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|  | If calling please ask for: | Customer ServicesTel: 01243 534601E-mail taxilicensing@chichester.gov.uk |
| Our ref: | TX31(v6) |
| Your ref: |  |
|  |  |

Dear Sir or Madam

**Local Government (Miscellaneous Provisions) Act 1976**

###### Enquiry - Private Hire Operator’s Licence

Thank you for the recent enquiry regarding submitting an application for a Private Hire Operator’s Licence.

Under the Local Government (Miscellaneous Provisions) Act 1976, any booking for a Private Hire Vehicle must be made through a Private Hire Operator. A Private Hire Driver is notpermitted to take bookings directly from a passenger. Essentially, the passenger is entering into a contract with the Private Hire Operator, who in turn makes a record of the booking and dispatches a Driver and Vehicle to satisfy that booking. **The Operator is responsible for the booking once it has been made.**

**Operator’s Base:** For an Operator to despatch Chichester District Council Licensed Vehicles with Chichester District Council Licensed Drivers, **bookings must be accepted and processed at an address within the Chichester District.**

**Planning Permission:** You need to research and ensure that there are no Planning restrictions on the proposed location for the Operator’s Base, and/or appropriate planning consent is in place before submitting the Application, as any breach of Planning legislation may result in the Planning Department taking enforcement action. If the proposed base is rented residential accommodation, or you propose to use a third-party’s address, you need to provide current written confirmation from the landlord/ letting agent/ third party owner consenting to the use of the property for such purpose.

Information about the Application process is overleaf at Annex 1. **All documents must be submitted at the same time,** either to the email address above, or by delivery to our offices at East Pallant House: Note that only the original or solicitor-verified hard copies of DBS Certificateswill be accepted. Upon receipt, the documentation will be reviewed to ensure the Application is valid and, if any issues or discrepancies are found, you will be contacted and advised accordingly.

Yours faithfully

**Licensing Team**

Chichester District Council

**ANNEX 1**

1. Application Form - Form T9 – Before submitting the application, please view the following links which provide further advice and guidance regarding legislation, conditions, and policy that govern Private Hire Operators.

 Application for Private Hire Operator - [Private hire operators licence - Chichester District Council](https://www.chichester.gov.uk/privatehireoperatorslicence)

 Legislation, Conditions, and Policy - [Hackney carriage and private hire policy - Chichester District Council](https://www.chichester.gov.uk/hackneycarriageandprivatehirepolicy)

 You need to ensure that the application is made in the name of the correct person or organisation. Essentially there are 3 options:

(a) If the Applicant is a sole trader in respect of the Private Hire operation, they need to apply for a Licence as an individual.

1. If the Applicant is a Registered Company with Companies’ House i.e with a Registered Company Number, the Company will have at least one individual nominated to as a Director: Any income and expenditure associated with the Private Hire operation goes through the Company account(s) and the Company is essentially the ‘controlling mind’. Therefore, the Application must be made in the name of the Registered Company.

(c) If the Applicant is a Partnership with other people, the Application must be made in the name of the Partnership.

 The Application Form requires information to be provided on a number of matters for this Licensing Authority to be satisfied that the applicant(s) is/are 'fit and proper' to be a Private Hire Operator. This includes providing details employment, registration with HMRC for Operation of Private Hire Vehicles, and a check of the criminal convictions status of all Directors/ Partners in a business.

1. Fee - The current Fee is £977.63: This is payable online <https://www.chichester.gov.uk/article/39542/Pay-for-a-new-or-renewal-of-a-Hackney-Carriage-Private-Hire-or-Dual-Driver-s-Licence-a-Hackney-Carriage-Vehicle-Licence-a-Private-Hire-Vehicle-Licence-or-New-Operator-s-Licence> Note: Until the fee is received, the Application is incomplete.