

Private Hire Operator Guidance Notes & Application Form

LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976



GUIDANCE NOTES FOR THE NEW AND RENEWAL APPLICATION OF PRIVATE HIRE OPERATOR.

The accompanying application form must be fully completed by all relevant parties. All parties are to be present at the inspection visit.

If you do not already have an inspection visit scheduled, please contact the Licensing Team in order to book a mutually convenient date and time.

You can book:

- 1) Via email: taxi@cambridge.gov.uk
- 2) Via telephone: 01223 457888

Please note that new and renewal applications are by appointment only.

In preparation for the inspection visit you will need to ensure that:

- 1) All parties are present.
- 2) You have fully completed the application form and submitted this to the Enforcement Officer. This must be completed prior to the inspection visit. **Please note that if there is any sensitive information which you do not wish to declare in the presence of other licence applicants/ holders, it is your responsibility to advise the Enforcement Officer carrying out the inspection, before the inspection commences. This will ensure that the appropriate information is captured, confidentially.**
- 3) For applicants who are not already a licence holder with Cambridge City Council: you complete the Customer Awareness: Safeguarding, Equality and Protection training course and pass the test paper at the end. In order to book onto one of courses please call (01223) 457888. Please note the training course is subject to a fee.
- 4) You have paid the appropriate fee. This must be completed before the inspection. Please see: <https://www.cambridge.gov.uk/fees-for-taxi-licensing> for details of our fee structure.
- 5) You provide the necessary documentation associated with a Private Hire Operator application/ renewal:
 - Proof of Planning Permission granted (in respect of waiting room for members of the public)
 - Public Liability Insurance Document
 - Two references, at least one from professional person (e.g. accountant, solicitor, magistrate), who has known you at least two years, completed on the PHO Reference Proforma (**new applications only**). *Please note that the references must be dated no more than one month prior to the appointment date and any costs for the references to be provided must be paid for by each individual applicant.*
 - Evidence of eligibility to live/ work in the UK (e.g. Passport, Residence Permit)
 - For applicants who are not already a licence holder with Cambridge City Council: a Basic Disclosure certificate dated no later than one month from the date of issue

- Equality & Diversity Monitoring Form (this can be found at <https://www.cambridge.gov.uk/apply-for-or-renew-a-private-hire-operator-licence>).

6) Each person provides photographic identification which includes a specimen signature with them, i.e. passport or Drivers Licence.

Please note that Cambridge City Licensed drivers are permitted to provide their Cambridge City driver's badge as identification.

7) Each person provides a proof of address. Acceptable address identification **must be one of the following:-**

- Mortgage Statement (issued in the last 12 months)
- Bank or Building Society Statement (issued in the last 3 months)
- Bank or Building Society Account Opening Confirmation Letter (must still be valid)
- Credit Card Statement (issued in the last 3 months)
- Financial Statement e.g. pension or endowment (issued in the last 12 months)
- P45 or P60 Statement (issued in the last 12 months)
- Council Tax Statement (issued in the last 12 months)
- Utility Bill (issued in the last 3 months)
- Benefit Statement e.g. child benefit, pension (issued in the last 3 months)
- Central or Local Government, Government Agency or Local Council Document giving entitlement e.g. from DWP, HMRC (issued in the last 3 months)

Please note the following:

1. All licence holders are jointly and severally liable for the actions of one another in relation to the private hire operator licence.
2. It will be assumed that, by signing the application form, all parties understand the implications of the application and their obligations in respect of it.
3. Applicants are advised to consider taking independent legal advice, if they have any concerns or questions.

Application Form Information

You must have read the accompanying Guidance Notes prior to completing the application form.

All relevant parties **MUST** sign the sections of the application form where requested. Failure to do so will result in the application being rejected.

Please note that licence holders are jointly and severally liable for the actions of one another in relation to the private hire operator licence.

By completing, signing and submitting this application form, all parties agree that they understand the implications of the application and their obligations in respect of it.

Please complete the form in BLOCK CAPITALS AND BLACK INK.

1a. Please indicate below the type of application you are making? (✓ as appropriate)

New ☐ First Renewal ☒ Subsequent Renewal ☐

1b. Please indicate the duration of licence? (✓ as appropriate)

1 Year (New Application) ☐ 5 Year (Renewal Applications Only) ☐
1 Year (Renewal Application) ☐

2. Company Details

COMPANY TRADING NAME (no more than 20 letters): KEVIN GENT

REGISTERED ADDRESS OF COMPANY:

REGISTRATION NUMBER OF COMPANY:

3. Correspondence Email

EMAIL ADDRESS FOR CORRESPONDENCE:

PLEASE NOTE THAT THE CITY COUNCIL WILL CORRESPOND WITH YOU VIA EMAIL IN THE FIRST INSTANCE. YOU ARE THEREFORE REQUIRED TO PROVIDE AN ACCURATE, UP TO DATE EMAIL ADDRESS FOR THIS CORRESPONDENCE.

4. Operator Address (Please detail every address at which you are, or intend to carry on as an Operator, the location must be within 10 miles of the City boundary)

Contact
Number

1. [REDACTED]

[REDACTED]

2.

3.

4.

5. Additional Questions

a) Do all the premises listed above have planning permission for the operation of vehicles?

YES ☐ NO ☒

(Please note that this only applies for operators with MORE THAN TWO vehicles, if YES, proof will be required)

b) Which of the premises listed has a waiting room for members of the public?

(Please note that this only applies for operators with MORE THAN TWO vehicles and, if this is a new application an inspection will be required)

YES NO

1 ☐ ☒

2 ☐ ☐

3 ☐ ☐

4 ☐ ☐

c) What are your reasons for applying for an operator licence with Cambridge City Council? e.g. if granted a licence what do you intend to do within the district of Cambridge City?

TO BE ABLE TO UNDERTAKE PRIVATE WORK PREBOOKED

d) Please detail what equipment and facilities you intend to have available at each of the above premises:

1.

N/A

2.

3.

4.

e) Are you licensed as a Private Hire Operator with any other licensing authority?

YES ☐ NO ☒

If yes, please provide details of each operator licence you hold:

f) Do you intend to fit radio phones in the vehicles you operate?

YES ☐ NO ☒

If yes, please state:

i) Radio Licence Number: _____

ii) Make and Model: _____

iii) Broadcast Frequency: _____

iv) Address of where the radio transmitter is based: _____

g) Please complete the following fleet information for the Private Hire Vehicles you intend to operate:

i) Total number of vehicles: 1

ii) Make-up of fleet (e.g. numbers of saloon, multi-seaters, low emission vehicles etc.):

LOW EMISSION SALOON

iii) Number of wheelchair-accessible vehicles: N/A

h) Do you intend to use Hackney Carriage Vehicles in order to fulfil bookings?

YES ☐ NO ☒

i) If yes, please state the number of Hackney Carriage Vehicles you intend to use:

ii) If yes, please also explain what safeguards are in place to protect passengers:

i) Do you intend to sub-contract bookings to other operators?

YES ☐ NO ☒

If yes, please provide details of the operators you intend to sub-contract to, who they are licensed by and the methods in which bookings are passed over.

j) What suitability checks or requirements are undertaken on drivers?

N/A

k) What training is given to drivers?

N/A

l) What suitability checks or requirements are undertaken on staff members?

N/A

m) What training is given to staff members?

N/A

n) What disciplinary procedures do you have in place?

N/A

o) What is your complaints procedure?

CONTACT CAMBRIDGE CITY COUNCIL

p) Do you operate an equal opportunities policy?

YES ☐ NO ☐

N/A

If no, please explain why not:

q) What fare structure do you intend to use?

METERED + FIXED PRICE

r) Do you intend to use any taxi fare calculator app in order to calculate fares?

YES ☐ NO ☒

If yes, please detail the name and publisher of the app and how it works:

s) Do you intend to operate any surge pricing as part of the fare structure?

YES ☐ NO ☒

If yes, please explain details of the surge pricing to be used:

If yes, and you intend to use Hackney Carriage Vehicles to fulfil bookings, please explain how you will ensure that passengers will not be overcharged:

t) How is the fare structure advertised to passengers?

AGREED IN ADVANCE
OR METERED FARE

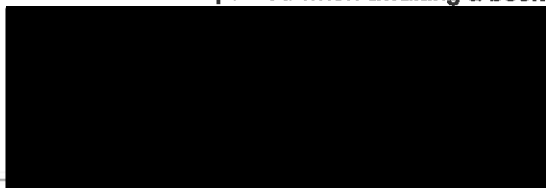
u) Are you registered with the Information Commissioner's Office on the Data Protection Public Register?

YES ☐ NO ☐

If not, please explain why:

N/A

v) Where are vehicles parked when awaiting a booking or not working?



6. Bookings

a) When making a booking can passengers specify a vehicle to suit their needs? e.g. wheelchair-accessible vehicle, number of seats required etc.

YES ☐ NO ☒

If yes, please explain how passengers can request a suitable vehicle:

If no, please explain how you will ensure a suitable vehicle is sent to the customer:

N/A

b) If you operate vehicles licensed by more than one licensing authority are passengers able to choose a vehicle licensed by a specific licensing authority?

YES ☐ NO ☐

N/A

c) Can vehicles be booked in advance?

YES ☒ NO ☐

If you do not allow pre-bookings please explain how you ensure that drivers are not illegally plying for hire

d) Please answer the following questions, as applicable, explaining how you intend to accept bookings:

Method	Details
In person	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
Telephone	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> Please state the telephone numbers which customers can call to make a booking: <div style="background-color: black; width: 150px; height: 20px; margin-bottom: 5px;"></div> How many telephone lines will be in operation for the public to use? <div style="text-align: center;">1</div> In any of the above are 'free phones' please give the name/details of their location: <div style="border-bottom: 1px solid black; width: 150px; margin-top: 5px;"></div>
E-mail	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> E-mail addresses: <div style="background-color: black; width: 200px; height: 30px; margin-top: 5px;"></div>
Website	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> Website address: <div style="border-bottom: 1px solid black; width: 200px; margin-top: 5px;"></div>
Mobile app	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> Name of app: <div style="border-bottom: 1px solid black; width: 150px; margin-top: 5px;"></div> Does the app belong to you? YES <input type="checkbox"/> NO <input type="checkbox"/> If no, who owns the app? Please explain how the app works ensuring you also answer the questions below; <ul style="list-style-type: none">• Who will invite the booking?• Who will accept the booking?• Where are bookings received to?• Does the booking remain a contract with the operator and not direct with the driver?• Where are the servers that store/process booking records based?• How is a booking given to a driver?• How do you ensure the triple lock licensing rule is observed? i.e. driver, vehicle and operator are all licensed by the same licensing authority• How does a passenger know which licensing authority licences the driver and vehicle?• What information is given to the passenger?

7a. Personal Details (Licence Applicant/ Holder)			
Position In the Private Hire Operator Business:			
TITLE: MR SURNAME: GENT FIRST NAMES: KEVIN JOHN	DATE OF BIRTH: [REDACTED] TOWN OF BIRTH: [REDACTED] COUNTRY OF BIRTH: [REDACTED]		
PLEASE DETAIL IF YOU HAVE BEEN KNOWN BY ANY OTHER NAMES (this includes maiden names):			
NAME: NAME: N/A NAME:	DATE FROM: DATE TO: DATE FROM: DATE TO: DATE FROM: DATE TO:		
HOME ADDRESS: <div style="background-color: black; width: 250px; height: 40px; margin: 5px 0;"></div> <div style="text-align: right; margin-top: 10px;"> POST CODE: [REDACTED] </div>			
7b. Contact Information			
Home Telephone Number: Mobile Telephone Number: Email Address:	<div style="background-color: black; width: 100%; height: 70px;"></div>		
7c. CONVICTIONS			
Do you have any spent convictions? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>			
Do you have any unspent convictions? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>			
You must detail all convictions, cautions, reprimands and final warnings. Continue on to a separate sheet if necessary.			
This information, along with the other aspects of the application process, will be used to ensure that Cambridge City Council can be satisfied that you are a "fit and proper" person to hold a private hire operator licence.			
The disclosure of a criminal record or other relevant information will not necessarily disbar a person from obtaining or holding a private hire operator's licence unless the Council considers the nature of the convictions to render you unfit.			
Whilst each application is considered on its own merit a person who is found to have (at the time of application for the grant or renewal of a licence or during the period of a licence being valid) convictions within the Council's 'Taxi Drivers- Grounds for Disbarment' policy, will not normally be granted a licence, and in the case of an existing licence holder, may have it revoked.			
Date of conviction / caution / endorsement	Title of conviction	Nature of conviction	Penalty

7d. Are you currently under any criminal investigation or have any pending court cases (including motoring offences)?

YES ☐ NO ☒ (✓ as appropriate). If answering 'yes' please give details below:

7e. Have you been licensed to work as a Private Hire Operator before?

YES ☒ / NO ☐ (✓ as appropriate) If answering 'yes' please give details below:

Name of Council: CAMBRIDGE CITY COUNCIL

Type of licence: PRIVATE HIRE OPERATORS LICENCE (PH0089)

Period during which licence was held: 25/1/19 - 24/1/20

7f. Have you ever had a Private Hire Operator's licence refused, revoked or suspended?

YES ☐ / NO ☒ (✓ as appropriate) If answering 'yes' please give details below:

Name of Council:

Date:

Refusal ☐ / Revocation ☐ / Suspension ☐ (Mark as applicable)

Reasons:

7g. Are you currently licensed to drive a Hackney Carriage or Private Hire Vehicle with Cambridge City?

YES ☒ / NO ☐ (✓ as appropriate) If answering 'yes' please give details below:

Date of licence Expiry: 21/2/22

Driver Number: DDL541

If No, you will need to provide a BASIC DBS Disclosure to the Commercial & Licensing Team as part of your Private Hire Operator application.

7h. Relevant Information

1. Have you ever been, or are you currently, the director or secretary of a company?

YES ☐

NO ☒

If yes to the above, please provide the details (name, address, trade/ business activity, duration/ period) of the companies.

2. Were there, or are there, any convictions recorded against the company?

YES ☐

NO ☐

If yes to the above, please provide the details (nature of conviction, date, outcome).

3. What trade, business or profession have you carried on in the past 5 years prior to applying for this licence? Please provide full details (name, date, your position, location):

7i. Do you hold a full British passport?

YES ☒ NO ☐ (✓ as appropriate)

If **YES** please detail Passport Number:

7j. Do you have the right to live and work in the UK?

You may be asked for documentary evidence if you do not hold a full British Passport.

YES ☒ NO ☐ (✓ as appropriate)

Please detail your National Insurance Number:

If **NO** please detail any restrictions on your right to remain in the UK (including any relevant dates):

7k. References (for NEW applicants only)

Please provide the details of the two referees; one must be a professional referee (e.g. accountant, solicitor, magistrate) that you have obtained references from (and have submitted at your appointment) as part of your application.

Please note that the references must be dated no more than one month prior to the new appointment date.

TITLE:

SURNAME:

FIRST NAMES:

ADDRESS:

CONTACT NUMBER:

E-MAIL:

TITLE:

SURNAME:

FIRST NAMES:

ADDRESS:

CONTACT NUMBER:

E-MAIL:

7l. DECLARATION

I declare that the information which I have given above is accurate and true.

Signed:

Dated: 11 / 9 / 19

Print Name:

K J GENT

THIS BOX HAS BEEN INTENTIONALLY LEFT BLANK

8a. Personal Details (Licence Applicant/ Holder)			
Position in the Private Hire Operator Business:			
TITLE: SURNAME: FIRST NAMES:		DATE OF BIRTH: TOWN OF BIRTH: COUNTRY OF BIRTH:	
PLEASE DETAIL IF YOU HAVE BEEN KNOWN BY ANY OTHER NAMES (this includes maiden names):			
NAME:		DATE FROM:	
		DATE TO:	
NAME:		DATE FROM:	
		DATE TO:	
NAME:		DATE FROM:	
		DATE TO:	
HOME ADDRESS:			
POST CODE:			
8b. Contact Information			
Home Telephone Number:			
Mobile Telephone Number:			
Email Address:			
8c. CONVICTIONS			
Do you have any spent convictions? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Do you have any unspent convictions? YES <input type="checkbox"/> NO <input type="checkbox"/>			
You must detail all convictions, cautions, reprimands and final warnings. Continue on to a separate sheet if necessary.			
This information, along with the other aspects of the application process, will be used to ensure that Cambridge City Council can be satisfied that you are a "fit and proper" person to hold a private hire operator licence.			
The disclosure of a criminal record or other relevant information will not necessarily disbar a person from obtaining or holding a private hire operator's licence unless the Council considers the nature of the convictions to render you unfit.			
Whilst each application is considered on its own merit a person who is found to have (at the time of application for the grant or renewal of a licence or during the period of a licence being valid) convictions within the Council's 'Taxi Drivers- Grounds for Disbarment' policy, will not normally be granted a licence, and in the case of an existing licence holder, may have it revoked.			
Date of conviction / caution / endorsement	Title of conviction	Nature of conviction	Penalty

8d. Are you currently under any criminal investigation or have any pending court cases (including motoring offences)?

YES ☐ **NO** ☐ (✓ as appropriate). If answering 'yes' please give details below:

8e. Have you been licensed to work as a Private Hire Operator before?

YES ☐ / **NO** ☐ (✓ as appropriate) If answering 'yes' please give details below:

Name of Council:

Type of licence:

Period during which licence was held :

8f. Have you ever had a Private Hire Operator's licence refused, revoked or suspended?

YES ☐ / **NO** ☐ (✓ as appropriate) If answering 'yes' please give details below:

Name of Council:

Date:

Refusal ☐ / **Revocation** ☐ / **Suspension** ☐ (Mark as applicable)

Reasons:

8g. Are you currently licensed to drive a Hackney Carriage or Private Hire Vehicle with Cambridge City?

YES ☐ / **NO** ☐ (✓ as appropriate) If answering 'yes' please give details below:

Date of licence Expiry:

Driver Number:

If No, you will need to provide a BASIC DBS Disclosure to the Commercial & Licensing Team as part of your Private Hire Operator application.

8h. Relevant Information

1. Have you ever been, or are you currently, the director or secretary of a company?

YES ☐

NO ☐

If yes to the above, please provide the details (name, address, trade/ business activity, duration/ period) of the companies.

2. Were there, or are there, any convictions recorded against the company?

YES ☐

NO ☐

If yes to the above, please provide the details (nature of conviction, date, outcome).

3. What trade, business or profession have you carried on in the past 5 years prior to applying for this licence? Please provide full details (name, date, your position, location):

8i. Do you hold a full British passport?

YES ☐ NO ☐ (✓ as appropriate)

If **YES** please detail Passport Number:

8j. Do you have the right to live and work in the UK?

You may be asked for documentary evidence if you do not hold a full British Passport.

YES ☐ NO ☐ (✓ as appropriate)

Please detail your National Insurance Number:

If **NO** please detail any restrictions on your right to remain in the UK (including any relevant dates):

8k. References (for NEW applicants only)

Please provide the details of the two referees; one must be a professional referee (e.g. accountant, solicitor, magistrate) that you have obtained references from (and have submitted at your appointment) as part of your application.

Please note that the references must be dated no more than one month prior to the new appointment date.

TITLE:

SURNAME:

FIRST NAMES:

ADDRESS:

CONTACT NUMBER:

E-MAIL:

TITLE:

SURNAME:

FIRST NAMES:

ADDRESS:

CONTACT NUMBER:

E-MAIL:

8l. DECLARATION

I declare that the information which I have given above is accurate and true.

Signed: _____

Dated: / /

Print Name: _____

THIS BOX HAS BEEN INTENTIONALLY LEFT BLANK

9. Schedule of Private Hire Vehicles (at time of application/ renewal)

Please continue on a separate sheet if necessary

[illegible]

10. Schedule of Ancillary Staff (e.g. telephone call handlers, at time of application/ renewal) Please continue on a separate sheet if necessary

[illegible]

11. Declarations

1. I understand that any licence issued will be subject to the provisions of:
 - (i) the Town Police Clauses Act 1847
 - (ii) the Local Government (Miscellaneous Provisions) Act 1976
 - (iii) the Council's licence conditions
2. I accept that any licence issued will belong to the Council, and if lost or damaged, I will be liable for the cost of replacement.
3. I understand that it is an offence under the terms of the Local Government (Miscellaneous Provisions) Act 1976, Section 57(3) to knowingly or recklessly make a false statement or to omit any information required in this form.
4. I understand that any changes to any particulars must be notified in writing to the Cambridge City Council within 7 days.
5. I HEREBY DECLARE that all particulars entered on this form are true and correct to the best of my knowledge and belief. I authorise the Council to make such enquiries as they, at their sole discretion, may deem to be reasonably necessary in respect of my application.
6. I understand that all private hire operator licence holders are jointly and severally liable for the actions of one another in relation to the operator licence and that it is for joint licence holders to make suitable partnership arrangements to manage the business/ company.
7. I understand the implications of the application and my obligations in respect of it.
8. I declare that the information detailed above in 9a is accurate and true at the time of application.
9. I declare that the business/ company has adequate processes in place to undertake the necessary and suitable checks for ALL ancillary staff, as detailed above, to ensure that they handle sensitive information correctly and that they are to the best of my knowledge fit and proper to hold such a position within the business/ company.
10. I understand that the Hackney Carriage & Private Hire Licensing Policy and associated Handbook is intended to ensure that the trade and public have a document(s) which fully explains the licensing procedures to all parties in a clear and transparent manner. I understand that it is my responsibility to access these documents and to read and understand them.

The information that you provide on this form and that obtained from other relevant sources will be used to process your application for a Private Hire Operator Licence.

The personal information that you give us will also be used in a confidential manner to help us monitor our processes. We may also use the information if there is a complaint or legal challenge relevant to this process. We may check the information collected. We may also use or pass to certain third parties information to prevent or detect crime, to protect public funds, or in other ways as permitted by law.

A full privacy notice is available on our website at : <https://www.cambridge.gov.uk/media/6335/environmental-health-privacy-notice.pdf>

By signing this declaration you authorise us to collect, process and retain your personal data as described in the privacy notice.

LICENCE APPLICANT/ HOLDER:

Signed: _____

Dated: 11 / 9 / 19

Print Name: RJ GENT

LICENCE APPLICANT/ HOLDER:

Signed: _____

Dated: / /

Print Name: _____

FOR OFFICE USE ONLY – LICENCE APPLICANT/ HOLDER			
Received by:			
Designation:		Date:	
APPLICANT AS DETAILED IN 6a: Identification Documents Received, Checked & Detailed			YES <input type="checkbox"/>
IDENTIFICATION VERIFICATION Please detail the type of ID seen, the document number and the type of address verification provided using the codes below: PP – Passport DL – Driving Licence CDB – City Council Licensed Driver's Badge BS – Bank or Building Society Statement UB – Utility Bill MS – Mortgage Statement CC – Credit Card Statement FS – Financial Statement BBA – Bank or Building Society Account Opening Confirmation Letter P45 – P45 Statement P60 – P60 Statement CT – Council Tax Statement BF – Benefit Statement LG – Central/ Local Government, Government Agency or Local Council Document			
LICENCE HOLDER (1)	TYPE OF ID SEEN	NUMBER	ADDRESS VERIFICATION
Basic DBS Disclosure Required: YES <input type="checkbox"/> NOT APPLICABLE (please complete next section) <input type="checkbox"/> BASIC DBS CERTIFICATE NUMBER: DATE OF ISSUE: DBS SIGNED OFF BY: DATE: FURTHER ACTION:		Enhanced DBS Disclosure Referenced (if currently a licensed driver with CCC): <input type="checkbox"/> ENHANCED DBS CERTIFICATE NUMBER: DATE OF ISSUE: UP TO DATE DBS SIGNED OFF BY: DATE: FURTHER ACTION:	
Customer Awareness course complete?		YES <input type="checkbox"/> NO <input type="checkbox"/> NOT APPLICABLE <input type="checkbox"/>	
References Required:		YES <input type="checkbox"/> NOT APPLICABLE <input type="checkbox"/>	
DATE OF REFERENCE 1:		DATE REFERENCE 1 RECEIVED:	
ADDITIONAL INFORMATION/ NOTES:			
REFERENCES AUTHORISED FOR PROCESSING:		YES <input type="checkbox"/> NO <input type="checkbox"/>	
FURTHER ACTION:			
DATE OF REFERENCE 2:		DATE REFERENCE 2 RECEIVED:	
ADDITIONAL INFORMATION/ NOTES:			
REFERENCES AUTHORISED FOR PROCESSING:		YES <input type="checkbox"/> NO <input type="checkbox"/>	
FURTHER ACTION:			

FOR OFFICE USE ONLY – LICENCE APPLICANT/ HOLDER			
Received by:			
Designation:		Date:	
APPLICANT AS DETAILED IN 7a: Identification Documents Received, Checked & Detailed			YES <input type="checkbox"/>
IDENTIFICATION VERIFICATION Please detail the type of ID seen, the document number and the type of address verification provided using the codes below:			
PP – Passport DL – Driving Licence CDB – City Council Licensed Driver's Badge BS – Bank or Building Society Statement UB – Utility Bill MS – Mortgage Statement CC – Credit Card Statement FS – Financial Statement BBA – Bank or Building Society Account Opening Confirmation Letter P45 – P45 Statement P60 – P60 Statement CT – Council Tax Statement BF – Benefit Statement LG – Central/ Local Government, Government Agency or Local Council Document			
LICENCE HOLDER (2)	TYPE OF ID SEEN	NUMBER	ADDRESS VERIFICATION
Basic DBS Disclosure Required: YES <input type="checkbox"/> NOT APPLICABLE (please complete next section) <input type="checkbox"/> BASIC DBS CERTIFICATE NUMBER: DATE OF ISSUE: DBS SIGNED OFF BY: DATE: FURTHER ACTION:		Enhanced DBS Disclosure Referenced (If currently a licensed driver with CCC: <input type="checkbox"/>) ENHANCED DBS CERTIFICATE NUMBER: DATE OF ISSUE: UP TO DATE DBS SIGNED OFF BY: DATE: FURTHER ACTION:	
Customer Awareness course complete?		YES <input type="checkbox"/> NO <input type="checkbox"/> NOT APPLICABLE <input type="checkbox"/>	
References Required:		YES <input type="checkbox"/> NOT APPLICABLE <input type="checkbox"/>	
DATE OF REFERENCE 1: ADDITIONAL INFORMATION/ NOTES:		DATE REFERENCE 1 RECEIVED:	
REFERENCES AUTHORISED FOR PROCESSING: FURTHER ACTION:		YES <input type="checkbox"/> NO <input type="checkbox"/>	
DATE OF REFERENCE 2: ADDITIONAL INFORMATION/ NOTES:		DATE REFERENCE 2 RECEIVED:	
REFERENCES AUTHORISED FOR PROCESSING: FURTHER ACTION:		YES <input type="checkbox"/> NO <input type="checkbox"/>	

FOR OFFICE USE ONLY – THE BUSINESS/ COMPANY

INSPECTION APPOINTMENT BOOKED FOR - DATE: / /

INSPECTION DATE UNDERTAKEN: / /

BY:

WORKSHEET NUMBER:

Planning Permission Documents Received, Checked & Copied

YES ☐

NOT APPLICABLE ☐

NOTES/ ADDITIONAL INFO:

Public Liability Insurance Documents Received, Checked & Copied

YES ☐

NOT APPLICABLE ☐

NOTES/ ADDITIONAL INFO:

DATE LICENCE GRANTED:

THIS BOX HAS BEEN INTENTIONALLY LEFT BLANK

