

Application for a Licence to Operate Private Hire Vehicles
(For New and Renewal Applications)

What we will do with your Personal Information

Telford & Wrekin Council's Licensing Service is collecting your personal information for the purpose of meeting the statutory requirement of determining whether you are fit and proper to hold a licence under the Local Government (Miscellaneous Provisions) Act 1976.

Telford & Wrekin Council will not share any of your personal data collected with external organisations unless required to do so by law when your data may be shared with other regulating bodies. However, there may be occasions where we request further information from key third party organisations such as other regulating bodies.

National Fraud Initiative

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 details on the council's privacy arrangements please view the privacy page on the council's [website page](#).

Important - Applicants are asked to bear in mind the following when completing this form:

1. If statements made in this form are found to be false before the grant of a licence, the application may be refused.
2. Forms must be fully completed in ink and must be clearly legible

1. Application made on behalf of an individual or a partnership					
Applicant 1			Applicant 2		
Title			Title		
Surname			Surname		
Forenames			Forenames		
Postal Address			Postal Address		
Postcode			Postcode		
Telephone Numbers	Home		Telephone Numbers	Home	
	Work			Work	
	Mobile			Mobile	
Email Address			Email Address		
Date of Birth			Date of Birth		
National Insurance Number			National Insurance Number		

2. Application made on behalf of a corporate body including limited liability partnerships					
Full name of company					
Postal Address of Principle or Registered Office					
Postcode					
Telephone Numbers		Home			
		Work			
		Mobile			
Email Address					
Full names and addresses of all directors or other persons responsible for management of the business					
Applicant 1			Applicant 2		
Title			Title		
Surname			Surname		
Forenames			Forenames		
Postal Address			Postal Address		
Postcode			Postcode		
Telephone Numbers	Home		Telephone Numbers	Home	
	Work			Work	
	Mobile			Mobile	
Email Address			Email Address		
Date of Birth			Date of Birth		
National Insurance Number			National Insurance Number		

3. Name and Address of Licensed Premises	
Trading As	
Address	
Postcode	
Telephone Number	
Email Address	
Number of vehicles to be operated from this address	
Has planning permission been granted if operating two or more vehicles?	

Planning permission number	
Planning permission date of grant	

4. Declaration of Convictions - To be completed by individual & corporate body applicants (tick 'yes' or 'no')				
Have you or anyone named in this application (including a corporate body) been convicted of any offence?	Yes		No	
Have you or anyone named in this application ever been sentenced to a term of imprisonment (whether suspended or otherwise) for more than thirty months?	Yes		No	
Have you or anyone named in this application been sentenced to a term of imprisonment (whether suspended or otherwise) of six to thirty months within the last ten years ?	Yes		No	
Have you or anyone named in this application been sentenced to a term of imprisonment (whether suspended or otherwise) of six months or less within the last seven years ?	Yes		No	
Have you or anyone named in this application been sentenced to a period of training in a Detention Centre within the last three years ?	Yes		No	
Have you or anyone named in this application been fined within the last five years including motor offences ?	Yes		No	
Have you or anyone named in this application been made the Subject of a Community Service Order within the last five years ?	Yes		No	
Have you or anyone named in this application received an Absolute Discharge within the last six months ?	Yes		No	
Have you or anyone named in this application been subject to a Probation Order, Care Order, a Supervision Order or an Approved School Order, an Attendance Order, a Conditional Discharge or Bound Over within the last year ?	Yes		No	
Have you or anyone named in this application been subject to a Hospital Order within the last year ?	Yes		No	
Do you or anyone named (including a corporate body) in this application have any prosecutions pending?	Yes		No	

Important - Please give full and accurate details either below or on a separate piece of paper of any convictions already recorded against you or anyone named in this application or pending including motoring offences.			
Date of Conviction	Court	Offence	Sentence

Declaration of Applicant: -I hereby declare that the above information is a true, complete and correct record of my or persons' named in this application convictions and that I have no objection to the same being verified, and I understand that I may be liable to legal proceedings being taken against me or the revocation of any Private Hire Operators Licence which may be issued to me if my disclosures are found to be inaccurate or untrue.

Name of Applicant(s)	
Date	Signature(s)

Applications to be returned to:
Licensing Service, Telford & Wrekin Council, Addenbrooke House, Ironmasters Way, Telford, TF3 4NT
Email : licensing@telford.gov.uk
Fee payable – £635 for a new licence and £590 for a renewal (5yr licence).
Please pay by debit or credit card by telephoning 01952 381818.