

**Taxi Licensing Team**

PO Box 532, Town Hall, Manchester M60 2LA  
taxi.licensing@manchester.gov.uk  
www.manchester.gov.uk/taxi



**MANCHESTER  
CITY COUNCIL**

## **New Application for a Private Hire Operator's Licence**

Please ensure that all individuals complete the relevant sections of the form in black ink

Please note that information as to the Company name \*contact address and \*contact telephone numbers will be made available to the Public via the Public Register \* (see Base details below)

### **Right to work in the UK**

*The Immigration Act 2016 now places a duty on the Council not to issue a licence to an individual who does not have the correct lawful immigration status and the right to work. Following the submission of your application, all applicants/directors/secretaries will be invited to attend an interview with an officer from the Licensing Unit to verify 'right to work documents'*

This application and any granting of a licence does not supersede any other relevant legislation/regulations for example: (*this list is not exhaustive*)

- Planning
- Health and Safety
- Fire regulations
- Gambling Act (relating to the prohibition of any gaming machines on the premises)

It is the applicant's responsibility to ensure that any/all other relevant legislation or regulations are complied with.

Is the application on behalf of a: Please complete relevant section	Sole Trader <input type="checkbox"/>	Partnership <input type="checkbox"/>	Limited Company <input type="checkbox"/>
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### Sole trader

Please complete section only if you are going to operate the business as a sole trader (on your own and not as a limited company)

#### Sole Trader - Applicant Details

Surname			
First Name(s)			
Home Address			
		Post Code	

#### Sole Trader Personal Contact Details

Telephone Number		Mobile	
E-mail address		Date of Birth	DD MM YYYY
National Insurance Number			

### Partnership

Please complete section only if you are going to operate the business with a partner, where the business is not a limited company

#### Partnership – First Applicant Details

Surname			
First Name(s)			
Home Address			
		Post Code	

#### Partnership - First Applicant Personal Details

Telephone Number		Mobile	
E-mail address		Date of Birth	DD MM YYYY
National Insurance Number			

#### Partnership – Second Applicant Details

Surname			
First Name(s)			
Home Address			
		Post Code	

**Partnership - Second Applicant Personal Details**

Telephone Number		Mobile	
E-mail address		Date of Birth	DD MM YYYY
National Insurance Number			

**Limited Company**

Please complete section Only if you are going to operate the business as a Limited Company

**Limited Company**

Company Name			
Head Office Address			
		Post Code	
Telephone Number		Mobile	
E-mail address			
Company House Registration Number			

**First Company Director**

Surname			
First Name(s)			
Home Address			
		Post Code	

**First Company Director Personal Details**

Telephone Number		Mobile	
E-mail address		Date of Birth	DD MM YYYY
National Insurance Number			

**Second Company Director**

Surname			
First Name(s)			
Home Address			
		Post Code	

**Second Company Director Personal Details**

Telephone Number		Mobile	
E-mail address		Date of Birth	DD MM YYYY
National Insurance Number			

**Company Secretary**

Surname			
First Name(s)			
Home Address			
		Post Code	

**Company Secretary Personal Details**

Telephone Number		Mobile	
E-mail address		Date of Birth	DD MM YYYY
National Insurance Number			

**Base Details**

The name and contact details will appear on the licence and public register

**Base Details**

Operating Business Name <i>Cannot include the words Taxi, Cab or anything similar</i>			
Name to be displayed on stickers			
Base Address			
		Post Code	

**Base Contact Details**

Telephone Number		Mobile	
E-mail address			

**Base Facilities****Waiting Room**

	Yes	No		Yes	No
Does the base have a public waiting area?	<input type="checkbox"/>	<input type="checkbox"/>	Is there sufficient heating, ventilation and illumination in the premises	<input type="checkbox"/>	<input type="checkbox"/>
Does It have adequate public seating?	<input type="checkbox"/>	<input type="checkbox"/>			

<b>Office</b>			
Telephone facilities	Please provide telephone numbers that will be available for public booking		
Adequate staff	<input type="checkbox"/>	<input type="checkbox"/>	
Will the base have an office manager	<input type="checkbox"/>	<input type="checkbox"/>	
Who will be involved in the day to day running of the business? Please specify			
How will you ensure that any office staff : <ul style="list-style-type: none"> <li>•Have no unspent criminal convictions</li> <li>•Have the right to work in the UK in your business</li> <li>•Are honest and trustworthy</li> <li>•Have good customer services skills</li> </ul> Please specify or provide copies of relevant business literature			
<b>Radio Equipment?</b>			
Will the base have radio equipment installed	<input type="checkbox"/>	<input type="checkbox"/>	
Name of equipment	Specify		
How will the equipment be maintained?	Specify		

## Records

### Operators must keep adequate records.

What system will be used to record bookings	Specify	
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### Will you have facilities to keep records as follows:-

	Yes	No		Yes	No
Time Booking received	<input type="checkbox"/>	<input type="checkbox"/>	Time Booking Allocated	<input type="checkbox"/>	<input type="checkbox"/>
Pick up location	<input type="checkbox"/>	<input type="checkbox"/>	Name of Hirer	<input type="checkbox"/>	<input type="checkbox"/>
Destination	<input type="checkbox"/>	<input type="checkbox"/>			

**Name and home address of:**

Every private hire driver operated by them

Every private hire vehicle proprietor operated by them

### Details of:

Date of expiry of MCC private hire driver licence

Date of expiry of MCC private hire vehicle

Unique call sign allocated to each private hire vehicle operated by them

## Vehicles

How many private hire vehicles do you intend to Operate	0 - 5	<input type="checkbox"/>
	5 - 10	<input type="checkbox"/>
	10 - 50	<input type="checkbox"/>
	50 - 100	<input type="checkbox"/>
	More than 100	<input type="checkbox"/> please state number

What type of vehicle do you intend to operate?	Private Hire	<input type="checkbox"/>
	Airport shuttle service	<input type="checkbox"/>
	Chauffeur / executive hire	<input type="checkbox"/>
	Novelty vehicles	<input type="checkbox"/>
	Park and ride	<input type="checkbox"/>
	Stretch limousine hire	<input type="checkbox"/>
	Wedding vehicles	<input type="checkbox"/>
	Other (please state below)	<input type="checkbox"/>

**The following page(s) must be completed by each person named in the application.  
A copy for each person must be included with the application**

**Please specify your trade, business or profession for the last 5 years (calculated from the date of this application)**

Name *Business/ Trade /Profession <i>Delete as appropriate</i>			
Date from	DD MM YYYY	Date to	DD MM YYYY
Name *Business/ Trade /Profession <i>Delete as appropriate</i>			
Date from	DD MM YYYY	Date to	DD MM YYYY
Name *Business/ Trade /Profession <i>Delete as appropriate</i>			
Date from	DD MM YYYY	Date to	DD MM YYYY
Name *Business/ Trade /Profession <i>Delete as appropriate</i>			
Date from	DD MM YYYY	Date to	DD MM YYYY

Have you ever applied for an Operator Licence before	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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If yes please provide following details

Name of Local Authority			
Date of application	DD MM YYYY		
Was the application	Granted		Refused

If refused please provide details of reason

Have you ever had an Operator Licence *revoked or suspended ( <i>*delete as appropriate</i> )	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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If yes please provide following details

Name of Local Authority			
Operator Licence Valid from	DD MM YYYY	Date revoked/suspended	DD MM YYYY

Please provide details of reason for revocation/ suspension

Have you ever been the director or secretary of a Company that has applied for an Operator Licence?		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If yes please provide following details					
Name of Company					
Name of Authority	DD MM YYYY	Date of application	DD MM YYYY		
Please provide any details					
Have you ever been the director or secretary of a Company that has had convictions recorded against that Company		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Name of Company					
Date from	DD MM YYYY	Date to	DD MM YYYY		
Please provide any details					

### Immigration Status – Right to work

The Immigration Act 2016 now places a duty on the Council not to issue a licence to an individual who does not have the correct immigration status and right to work

<b>Do you have the right to work in the UK</b>		YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
<b>Do you have a UK Passport</b>		YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
<b>Uk Passport Number or Name of Country passport was issued</b>					
<b>If you have a Visa please tick the relevant box below which Visa you have</b>					
Tier 1- Entrepreneur	<input type="checkbox"/>	Tier 2 Skilled Worker	<input type="checkbox"/>	Tier 4 Student	<input type="checkbox"/>
Asylum Seeker	<input type="checkbox"/>	National From EEA	<input type="checkbox"/>	Non EEA family member	<input type="checkbox"/>

**Please Note:**

You may be asked to provide additional information in relation to your current right to work status.



**Declaration – relevant section to be signed by each person named in the application**

I declare that to the best of my knowledge and belief, the answers given herein are true. I understand that if I knowingly or recklessly make a false statement or omit any material particular, I shall be guilty of an offence which is punishable by a fine.

The information I have provided will be held by the Council on computerised and manual files (some data will be made available on a public register as required by relevant legislation). The data may also be disclosed to other departments within the Council or other organisations, but only in order to ensure compliance with relevant legislation or to prevent or detect fraud or a crime. Manchester City Council is a registered Data Controller in accordance with the Data Protection Act 1998.

If a licence is granted I undertake to comply with the conditions attached on the grant of the licence.

<b>Sole Trader</b>	
Full Name:	Signature:  Date: DD/MM/YYYY
<b>Partnership</b>	
Applicant 1 Full Name:	Signature:  Date: DD/MM/YYYY
Applicant 2 Full Name:	Signature:  Date: DD/MM/YYYY
<b>Company</b>	
Director Full Name:	Signature:  Date: DD/MM/YYYY
Director Full Name:	Signature:  Date: DD/MM/YYYY
Secretary Full Name:	Signature:  Date: DD/MM/YYYY

Please use additional sheets if required.

## Application Checklist

Before you submit your application please ensure you have:-

- Read the relevant guidance and conditions on the web site [www.manchester.gov.uk/taxis](http://www.manchester.gov.uk/taxis)
- Completed the correct sections of the form.
- Paid the correct fee using the link provided by us. All fees can be found within the Taxi Licensing section of the website  
<https://secure.manchester.gov.uk/directory/26/licensing/category/362>

You must submit the below documents with your application:

- 1. This application form, fully completed by all persons.
- 2. Fully Completed and copied (Pages 7 & 8 of the application form) for each individual named in the application
- 3. Public liability insurance where there is a public waiting room.
- 5. Document from companies house confirming the status of the company.
- 6. Fare tariff

### **Document Verification Appointment**

Once you have submitted the above you, along with individuals named in the application, will be invited to attend a document verification appointment.

The following **original documents** must be brought to the verification appointment.

**For each person named in the application the following documents must be brought to the verification appointment:**

- One recent (within last 3 months) identical colour passport photograph (no sunglasses or hats) for each person named on the application.
- A statutory declaration fully completed for each person named in the application.
- A DBS basic disclosure for each person named in the application– use link  
<https://www.mygov.scot/basic-disclosure/>

### **Right to Work Documentation**

- UK passport or Birth Certificate and National Insurance Number showing the applicant's name issued by a government agency or a previous employer (P45 or P60). **Or**
- Passport showing visa - **or** Biometric identity card

### **Visa - Tier 1 – Entrepreneur also requires**

- Written evidence of registration of your business or for self-employment with HM Revenue and Customs as part of the consideration of any application.  
*Where an applicant is deemed to be effectively an employee and the business is not their own, your application may be rejected.*

### **Tier 2- Skilled Workers also requires**

- A person granted immigration leave under Tier 2 as a Skilled Worker is unlikely to qualify for a private hire operator licence. A dependant of a Tier 2 migrant may qualify for a licence, as the same restrictions do not apply.
  
- The following additional information, which relates to both the applicant and the EEA National will be required:
  - evidence of the applicant's own identity – such as a passport,
  - evidence of their relationship with the EEA family member – e.g. a marriage certificate, civil partnership certificate or birth certificate, **and**
  - evidence that the EEA national has a right of permanent residence in the UK or is one of the following if they have been in the UK for more than 3 months:
    - (i) working e.g. employment contract, wage slips, letter from the employer,
    - (ii) self-employed e.g. contracts, invoices, or audited accounts with a bank,
    - (iii) studying e.g. letter from the school, college or university and evidence of sufficient funds, **or**
    - (iv) self-sufficient e.g. bank statements.

For family members of EEA nationals who are studying or financially independent evidence must also be produced that the EEA national and any family members hold comprehensive sickness insurance in the UK. This can include a private medical insurance policy, an EHIC card or an S1, S2 or S3 form.

#### **Tier 4 - Students- Limited hours during term time**

Cannot hold a Private Hire Operator Licence.

\*Any documents previously submitted with any application must be reproduced.

The completed application and **ALL** requested documents should be sent to:

**Taxi Licensing, PO Box 532, Manchester, M60 2LA**

**Incomplete or incorrect applications will be returned.**

**Please use this space if you wish to inform us of any additional information that you feel may be relevant to your application.**

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