

Application for a Private Hire Operator Licence Guidance Notes

Please read these guidance notes carefully before completing your application. They will help you to complete the form correctly and submit all the required documentation.

1.	How to make an application
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Application Procedure

When your application is complete you need to pay the relevant fee (see our [fees and charges](#)) and email the following to licensing@wigan.gov.uk

- Completed application
- Evidence of Entitlement to Work in the UK (see guidance note 2)
- Public Liability Insurance
- Planning Permission

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.

2.	Entitlement to Work in the UK
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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 a copy of one of the document(s) included in the agreed list. You can find this list using the following link:

<https://www.wigan.gov.uk/Docs/PDF/Business/Licensing-Permits-Registrations/Proof-of-entitlement-to-work-in-UK.pdf>

Your application will not be considered valid until all the necessary information and document(s) have been produced and the relevant fee has been paid.

3.	How long will my licence last?
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All private hire operators licences are issued 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.

4.	Declaration of Convictions (including cautions and fixed penalty notices)
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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. (copies can be made of the declaration if required).

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

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 sign and date the declaration.

(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). This must be completed in the presence of a solicitor of commissioner for oaths if you do not hold an existing private hire / hackney carriage driver.

5.	Planning Permission
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If this is an application for a first grant, you may require written planning permission for each of the premises mentioned in Section 1 and you are advised to contact Planning for advice. You can contact them at planningsearches@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.

Failure to produce evidence of planning permission, if required, could result in your application being delayed.

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

6.	Change of Ownership
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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.