

TEWKESBURY BOROUGH COUNCIL

PRIVATE HIRE OPERATORS LICENSING POLICY

General

Unless otherwise terminated, the licence shall remain in force for a period of one year.

Background Checks

The applicant must provide a Basic Criminal Record Disclosure and provide appropriate photographic identity documentation on initial application and then at 3 year intervals on renewal.

(Where the applicant has also submitted an application for a Hackney Carriage or Private Hire Driver Licence to the Licensing Authority, the Enhanced Criminal Record Check that is undertaken as part of that application will be accepted instead of needing to provide a Basic Criminal Record Disclosure).

Location(s) of Operator Base

The location(s) where an operator makes provision for taking a booking must be within the Licensing Authority's boundaries. These may be office addresses, business addresses or a home addresses, and must have appropriate planning permission if required.

New Applications

To make an application, the applicant(s) must;

- Complete and submit to the Licensing Authority the appropriate application form.
- Pay to the Licensing Authority the appropriate fee.
- The applicant(s) must have satisfied the Licensing Authority that they are a fit and proper person and must provide a Basic Criminal Record Disclosure and provide appropriate photographic identity documentation. (Where the applicant has also submitted an application for a Taxi or Private Hire Driver Licence to the Licensing Authority, the Enhanced Criminal Record Check that is undertaken as part of that application will be accepted instead of needing to provide a Basic Criminal Record Disclosure).

Additional Application Requirements for Foreign Nationals and Persons That Have Resided Outside the UK

Criminal Convictions – The Licensing Authority must be satisfied that the applicant(s) is a fit and proper person. In order to determine this, the applicant must do the following;

Provide a Basic Criminal Record Disclosure as detailed in application requirements above. The Basic Criminal Record Disclosure will show any convictions that have been committed in the UK.

In addition to the Basic Criminal Record Disclosure the applicant must provide the Licensing Authority with a criminal record disclosure from all countries outside the UK they have resided from the age of 18 in or if those countries do not produce such information a certificate of good conduct from the embassy or legation from all countries outside the UK that they have resided in from the age of 18. This certificate must be an original and if in a foreign language must be accompanied by an original certified translation from a sworn translator. Any costs involved in such certificates and translations must be paid by the applicant.

Renewal Applications

A renewal application must be completed prior to the expiry date of the private hire operator's Licence. There is no period of grace if a renewal is submitted after the expiry date.

To make a renewal application the applicant(s) must;

- Complete and submit to the Licensing Authority the appropriate renewal application form.
- Pay to the Licensing Authority the appropriate renewal fee.
- Provide a Basic Criminal Record Disclosure if this is due. (Where the applicant has also submitted a renewal application for a taxi or private hire driver licence to the Licensing Authority, the Enhanced Criminal Record Check that is undertaken as part of that application will be accepted instead of needing to provide a Basic Criminal Record Disclosure).