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| **APPLICATION FOR GRANT OR RENEWAL OF A PRIVATE HIRE OPERATOR’S LICENCE** |  |
| I/WE HEREBY APPLY to Southampton City Council for a licence to operate private hire vehicles for the period of up to five years in accordance with the details set out below and subject to the provisions of Part II of the Local Government (Miscellaneous Provisions) Act, 1976 and the conditions for such licences made by the council. |
| **SECTION A - To be completed by ALL applicants** |
|  | Private Hire operator trading name: |
|  |       |
|  | Give each address (including post codes) from which the private hire business will be operated: |
|  |       post code:       |
|  |  |
|  |       post code       |
|  |  |
|  | Phone no(s): |       |
|  | Email address: |       |
|  | You may need to demonstrate that planning permission is not required to operate from these premises. |
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| **SECTION B - Complete this section ONLY if the application is made by an individual, a partnership or other unincorporated organisation.** (give full names and other details for each partner or member of the organisation). Continue on a separate sheet if necessary: |
|  | **Full names and addresses of each applicant:** |
| **a.** | Full name: |       |
|  | Home address: |       |
|  | Phone no.: |       | Date of birth: |       |
| **b.** | Full name: |       |
|  | Home address: |       |
|  | Phone no. |       | Date of birth |       |
| **c.** | Full name |       |
|  | Home address: |       |
|  | Phone no. |       | Date of birth |       |
| **SECTION C - Complete the section ONLY if the application is from a limited liability company** |
|  | Name of company: |
|  |       |
|  | Company registration no: |       |
|  | Address of registered office: |
|  |       |
|  | ‘Phone no(s).       |
|  | I/We enclose a copy of the memorandum and articles of association of the company | [ ]  |
|  | I/We enclose a list of all company directors, showing full names, dates of birth, home addresses and roles | [ ]  |
| **SECTION D - To be completed by ALL applicants** |
|  | Have any of the applicants (or the secretary or directors of the company) ever been found guilty by a Court or cautioned or warned by the Police for any criminal or motoring offence or are there any prosecutions pending against them? There is no need not disclose matters which are considered spent under the terms of the Rehabilitation of Offenders Act 1974 (see attached notes) **YES/NO** (delete whichever is not applicable) |
|  | If the answer is **YES**, please give details below. |
| *Name* | *Conviction date* | *Court* | *Offence* | *Sentence* |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |
|  | Continue on a separate sheet, if necessary |
|  | If renewing, I/We attach a list containing the licence (plate) number of, each private hire vehicle and badge number of each driver that we operate currently or over the last 4 weeks. | [ ]  |
|  | The documents required to accompany this application (memorandum and articles of association, lists of directors, vehicles and drivers – 13, 14, 16 and 18 above) may be submitted electronically to licensing@southampton.gov.uk, if preferred. If this method has been employed, please tick: | [ ]  |
|  | **Please note:** |
|  | If the application is from a partnership all partners must sign, and if the application is from a limited company, the application should be signed by the secretary and each director. |
|  | If all the information required does not accompany this application, it may be rejected. |
|  | It is an offence, punishable by a maximum fine at level 3 on the standard scale (currently £1000), for any person to knowingly or recklessly make a false statement or omit material information in making this application. In addition, the application could be refused or any operators licence suspended or revoked. |
|  | (Signed) |  | (Dated) |       | (Print Name) |       |
|  |  |  |  |  |  |  |
|  | (Signed) |  | (Dated) |       | (Print Name) |       |
|  |  |  |  |  |  |  |
|  | (Signed) |  | (Dated) |       | (Print Name) |       |
|  |  |  |  |  |  |  |
|  | (Signed) |  | (Dated) |       | (Print Name) |       |
|  |  |  |  |  |  |  |
|  | (Signed) |  | (Dated) |       | (Print Name) |       |
|  |  |  |  |  |  |  |
|  | (Signed) |  | (Dated) |       | (Print Name) |       |
|  |  |  |  |  |  |  |
|  | (Signed) |  | (Dated) |       | (Print Name) |       |
|  |  |  |  |  |  |  |
|  | (Signed) |  | (Dated) |       | (Print Name) |       |
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|  | Southampton City Council is collecting this information in order to perform this service or function, and if further information is needed in order to do so, you may be contacted using the details provided.In performing this service, the Council may be required to share your information with other organisations or departments, but it will only do so when it is necessary in order for the service to be provided.The Council may also share your personal information for the purposes of the prevention, investigation, detection, or prosecution of criminal offences, but will not share your personal information, or use it for this, or any other purpose, unless provided for by law. More detailed information about the Council’s handling of your personal data can be found in its privacy policy, available online (<http://www.southampton.gov.uk/privacy>), or on request.  |
|  | **NOTES** |
| A. | When completed, this form must be returned to: |
|  | The Licensing Team, Southampton City CouncilCivic Centre, Southampton SO14 7LY |
|  | The current fee is £1000 and for this the licence will last for up to 5 years, expiring on 31st December. If the licensing authority think it appropriate, in the circumstances of the case, it is possible, exceptionally, for a licence to be granted a licence for a lesser period. In which case to fee will be as follows: - up to 1 year £300, up to 2 years £430, up to 3 years £550 or up to 4 years £825. In any case, the licence issued will expire on 31st December. Please contact the Licensing Team immediately if you wish for a licence to be granted for a period of less than up to 5 years. |
| B. | For further information please see [www.southampton.gov.uk/taxis](http://www.southampton.gov.uk/taxis) or contact the Licensing Team by e-mail: licensing@southampton.gov.uk or by ‘phone: 023 8083 3002. |

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| **REHABILITATION OF OFFENDERS ACT 1974** |
| The sentence is all important for rehabilitation purposes, not the offence itself. Another conviction within the rehabilitation period of a previous offence will result in the previous offence remaining unspent until the second offence itself becomes spent. With the exception of applicants for hackney carriage or private hire driver’s licences, who must declare all convictions, only unspent convictions need normally be disclosed. |
| Sentence | Rehabilitation Period |
| Life imprisonmentImprisonment or corrective training for more than 2 ½ yearsPreventive detentionDetention during Her Majesty’s pleasure, or for life, or for more than 2 ½ years under section 53 of the Children and Young Persons Act 1933 or section 57 of the Children and Young Persons (Scotland) Act 1937 | Can never be spent |
| Imprisonment or corrective training for 6 months to 30 months | Ten years |
| Imprisonment for less than 6 months | Seven years |
| Any fine or other sentence not otherwise provided for, including a compensation orderCommunity Service Order / Rehabilitation Order | Five years |
| *All the above periods are reduced by half when the offender was under 17 at the date of the conviction* |
| Borstal training | Seven years |
| Detention for 6 months to 30 months, under section 53 of the Children and Young Persons Act 1933 or section 57 of the Children and Young Persons (Scotland) Act 1937 | Five years or three years |
| Absolute Discharge | Six months |
| Conditional DischargeBind-OverProbation OrderCare OrderSupervision OrderCommittal to a Remand HomeDetention in a place chosen by a local authorityCommittal for residential training under the Children and Young Persons (Scotland) Act 1937 | The longer of one year from the date of conviction or the period beginning then and ending when the order ceases to have effect |
| Order committing the person to a remand home under the Children and Young Persons Act 1933Attendance Centre Order | One year after the date on which the order ceased to have effect |
| Hospital Order under Part 5 of the Mental Health Act 1959 or Part 5 of the Mental Health (Scotland) Act 1960 | The longer of 5 years from the date of conviction or a period beginning then and ending two years after the order ceases to have effect. |
| A disqualification or other disability, prohibition, or penalty imposed by the Court. | As soon as the disqualification ends |