

# Kettering

## *Borough Council*

**APPLICATION FOR LICENCE  
TO ACT AS  
OPERATOR OF PRIVATE HIRE VEHICLE(S)**

**S.55 LOCAL GOVERNMENT  
(MISCELLANEOUS PROVISIONS) ACT 1976**

**FOR OFFICIAL USE ONLY**

Amount Paid .....

Receipt Number .....

Application checked .....

Licence Number .....

Date Issued .....

This form must be completed in full and, in the case of renewal applications, should be returned at least 2 working days prior to expiry of the current licence to ensure that the new licence is issued in time.

The licence fee must accompany the application. (£100.00)

Licences must be collected from the Customer Services Centre at Kettering Borough Council.

1. Full Name of Applicant

.....

Address of Applicant

.....

.....

Postcode .....

Home Telephone Number

.....

Mobile Telephone Number

.....

E-Mail Address

.....

Date and Place of Birth

.....

2. (a) Address(es) from which Private Hire business will be conducted.

(a) .....

.....

(b) Address where Private Hire Vehicles Register will be available for examination.

(b) .....

.....

(c) Proposed business trading name.

(c) .....

(d) How many Private Hire vehicles do you intend to operate from your base?

(d) .....

(e) Do you have or intend to have a waiting room at the premises for members of the public?

(e) YES/NO



<p>5. (a) Have you ever been refused a licence or had any licence concerned with Hackney Carriage or Private Hire suspended or revoked?</p> <p>If so, give details including name of Local Authority, reason given for suspension or revocation, and date.</p>	<p>(a) YES/NO</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
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<p>6. (a) Are you the holder of:</p> <p>(i) a current Private Hire Vehicle Licence; or</p> <p>(ii) a Hackney Carriage Driver's Licence?</p> <p>If so, please specify and give:</p> <p>(i) Badge / Plate Number</p> <p>(ii) Date of Issue</p> <p>(iii) Issuing Authority</p>	<p>(i) YES/NO</p> <p>(ii) YES/NO</p> <p>(i) .....</p> <p>(ii) .....</p> <p>(iii) .....</p>
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7. Please tick appropriate box:

I am not in partnership with any other person.

I am in partnership with the following person(s) who will complete a separate application

Name.....

Address .....

.....

.....

..... Postcode .....

**NOTE: This declaration forms part of the licence application and MUST be completed and signed by the applicant. Incomplete applications will not be processed.**

**DECLARATION:** I declare that, to the best of my knowledge and belief the statements made herein are true and correct and that I am in a position to fulfil, as a private hire operator, all reasonable obligations to the public. I realise that, if for the purpose of obtaining a Licence, I make any false statement or omit any material particular, I may be liable to prosecution.

Having read and understood the conditions applicable to a Licence (attached), I will comply therewith. I have detached and retained the Conditions for future reference.

I further declare that:

1. I have never been convicted for any offence.

OR

2. I have been convicted for an offence or offences and I list below within the terms of the Rehabilitation of Offenders Act 1974, every offence for which I have been convicted including the date of the offence, the place that the offence was committed and the sentence imposed by the Court. I have not been convicted for any other offence.

**DECLARATIONS 1. AND 2. ABOVE RELATE TO ALL OFFENCES INCLUDING ANY MOTORING OFFENCES.**

<u>Date of Court Appearance</u>	<u>Description of Offence</u>	<u>Description and Place of Court</u>	<u>Sentence or Order of the Court</u>
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Continue on separate sheet if necessary

**Signed** ..... **Dated** .....

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. It may also share this information with other enforcement agencies including but not limited to the Police and immigration authorities.

I hereby declare that the information given in this form is true, complete and correct and that I have no objections to the council making such enquiries as may be necessary to check the truth of that information, which could include requesting information from other Councils and Government departments. I authorise Kettering Borough Council to make such enquiries and receive information relating to my hackney carriage or private hire licence as they consider appropriate.

**EXPLANATORY NOTES ON THE  
REHABILITATIONS OF OFFENDERS ACT 1974**

This Act provides that after a certain lapse of time, convictions for criminal offences have to be regarded as 'spent'.

An application for a licence need not disclose spent convictions.

1. Sentences of imprisonment exceeding 30 months duration can never be treated as spent and must be disclosed however long ago they were imposed.
2. In other cases, the time which must elapse before a conviction is considered spent are set out below:

<b>SENTENCE</b>	<b>REHABILITATION PERIOD</b>	
	<b>Adult</b>	<b>Under 18 (at convictions)</b>
6 months to 30 months inclusive (prison/youth custody/detention centre corrective training)	10 years	5 years
Not more than 6 months (prison/youth custody/detention centre)	7 years	3½ years
Fine/probation order/community service order	5 years	2½ years
Cashiering/discharge with ignominy/dismissal with disgrace from HM Service	10 years	
Dismissal from HM Service	7 years	
Conditional discharge/bound over	1 year from conviction or when period expires (whichever is longer)	
Disqualification/prohibition	To end of disqualification/prohibition	
Absolute discharge	6 months	6 months
Mental Health Act order	5 years or 2 years after hospital Order ends (whichever longer)	

3. The periods of time which must elapse in other cases before the conviction becomes spent vary considerably according to the nature of the offence and other circumstances. The rehabilitation period may, for example, be extended by the commission of a further offence during the rehabilitation period. Because of this the summarised provisions above are intended only as a general guide.

Further guidance on this may be obtained from the Home Office publication "A Guide to the Rehabilitation of Offenders Act 1974".

**APPLICANTS SHOULD NOTE THAT TO MAKE A FALSE STATUTORY DECLARATION IS A SERIOUS CRIMINAL OFFENCE, PUNISHABLE UPON CONVICTION BY IMPRISONMENT FOR A TERM NOT EXCEEDING TWO YEARS OR TO A FINE TO BE DECIDED BY THE COURT OR BOTH. THIS STATUTORY DECLARATION MAY IN CERTAIN CIRCUMSTANCES BE FORWARDED TO POLICE FOR EXAMINATION.**

## Private Hire Operators Licence Conditions

By virtue of Section 55(3) of the 1976 Act, the following conditions are attached to the issue of this licence.

1. The licence will be issued for a period of twelve months from the last day of the month proceeding the date of issue.
2. The licence is NOT transferable.
3. Should the operator cease to carry on a private hire business, they shall return their operator's licence to the Head of Environmental Health, Municipal Offices, Bowling Green Road, Kettering. NN15 7QX, without delay.
4. Every booking of a private hire vehicle, invited or accepted by the holder of an operators licence, whether by accepting the booking from the hirer or by the undertaking it at the request of another operator, shall be entered in the private hire bookings register, before the commencement of the journey in respect of which the booking was made.
5. The private hire vehicle register will be kept by the operator at an address within the Borough of Kettering to be notified in writing.

The operator shall enter therein detailed particular particulars of all the private hire vehicles operated by the operator. This register will be kept up to date at all times.

6. All entries made in the private hire bookings register and the private hire vehicles register, must be made in ink and all such entries must be legible.
7. To ensure compliance with Section 56 (2 & 3) of the 1976 Act, it will be the responsibility of the operator to ensure that the private hire bookings register and the private hire vehicles register are available at all reasonable times for inspection by an authorised officer of the council, at an address within the Borough of Kettering to be notified in writing. Both registers must be kept for inspection for a minimum of three years after the last entry therein.
8. Any changes whatever in the particulars shown on the application form relating to this licence shall be notified in writing to the Head of Environmental Health, Municipal Offices, Bowling Green Road, Kettering. NN15 7QX, forthwith.
9. The holder of an operators licence shall notify or cause to be notified any conviction(s) recorded against them during the currency of their licence, which involves any offences under the 1976 Act or any criminal offence giving the date of conviction, particulars of the conviction and the penalty imposed, within fourteen days of conviction to the council.
10. The operator shall ensure that a private hire vehicle which has been hired to be in attendance at an appointed time and place, shall, unless delayed or prevented by some sufficient cause, punctually attend at such appointed time and place.
11. The operator shall retain the private hire drivers' licence so long as such drivers remain in his employ and such licences shall be made available for inspection by the council or the police at all reasonable times.
12. The operator shall at all times maintain vehicles used under the licence in a very high standard of mechanical efficiency the bodywork shall be kept free from dents and rust and maintained in a good state of cleanliness. The interior of the vehicle shall be kept in a good state of repair and cleanliness.
13. The operator shall not employ any person to drive a private hire vehicle for any period in excess of five and a half hours without a break of at least half an hour during which time the driver shall be free to take a meal or refreshment away from the vehicle.