**APPLICATION TO RENEW – PRIVATE HIRE OPERATORS LICENCE**

APPLICANTS NAME: ................................................................................................................

Address: .......................................................... Telephone No:................................................

.......................................................... Date of Birth: ........................... Age: .............

..........................................................

BUSINESS NAME: ………………………………………………………………………………………

Address: ..........................................................

...........................................................

...........................................................

Number of Licensed Vehicles: .................Approved off-street parking spaces ……………

**I hereby apply for a licence for a five year term**

I understand that 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 within this authority for the prevention and detection of fraud. It may also share this information with other bodies administering or in receipt of public funds for these purposes.

\* I confirm that to the best of my knowledge and belief the details submitted in my previous application(s) for the above licence are still accurate and that I have not been convicted of any offences of any kind (including road traffic offences), cautions, reprimands and warnings since the date of my previous applications(s). (*Delete as applicable*).

\* I have been convicted of the following offences since the date of my previous application. (*Delete as applicable*).

Date Offence Court Sentence of Order

......................................................................................................................................................

......................................................................................................................................................

......................................................................................................................................................

Signed: ...................................................................

Date: .......................................................................

On completion of this form, return in an envelope to the Licensing Section at the address below with **a list of vehicles and drivers**, together with the renewal fee. Your Licence may be renewed at any time after the receipt of this Renewal Letter and Application Form, but must be received at the office no later than **19th June,** to allow sufficient time for processing and returning by post.

**Operators that require to produce a Basic Disclosure cert must make an appointment.**

|  |
| --- |
| **For office use only:**  **Operator’s Licence number:………. Date of issue:…………. Receipt No:……………….**  **Fee enclosed, including 1 vehicle: £513.00**  **Number of additional licensed vehicles: ……..@ £5 each x 5yrs = £…….**  **Total fee = £……...** |