

TONBRIDGE AND MALLING BOROUGH COUNCIL PRIVATE HIRE OPERATORS' APPLICATION FORM



PART 1 – Business & Applicant(s) Details

Your details	Your answers
Trading Name:	
Address to be used as office:	
Telephone number:	
Email address:	
Where will the records be kept?	
Will you have communication with your vehicles? Yes or No?	

PART 2 - Applicant details

Applicant 1

Applicant 1	Your details
Surname:	
Forename:	
Mr/Mrs/Miss/Ms:	
Home Address:	
Telephone Number:	
E-Mail Address:	

Applicant 2

Applicant 2	Your details
Surname:	
Forename:	
Mr/Mrs/Miss/Ms:	
Home Address:	
Telephone Number:	
E-Mail Address:	

PART 3 – Application Requirements

For further information about the requirements for Private Hire Operators, please read the current [Hackney Carriage and Private Hire Taxi Policy](#).

Please ensure the following has been enclosed with your application – failure to do so will result in your application being rejected.

DBS Certificates for Operators/Directors/Partners	Any operator who does not hold a Tonbridge & Malling Drivers Licence needs to produce an Enhanced DBS certificate no more than 3 months old. If the Operator's licence is to be held by a company, Basic DBS checks will be required for all partners or directors.
DBS Certificates for Dispatch & Booking Staff	Operators should evidence that they have had sight of a Basic DBS check on all individuals listed on their register of booking and dispatch staff and to ensure that Basic DBS checks are conducted on any individuals added to the register and that this is compatible with their policy on employing ex-offenders.
Policy on Protecting children & vulnerable adults	Operators should outline in a policy how they will protect children and vulnerable adults that may use their service. If bookings are outsourced, operators are required to evidence those comparable protections are applied by the company to which they outsource these functions.
Policy on employing ex-offenders	Operators or applicants for a licence should provide their policy on employing ex-offenders in roles such as Booking and dispatch staff. A list of relevant offences can be found in the councils Taxi & Private Hire Policy under Appendix J
*Safeguarding & Disability Awareness Training	*Whilst this training is not mandatory for all staff working for an operator, it is recommended.

Planning Permission	<p>If your business trades from a home address, you are required to prove your right to trade from that address.</p> <p>If you operate from a business premises, you must provide planning permission.</p> <p>All trading addresses, whether it's a home address or business address MUST be within Tonbridge & Malling Borough.</p>
Public Liability Insurance Certificate	Public Liability insurance is required for all operators
Register of non-licensed staff	Register of all staff, their role within the business and the documentation as outlined above.
Register of licensed drivers	Register of all licensed drivers working for your business, their badge numbers and the council who issue the licence (if not TMBC).
Register of licensed vehicles	Register of all TMBC licensed vehicles that operate for your business – both Private Hire & Hackney Carriage

All application forms, documents and policies should be emailed to
licensing.services@tmbc.gov.uk

PART 4 – Declaration

I / we declare that:

1. The Licence conditions relating to the licences, for which this application is being made, have been read as well as the current policy.
2. I/we will maintain and review the required policies to ensure the business always remains compliant.
3. All answers given on this form are true.
4. I/we authorise the Council to make enquiries of any person's etc named on this form.
5. We must protect the public funds we handle and so we may use the information you have provided on this form to detect and prevent fraud. We may also share this information, for the same purposes, with other organisations which handle public funds.
6. I/we will notify the council of any changes to my business that may affect my operator's licence.
7. No refund on withdrawn or revoked applications.

Your details	Your answer
Print Name	
Signature	
Date	