Licensing Section. Alternatively you may wish to make your own copies.

- i) I am an existing private hire / hackney carriage driver ☐ please complete section **(A)** below
- ii) I am not an existing private hire / hackney carriage driver ☐ please complete section **(B)** below

Section A (I am an existing private hire / hackney carriage driver)

- I have **not** been convicted of any offence, received any formal cautions or had any fixed penalty notices imposed since the grant of my last licence ☐
- I have been convicted of an offence, received a formal caution or had any fixed penalty notices imposed on me since the grant of my last licence and I have **listed details below** ☐

Section B (I am not an existing private hire / hackney carriage driver)

- I have **never** been convicted of any offence, received any formal cautions or had any fixed penalty notices imposed. ☐
- I have been convicted of an offence, received a formal caution or had a fixed penalty notice imposed on me and I have **listed details below** (including spent convictions) ☐

I make this solemn declaration conscientiously believing the same along with the answers given in the attached application form to be true and by virtue of the provisions of the Statutory Declarations Act 1835 and Section 5 of the Perjury Act 1911.

Declared at	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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On	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Before me	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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(Solicitor / Commissioner for Oaths)

Office Address:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Signature of Applicant

▪ Convictions

Court and Date	Offence(s)	Sentence

▪ **Cautions and Fixed Penalty Notices**

Date	Offence(s)	Sentence (if any)

I declare that this is a true record of all the offences recorded against me and that I have read and understand all the information contained in this form.

Signed

Print Name

Position

Date

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Declaration of Convictions (including cautions and fixed penalty notices):

This section **must** be completed in all circumstances by all applicants. See guidance notes for further information.

Further copies of this declaration form are available on our website, or on request from the Licensing Section. Alternatively you may wish to make your own copies.

- i) I am an existing private hire / hackney carriage driver ☐ please complete section **(A)** below
- ii) I am not an existing private hire / hackney carriage driver ☐ please complete section **(B)** below

Section A (I am an existing private hire / hackney carriage driver)

- I have **not** been convicted of any offence, received any formal cautions or had any fixed penalty notices imposed since the grant of my last licence ☐
- I have been convicted of an offence, received a formal caution or had any fixed penalty notices imposed on me since the grant of my last licence and I have **listed details below** ☐

Section B (I am not an existing private hire / hackney carriage driver)

- I have **never** been convicted of any offence, received any formal cautions or had any fixed penalty notices imposed. ☐
- I have been convicted of an offence, received a formal caution or had a fixed penalty notice imposed on me and I have **listed details below** (including spent convictions) ☐

I make this solemn declaration conscientiously believing the same along with the answers given in the attached application form to be true and by virtue of the provisions of the Statutory Declarations Act 1835 and Section 5 of the Perjury Act 1911.

Declared at	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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On (date)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Before me	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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(Solicitor / Commissioner for Oaths)

Office Address:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Signature of Applicant

▪ Convictions

Court and Date	Offence(s)	Sentence

▪ **Cautions and Fixed Penalty Notices**

Date	Offence(s)	Sentence (if any)

I declare that this is a true record of all the offences recorded against me and that I have read and understand all the information contained in this form.

Signed

Print Name

Position

Date

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Application for a licence to operate private hire vehicles

Guidance notes

1. How to make an application

Please complete the application form in full in ink. Ensure that all sections are completed in full (failure to do this will result in your application being returned). We aim to determine applications within 21 days from receipt of a completed application, including payment.

When you have completed the form, you will need to make an appointment, which should now be made online at www.wigan.gov.uk/taxilicensing. At the time of your appointment you will need to go to the Licensing Desk at Wigan Life Centre, The Wiend, Wigan, WN1 1NH to submit the application along with your evidence of entitlement to work in the UK.

2. Renewal applications

If you wish to continue operating private hire vehicles after the expiry date of your licence then you must make an application to renew your licence before that date.

It is your responsibility to make sure your licence is renewed on time. If you do not, it will be unlawful for you to continue operating private hire vehicles after that date.

You are advised to make renewal applications **at least 21 days** prior to the expiry date.

3. Entitlement to Work in the UK

Section 37 of the Immigration Act 2016 has amended existing legislation to prevent illegal working in the private hire and hackney carriage vehicle sector and applicants must now demonstrate that they have the right to work in the UK.

All applicants will be treated in the same way during the application process, regardless of nationality, including British Citizens. This will also demonstrate a fair, transparent and consistent application process. Assumptions will not be made about a person's right to work in the UK or their immigration status on the basis of their nationality, ethnic origin, accent, the colour of their skin, or the length of time they have been living in the UK.

You must provide one of the original document(s) listed below and the document(s) will be copied and returned to you. Your application will not be considered valid until all the necessary information and original document(s) have been produced and the relevant fee has been paid.

List A: No immigration restrictions on right to a licence in the UK.	
1.	A passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.
2.	A passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
3.	A Registration Certificate or Document Certifying Permanent Residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
4.	A Permanent Residence Card issued by the Home Office to the family member of a national a European Economic Area country or Switzerland.

5.	A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
6.	A current passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
7.	A current Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer. An example of an Immigration Status Document may be found here.
8.	A full birth or adoption certificate issued in the UK which includes the name(s) of at least one of the holder's parents or adoptive parents, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
9.	A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
10	A certificate of registration or naturalisation as a British citizen, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

List B: Immigration restrictions on the right to a licence in the UK.

1.	A current passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question.
2.	A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to do the work in question.
3.	A current Residence Card (including an Accession Residence Card or a Derivative Residence Card) issued by the Home Office to a non-European Economic Area national who is a family member of a national of a European Economic Area country or Switzerland or who has a derivative right of residence.
4.	A current Immigration Status Document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK, and is allowed to do the type of work in question, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
5.	A Certificate of Application issued by the Home Office under regulation 17(3) or 18A (2) of the Immigration (European Economic Area) Regulations 2006, to a family member of a national of a European Economic Area country or Switzerland stating that the holder is permitted to take employment which is less than 6 months old together with Verification from the Home Office Evidence and Enquiry Unit. The licence may be granted for six months from the date of the Certificate of Application.
6.	A Verification issued by the Home Office Evidence and Enquiry Unit to you, which indicates that the named person may stay in the UK because they have an in time application, appeal or administrative review and which is outstanding. The licence may be issued for six months from the date of the licence decision.

4. How long will my licence last?

With effect from 1 October 2015, the Council are required to issue licences for private hire operators for 5 years, unless any particular circumstances require a licence to be issued for a

shorter period. This is as a result of the implementation of Section 10 of the Deregulation Act 2015.

To avoid the need for applicants to pay a large fee covering the 5 year period, the Council have made arrangements for the cost to be spread across the 5 years. This will therefore result in an annual fee being payable each year for the licence to remain in force. All operators will be reminded of the date on which their annual fee is payable if / when their licence is issued.

Please be advised that failure to pay an annual fee will result in the suspension of the licence until such time as the fee has been paid. During any period of suspension it would be unlawful to operate private hire vehicles.

5. Fees

For details of the current fees and charges visit our website at:-

www.wigan.gov.uk/TaxiLicensing

6. Declaration of convictions (including cautions and fixed penalty notices)

This section **must** be completed in all circumstances by all applicants. Where the applicant is a limited company the declarations should be completed by all the directors, and where applicable the company secretary. However the requirement for this to be completed in the presence of a solicitor of commissioner for oaths is only required if you do not hold an existing private hire / hackney carriage driver.

(a) I am an existing private hire / hackney carriage driver

Please complete this section to confirm whether you have been convicted of any offence (this includes motoring and criminal offences), given a formal caution for any offence or have had any fixed penalty notice imposed on you since the grant of your licence. Please then sign and date the declaration. This does not have to be completed in the presence of a solicitor of commissioner for oaths.

(b) I am not an existing private hire / hackney carriage driver

Please complete this section giving details of any offence(s) you have been convicted of (this includes motoring and criminal offences), caution(s) or fixed penalty notice(s). You must complete this declaration in the presence of a solicitor of commissioner for oaths, even if you have not been convicted of any offence, been given any formal cautions or had any fixed penalty notice imposed on you.

Further copies of the declaration form are available on our website, or on request from the Licensing Section. Alternatively you may wish to make your own copies.

7. Planning permission

If this is an application for a first grant written planning permission for each of the premises mentioned in Section 1 may be required and therefore you are advised to contact Planning's Technical Support Team for advice. Email: planningrepresentations@wigan.gov.uk

If planning permission is required evidence that this has been obtained must be produced with this application. Where planning permission is deemed unnecessary you may be required to confirm this in writing.

Evidence of planning permission doesn't have to be produced if there is evidence that this has already been produced to the Licensing Section.

8. Change of ownership

Where there is a change in the ownership of a firm holding an operators licence (either by the addition or removal of one or more partner) this must be notified to the Council immediately in writing. The new owner(s) must then make an application for a new licence as if it were a first application, whether or not the operating name remains the same. There is no provision within the legislation to transfer a licence to operate private hire vehicles.

9. Contact the Licensing Section

- ☒ Email: licensing@wigan.gov.uk
- ☒ Website: www.wigan.gov.uk/TaxiLicensing