

Operator Renewal Application



Leeds
CITY COUNCIL

Elections and Regulatory Service

Taxi and Private Hire Licensing

225 York Road

Leeds LS9 7RY

Tel: 0113 3781570

taxiprivaterehire.licensing@leeds.gov.uk

Name

Address

.....

.....

.....

.....

Post code.....

Operator Licence No:..... **Expiry Date**.....

In order to apply for a new licence you must attend **in person** at the above address between 8am and 3.30pm Monday to Thursday or Friday 8am to 3pm.

The office is closed every 3rd Tuesday of the month for staff training from 8am to 10am.

INFORMATION NOTES

- Please use this form if you would like to apply to renew your vehicle licence
- You can renew your licence up to 6 weeks prior to the expiry of your current licence
- Please complete in **block capital letters** using **black ink**

If you have any problems completing this form in full please contact the licensing office for assistance

Licensing Officers are **not** permitted to complete or amend forms on behalf of applicants for legal reasons.

In order to complete your renewal you **must** bring with you;

- a completed renewal application
- current planning consent
- current Private Hire Operator Licence
- certificate of Employers and Public Liability Insurance
- your schedule of Vehicles and Drivers
- DTI certificate
- the applicable fee - payable by cash, debit card or cheque (made payable to Leeds City Council with banker's card)

Leeds City Council will only renew your licence providing it is satisfied that you are a fit and proper person to hold a licence.

Failure to renew this licence by the above date may result in having to begin a new application process.

Booking an appointment avoids the queues

You can book an appointment to avoid the queues, simply email us at taxiprivaterehire.licensing@leeds.gov.uk stating your **name, address, date of birth, licence number, transaction type** and your preferred date and time and we will email you back with the closest available appointment.

Full Details of Applicant

To be completed in **block capital letters**, one letter in each box only, in **black ink**.

Mr Mrs Miss Or write in title

1. Surname

2. First Name

3. Previous Names or Alias

5. Are there any changes to your residential address since the renewal of your last licence?
 Yes No If yes, please complete a change of details form

6. Telephone Number (Home) (Mobile)

7. Email Address

Convictions / Cautions/ Associated Incidents

8. You are required to declare any of the matters listed below that have occurred since the renewal of your last licence so that the Council can assess your suitability to be re-licensed;
- (a) any conviction (criminal or driving matter)
 - (b) any caution (issued by the Police or any other agency)
 - (c) issue of any Magistrate's Court summons
 - (d) issue of any fixed penalty notice for any matter
 - (e) any harassment or other form of warning or order within the criminal law including Anti-Social Behaviour Orders or similar
 - (f) any arrest for any offence (whether or not charged)

If you have not received any convictions please sign here to confirm:

Date of Offence	Date of Conviction	Offence Committed	Court Attended	Sentence Received

9. Do you have any objections to authorising the Council to obtain further information relating to the above from the Police or partner agencies?
 Yes No

3a. If Yes, please give full details, including dates when business was operative;

Business Activity	Dates: from and to

4. Has the partner made a previous application for an Operator licence?

Yes No

4a. If Yes, please give details;

Local Authority	Operator Number	Dates Held	Expiry Date

5. Has the partner ever had an Operator licence refused/ revoked/ suspended by Leeds City Council or any other Local Authority?

Yes No

5a. If Yes, please give details;

Local Authority	Type of Licence	Refused/ Revoked/ Suspended Detail

