

**Manchester City Council
Report for Resolution**

Report to: Licensing and Appeals Committee – 4 December 2017

Subject: Private Hire Operator Licence Conditions – Proposed (draft) new Conditions for Consultation.

Report of: Head of Planning, Building Control and Licensing

Summary:

The report advises members that the of the current private hire operator conditions, have not been updated for a number of years and it is recommended that these should now be reviewed having regard to Manchester's ambition for a world class fleet and in line with the principals of Our Manchester. The report provides members with the legislative requirements and background surrounding 'Private Hire Operator Conditions'. The report provides a copy of proposed 'Private Hire Conditions' (**Appendix 3**), to be considered for use in a 12 week consultation process.

Recommendations

That the Committee consider the content of the report and anything said at the meeting and

- Agree to a 12 week consultation on the proposed Private Hire Operator Conditions (**Appendix 3**) - with or without amendment. Officers to implement consultation as soon as possible.
 - Following the consultation agree that Officers include any responses in a future report to the Committee for final consideration
-

Wards Affected: All

Manchester Strategy Outcomes	Summary of the contribution to the strategy
A thriving and sustainable City: supporting a diverse and distinctive economy that creates jobs and opportunities	Private Hire Operators make a contribution to the economy of the region by providing opportunities for employment. They also contribute in wider terms in relation to vehicle purchase and maintenance.
A highly skilled city: world class and home grown talent sustaining the city's economic success	Private Hire Operators have the opportunity to employ Manchester based drivers and to licence their drivers and vehicles with Manchester City Council, who are subject to higher standards of assessment and licence

	<p>conditions to support a higher quality fleet. This consultation seeks to obtain Manchester Operators support not to use licensed drivers from outside of the City who are often subject to lower standards and requirements.</p>
<p>A progressive and equitable city: making a positive contribution by unlocking the potential of our communities</p>	<p>Private Hire Operators have the opportunity to support the needs of their local communities, by delivering a tailored transport offer. By supporting the Council's desire to uphold the highest possible standards in Public Safety and accessibility, Operators can assist Manchester in delivering a world class private hire fleet as part of the public transport offer.</p>
<p>A liveable and low carbon city: a destination of choice to live, visit and work.</p>	<p>Private Hire Operator Licence holders have to be deemed 'fit and proper' to be granted a Licence. Given what we have learned since the last review of these conditions about the increased risks within the private hire industry to public safeguarding and vulnerability, it is proposed that the fit and proper test criteria be strengthened to support a safer industry for both operators and the public. Manchester aims to ensure as far as possible that the Taxi Licensing regime supports a safe public transport offer, for residents, businesses and visitors to the City.</p> <p>Private Hire Operators can also choose to support Manchester's aims to deliver a world class taxi and private hire fleet to the public, with low carbon emissions and safe vehicles.</p>
<p>A connected city: world class infrastructure and connectivity to drive growth</p>	<p>By working with the Council, Private Hire Operators can help ensure Manchester's reputation as a world class destination, with high quality private hire vehicles and drivers supporting business and economic growth.</p>

Full details are in the body of the report, along with any implications for:

- Equal Opportunities Policy
- Risk Management

- Legal Considerations
-

Financial Consequences – Revenue

None

Financial Consequences – Capital

None

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Background documents

Local Government (Miscellaneous Provisions) Act 1976
Current MCC Private Hire Operator Licence Conditions
Department for Transport (DfT) – Taxi and private hire vehicle licensing guide 2010
Law Commission Report 2014 - Taxi and Private Hire Services
De-regulation Act 2015
Immigration Act 2016
House of Commons Briefing Paper on Taxi and Private Hire Vehicle Licensing 2016

1. Introduction

- 1.1 The Local Government (Miscellaneous Provisions) Act 1976 gives the Council the authority to grant Private Hire Operator licences. The legislation states:
- a) The Council should not grant a licence unless they are satisfied that the Applicant is 'fit and proper'
 - b) Licences shall be granted for 5 years, unless a lesser period is specified by the Council as it deems appropriate in the circumstances of the case
 - c) The Council may attach to the grant of the licence any such conditions as they may consider reasonably necessary

The relevant section (55) of the Act, can be found in full at **Appendix 1**.

2. Background

- 2.1 The current Private Hire Operator Licence Conditions (attached at **Appendix 2**) have been in existence for a number of years. Although it is not clear when the conditions were implemented officers have established that the conditions have not been reviewed, since at least 2007.
- 2.2 It is important that all policies and conditions are from time to time revised and reviewed. The aim of the revision of the Private Hire Operator Conditions is to:
- o Uphold and support the Council's primary licensing function to 'Ensure Public Safety Ensure that the conditions take into consideration current advances in technology.
 - o Ensure that the conditions are 'Fit for Purpose'
 - o Ensure that the conditions embrace the Council's Strategic Priorities
- 2.3 The Department for Transport (DfT) – Taxi and Private Hire Vehicle Licensing: Best Practice Guidance - issued to Local Authorities in March 2010 advised, in brief, that:-
- a) The objective in licensing PHV operators is the safety of the public, who will be using operators' premises and vehicles and drivers arranged through them.
 - b) That a basic DBS disclosure could be seen as appropriate, and overseas applicants may be required to provide a certificate of good conduct from the relevant embassy if they have not been in the UK for long. In addition authorities may want to require a reference covering the applicant's financial records.
 - c) Operators should keep adequate booking records to improve driver security and facilitate enforcement.
 - d) Where an Operator base is open to the public – appropriate public liability insurance should be in existence.

- e) Authorities may consider licensing Operators for a period of 5 years may well be appropriate in the average case. Although the Authority may wish to offer Operators the option of a shorter licence period if requested
- f) Private hire services (DDA) – taxi drivers have a duty to ensure disabled people are not discriminated against or treated less favourably.
- g) Assistance dogs (DDA) – must be carried at no additional charge.
- 2.4 Since the publication of the DfT guidance in 2010, a number of additional considerations have prompted or arisen following the publication of; the Law Commission Report 2014, De-regulation Act 2015, Immigration Act 2016 and the House of Commons Briefing Paper on Taxi and Private Hire Vehicle Licensing to the House in 2016.
- 2.5 It is widely agreed and was included in above publications that Operators should hold the following responsibilities:-
- a) To ensure drivers/staff they employ (whether self-employed or not) are:-
- Aware of Safeguarding issues
 - Are aware of responsibilities in relation to the carriage of disabled person(s) and assistance dogs
 - Are suitably trained in customer service
 - Have the correct 'Right to Work' documentation
- b) To ensure that staff employed by them are 'fit and proper'
- c) To carry out their business in a professional manner and have relevant policies i.e. a complaint procedure and actively liaise with the Council.
- 2.6 The commencement of the relevant sections of the Immigration Act in October 2016 has also had an impact on the licensing of Operators as the Council must ensure that they only issue licences to applicants who have the correct 'Right to Work in the UK' documentation.
- 2.7 Changes within the Private Hire industry, supported by the introduction of sub-contracting between Operators introduced by the Deregulation Act 2015, mean that Manchester based Private Hire Operators often use drivers and vehicles licensed by other authorities to carry out their bookings. This is a concern to the Council as the conditions by which those drivers and vehicles are licensed can be markedly different to Manchester; this includes, with the standards in terms of driver assessment and vehicle age and identification which are often much lower than those that Manchester strives to deliver to meet its strategic objectives and ensures passenger safety. This is an additional challenge to the Taxi Compliance team, whose officers have little jurisdiction against drivers/proprietors whose conduct and compliance with relevant licence conditions falls far short of those expected by Manchester City Council. The main concern for the Council is one of safeguarding for residents and visitors to Manchester, who are generally unaware of the associated risk.
- 2.8 The Law Commission Report 2014 and Commons Briefing Paper 2016, recommend and support sole use of the word 'Taxi' for reference to Hackney Carriages, and for this to be replaced in statute. Furthermore it is

recommended that the term 'taxi' cannot be used in any form of advertising by private hire services. This change would assist in, making the clear distinction to the public between those services that are legally required to be pre-booked, and those that are available for immediate hire. Given the scale of plying for hire by private hire drivers within Manchester, it is considered that these recommendations should be adopted to help develop public awareness about the related safeguarding issues.

3.0 Revised Private Hire Operator Conditions.

3.1 The Council has attempted to address some of aforementioned matters and concerns in a revised private hire operator application form, which is now in use for new and renewal applicants. For member's information, a copy of the current application form has been attached to the report at **Appendix 3**.

3.2 The Council also wishes to revise the current 'Private Hire Operator Conditions' to make them 'fit for purpose'. A copy of the proposed conditions are attached to the report at **Appendix 4**.

3.3 Proposed changes to the PH Operator Conditions, have been carefully considered by officers in order to respond to emerging issues within the industry, including the increase in App based technology, to support compliance activity which ensures that the highest possible safeguarding standards are upheld.

4.0 Consultation Process

4.1 As with all policies it is right that a 12 week period of consultation takes place to ensure the final Private Hire Operator Conditions are robust and 'inclusive'.

4.2 Officers will instigate a 12 week consultation, as soon as practicable after this meeting. The consultation will invite comments from:

- Private Hire and Hackney Trade
- GMP
- Disabilities groups
- Age Concern
- Suzy Lamplugh Trust
- Public
- GM Authorities

4.3 In addition, the Licensing Unit will invite all Manchester based Private Hire Operators to focus groups to further discuss the intentions behind the proposals and explore how the Council and Operators can work more effectively together to improve standards within the trade.

4.4 Following the consultation Officers will include any responses in a further report to the Committee for final consideration.

5.0 Contributing to the Manchester Strategy

- 5.1 (a) A thriving and sustainable City: supporting a diverse and distinctive economy that creates jobs and opportunities

Private Hire Operators make a contribution to the economy of the region by providing opportunities for employment. Private Hire Operators also contribute in wider terms in relation to vehicle purchase and maintenance.

- 5.2 (b) A highly skilled city: world class and home grown talent sustaining the city's economic success

Private Hire Operators have the opportunity to employ Manchester based drivers and to licence their drivers and vehicles with Manchester City Council, who are subject to higher standards of assessment and licence conditions to support a higher quality fleet. This consultation seeks to obtain Manchester Operators support not to use licensed drivers from outside of the City who are often subject to lower standards and requirements.

- 5.3 (c) A highly skilled city: world class and home grown talent sustaining the city's economic success

Private Hire Operators have the opportunity to support the needs of their local communities, by delivering a tailored transport offer. By supporting the Council's desire to uphold the highest possible standards in Public Safety and accessibility, Operators can assist Manchester in delivering a world class private hire fleet as part of the public transport offer.

- 5.4 (d) A liveable and low carbon city: a destination of choice to live, visit and work.

Private Hire Operator Licence holders have to be deemed 'fit and proper' to be granted a Licence. Given what we have learned since the last review of these conditions about the increased risks within the private hire industry to public safeguarding and vulnerability, it is proposed that the fit and proper test criteria be strengthened to support a safer industry for both operators and the public. Manchester aims to ensure as far as possible that the Taxi Licensing regime supports a safe public transport offer, for residents, businesses and visitors to the City.

Private Hire Operators can also choose to support Manchester's aims to deliver a world class taxi and private hire fleet to the public, with low carbon emissions and safe vehicles.

- 5.5 (e) A connected city: world class infrastructure and connectivity to drive growth

By working with the Council, Private Hire Operators can help ensure Manchester's reputation as a world class destination, with high quality private hire vehicles and drivers supporting business and economic growth.

5. Key Policies and Considerations

(a) Equal Opportunities

(b) Risk Management

(c) Legal Considerations

6. Conclusion

- 6.1 The report provides Members with the background and legislative framework relating to the licensing of Private Hire Operators.
- 6.2 The report contains a copy of the current Private Hire Licence Conditions **(Appendix 2)**. Officers will provide the Committee with a brief overview of the changes from the current conditions to the proposed conditions **(Appendix 4)** at the meeting.
- 6.3 The report identifies that there is a relevance with the 'Private Hire Application Form'. Whilst the application form is not the subject of this report, a copy of the current application form is provided at **(Appendix 3)** for the information of members.
- 6.4 The report includes a copy of revised conditions **(Appendix 4)** and advises that, following the meeting Officers will, as soon as possible, instigate a 12 week consultation as outlined in 4.2 of the report.
- 6.5 In addition Officers will hold focus groups with Operators to work together to effectively improve standards within the trade.
- 6.6 Following the 12 week consultation period the report advises that officers should collate any responses into a future report for final consideration.

55 Licensing of operators of private hire vehicles.

- (1) Subject to the provisions of this Part of this Act, a district council shall, on receipt of an application from any person for the grant to that person of a licence to operate private hire vehicles grant to that person an operator's licence:

Provided that a district council shall not grant a licence unless they are satisfied

- (a) that the applicant is a fit and proper person to hold an operator's licence; and
 - (b) if the applicant is an individual, that the applicant is not disqualified by reason of the applicant's immigration status from operating a private hire vehicle.
- (1A) In determining for the purposes of subsection (1) whether an applicant is disqualified by reason of the applicant's immigration status from operating a private hire vehicle, a district council must have regard to any guidance issued by the Secretary of State.
- (2) Subject to section 55ZA, every licence granted under this section shall remain in force for five years or for such lesser period, specified in the licence, as the district council think appropriate in the circumstances of the case.
- (3) A district council may attach to the grant of a licence under this section such conditions as they may consider reasonably necessary.
- (4) Any applicant aggrieved by the refusal of a district council to grant an operator's licence under this section, or by any conditions attached to the grant of such a licence, may appeal to a magistrates' court.



MANCHESTER CITY COUNCIL

CONDITIONS FOR PRIVATE HIRE OPERATORS

UNDER THE LOCAL GOVERNMENT (MISC. PROVISION) ACT 1976

Issued by:

Manchester City Council
Licensing Unit
Room 1012, Level 1
Town Hall Extension
Manchester
M60 2LA

Tel: 0161 234 4917 / 21

Textphone: 0161 234 4919

Fax: 0161 234 4920

Email: licensing@manchester.gov.uk

Re-Printed November 2004

Conditions Attached to Private Hire Operators Licences

1. In this licence:

"authorised Officer" has the same meaning as in Section 80 of the Local Government (Miscellaneous Provisions) Act 1976;

"the Council" means the Council of the City of Manchester;

"the Operator" means a person holding a licence to operate private hire vehicles issued pursuant to Section 55 of the Local Government (Miscellaneous Provisions) Act 1976;

"private hire vehicle" has the same meaning as in Section 80 of the Local Government (Miscellaneous Provisions) Act 1976.

2. The Operator shall obtain any necessary planning permission required for his premises and shall comply with any conditions attached thereto.
3. The Operator shall provide adequate telephone facilities and staff to provide an efficient service to the public using the Operator's facilities.
4. The Operator's radio equipment where such is installed shall be maintained in a sound condition and any defects shall be repaired promptly.
5. The Operator's premises shall be kept clean, adequately heated, ventilated and illuminated.
6. The Operator shall ensure that any waiting area for the use of prospective hirers shall be provided with adequate seating.
7. When the Operator accepts a hiring, he shall, unless prevented by some sufficient cause, ensure that a licensed private hire vehicle attends at the appointed time and place.
8. When the Operator accepts the hiring he shall, if required, specify to the hirer the fare or the rate of the fare for the journey to be undertaken and shall record all the details of the hiring legibly in the form prescribed by Condition 9.
9. The Operator must keep records of every private hire vehicle booking invited or accepted by him in the following format:

<i>Time booking received</i>	<i>Time booking allocated</i>	<i>Name of hirer</i>
<i>Pick-up Location</i>	<i>Destination</i>	<i>Driver</i>

The records must be immediately available for inspection on demand by an authorised City Council officer or Constable. The records must be continuous, chronological records. If the records are compiled on computer then they must be immediately capable of being printed from the computer onto paper and they must not be capable of retrospective alteration or amendment.

There must be only one set of records: cash and credit account bookings can be separately identified but must not be in separate sets of records. The name of the person compiling the records must be recorded on the records.

10. The Operator shall not dispose of any record of hirings required to be made by Condition 9 within six months of the latest hiring contained therein.
11. Every contract for the hire of a private hire vehicle shall be deemed to be made with the Operator whether or not he himself provides the vehicle.
12. Private Hire Operators in the City of Manchester shall only operate with vehicles and drivers licensed by the City of Manchester and shall operate only from premises within the City boundary.
13. The Operator must maintain and keep up-to-date the following records which must be immediately available for inspection on demand by any authorised officer of the City Council or Constable:
 - a. name and home address of every private hire vehicle driver operated by him;
 - b. details including date of expiry of the Manchester City Council private hire driver's licence of every private hire vehicle driver operated by him;
 - c. the unique radio call sign allocated to each private hire vehicle driver operated by him;
 - d. name and home address of the proprietor of every private hire vehicle operated by him;
 - e. details including Manchester City Council private hire licence plate number and expiry date and vehicle registration number of every private hire vehicle operated by him.
14. The Operator shall ensure that each private hire vehicle he operates displays a suitable notice inside the vehicle stating the name of the operator and giving details of how a customer may contact the operator in the event of any complaint relating to a contract for hire or purported contract for hire relating to or arising from his business. The operator will notify the Council in writing of any complaint which remains unresolved more than one calendar month after receipt of the complaint by the operator.
15. The Operator shall notify the Council of any conviction against him immediately in writing after his conviction has been imposed.
16. The Operators shall inform the Council of the scale of fees he intends charging and give the Council at least one calendar month's notice of any changes proposed thereto and will ensure that the current scale of fees is suitably displayed in all private hire vehicles operated by him.
17. If at any time during the period of this licence, the licensee ceases to be in business as an Operator or his Operator's licence is suspended or revoked, he shall immediately surrender and return it to the Council.
18. If any vehicle operated by the operator is fitted with a taximeter, the operator will ensure that:
 - a. the taximeter is of a type approved by the Council and is maintained in a sound condition at all times and for it to be located within the vehicle in accordance with the reasonable instructions of the authorised Officer.

- b. the taximeter to be set to display the fare table submitted to the Council from time to time.

19.

- a. Advertising on vehicles - no notice, sign or advertisement seeking to advertise or promote the business of a private hire operator shall be displayed on a private hire vehicle which includes the words TAXI or CAB, whether in the singular or plural, or any words or devices which give any indication that the service to which the notice, sign or advertisement relates is that which can only be provided by a licensed Hackney Carriage.
- b. Advertising other than on private hire vehicles - no notice, sign or advertisement seeking to advertise or promote the business of a private hire operator wherever it is displayed shall consist of or include the words TAXI or CAB, whether in the singular or plural, or any words or devices which give any indication that the service to which the notice, sign or advertisement relates is that which can only be provided by a licensed Hackney Carriage unless the words PRIVATE HIRE are also displayed with equal prominence.

20. The following must be prominently displayed on the premises in an area to which the public have access or in a waiting room/area if provided:

- a. a copy of the Operator's licence;
- b. a schedule of fares and charges;
- c. a notice giving the address of the Licensing Office.

21. The Private Hire Operators Licence is granted solely in respect of the premises referred to on the licence. A licence holder who operates from more than one premises is required to pay an additional charge per premises at a rate determined by the City Council.

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 Partnership Limited Company

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"/>			

Office			
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"> •Have no unspent criminal convictions •Have the right to work in the UK in your business •Are honest and trustworthy •Have good customer services skills Please specify or provide copies of relevant business literature			
Radio Equipment?			
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				
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:				<input type="checkbox"/>	<input type="checkbox"/>
Every private hire driver operated by them				<input type="checkbox"/>	<input type="checkbox"/>
Every private hire vehicle proprietor operated by them				<input type="checkbox"/>	<input type="checkbox"/>
Details of:					
Date of expiry of MCC private hire driver licence				<input type="checkbox"/>	<input type="checkbox"/>
Date of expiry of MCC private hire vehicle				<input type="checkbox"/>	<input type="checkbox"/>
Unique call sign allocated to each private hire vehicle operated by them				<input type="checkbox"/>	<input type="checkbox"/>

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 (*delete as appropriate)	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

Do you have the right to work in the UK YES NO

Do you have a UK Passport YES NO

Uk Passport Number or Name of Country passport was issued

If you have a Visa please tick the relevant box below which Visa you have

Tier 1- Entrepreneur	Tier 2 Skilled Worker	Tier 4 Student
Asylum Seeker	National From EEA	Non EEA family member

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.

Sole Trader	
Full Name:	Signature: Date: DD/MM/YYYY
Partnership	
Applicant 1 Full Name:	Signature: Date: DD/MM/YYYY
Applicant 2 Full Name:	Signature: Date: DD/MM/YYYY
Company	
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
- 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.
- 4. Planning permission letter/document.
- 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:
 - o evidence of the applicant's own identity – such as a passport,
 - o evidence of their relationship with the EEA family member – e.g. a marriage certificate, civil partnership certificate or birth certificate, **and**
 - o 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.

