



LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976

APPLICATION FORM FOR A PRIVATE HIRE OPERATOR'S LICENCE

When applying for your licence would you please bring with you:-

- 1 The application form properly completed, dated and signed.
- 2 The current licence fee.
- 3 The additional fee for **each** vehicle currently licensed with Stafford Borough Council.

As an operator you will be required to:-

Keep a record book and enter therein before the commencement of each journey, the following particulars of every booking of a private hire vehicle invited or accepted, whether by accepting the same from the hirer or by undertaking it at the request of another operator, and shall produce such record on request to any Officer authorised by the Council's Proper Licensing Officer or to any constable for inspection:-

- (i) Date and time of booking;
- (ii) Name and address of hirer or passenger;
- (iii) Details of journey;
- (iv) Name of proprietor of vehicle;
- (v) Name and Licence Number of driver.

Keep a record of any private hire vehicle operated by him showing the following details:-

- (a) make of the vehicle;
- (b) model of the vehicle;
- (c) manufacturer of the vehicle;
- (d) registration number of the vehicle;
- (e) private hire vehicle licence number;
- (f) the issuing authority of the licence;
- (g) the date of expiry of the private hire vehicle licence.

and shall produce this record of private hire vehicles operated upon request to any Officer authorised by the Council's Proper Licensing Officer or to any constable for inspection.

Record particulars of any property accidentally left in a vehicle that was reported to him by the driver of such vehicle before the driver delivers the property to a police station in the District.

Not assign or in any way part with the benefit of this licence.

Notify the Council of any change of circumstances relating to the business including changes of vehicles and the engaging or discharge of drivers.

Be responsible for every contract for the hire of a private hire vehicle and shall ensure that:-

- (a) every private hire vehicle, whether or not the Licensee provides the vehicle, is in possession of a current licence granted under the provisions of the Local Government (Miscellaneous Provisions) Act 1976.
- (b) every private hire driver is in possession of a current Licence granted under the provisions of the said Act of 1976.

Not operate any private hire vehicle of such design and appearance as to lead any person to believe that the vehicle is a licensed hackney carriage and the Council are not prepared to licence for private hire FX4 and FL2 type vehicles.

Produce your licence upon request to any Officer authorised by the Council or any constable for inspection, and it is desirable that the licence be displayed in a prominent public position within the place of business.

The licence may be revoked, suspended or not renewed in accordance with the provisions of the said Act of 1976.

The Council may vary any or all of the conditions therein contained at any time after consultation with the trade.

Records of bookings taken, and of vehicles and drivers carrying out the bookings are to be kept available for inspection for not less than six months.

NOTE: A licensee who is aggrieved by any of these conditions has a right of appeal to a Magistrates' Court.

OFFENCES AND PENALTIES

The contravention of certain of these conditions may also constitute the commission of an offence under the various provisions of the Local Government (Miscellaneous Provisions) Act 1976 and the Town Police Clauses Act 1847 for which specific penalties are provided. In the case of the Local Government (Miscellaneous Provisions) Act 1976 there is a general penalty, applicable where specific penalties are not provided, with a fine not exceeding level 3 on the standard scale. In addition it is also an offence to obstruct an authorised officer or police constable in his duty.

APPLICATION FOR LICENCE TO OPERATE PRIVATE HIRE VEHICLE

To the STAFFORD BOROUGH COUNCIL

In accordance with the appropriate provisions of the Local Government (Miscellaneous Provisions) Act 1976, I of

..... Post Code

Telephone No hereby apply for a licence (*renewal of licence) to act as the operator of a Private Hire Vehicle Registration Number (if more than one vehicle attach list to application) trading as

..... from the following address(es)

..... Post Code

Telephone No Mobile Tel No

Give the following details in respect of the Applicant;

any offices of director or secretary of a company currently or previously held by the Applicant; if the Applicant is a company - the details to be given in respect of a director or secretary of that company; and any partner(s) the Applicant proposes to operate with:-

(i) Full name(s) and address(es) of Partner(s)

.....
.....

(ii) any trade or business carried on before making this application

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.....

(iii) any previous application made for an operator's licence

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.....

(iv) the revocation or suspension of any operator's licence previously held

.....

(v) any convictions recorded

Date this day of 20

Signed

on behalf of

* delete as appropriate

FOR OFFICE USE

Application Received

Fee Receipt No/Sheet No

Lic No Renewal Date

Lic Blc

Card

STAFFORD BOROUGH COUNCIL

LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976

PRIVATE HIRE OPERATORS LICENCE

I wish to inform you that the following vehicle proprietors operate under the auspices of

.....

Address

.....

NAME	VEHICLE REG NO	PLATE NO

On completion this form should be returned to the Environmental and Health Services,
Stafford Borough Council, Civic Centre, Riverside, Stafford, ST16 3AQ.

Date Signed