



This will need to be reviewed before an application is determined, which will mean a business cannot operate until this is determined.

It is your responsibility to make sure your licence is renewed on time. If you do not, it will be unlawful for you to continue operating private hire vehicles after that date.

A fee is payable for the application to grant or renew of a licence. The size of the fee depends upon the number of vehicles that you wish to operate

Once your application has been received and accepted as complete, a member of the Taxi Licensing Team will contact you to take payment. The application is not valid unless and until the fee is paid. Please be advised that failure to pay any fee will result in an application being deemed invalid, and may result in the lapsing or suspension of the licence. Failure to pay may also call into question the fitness and propriety of an applicant.

This fee will be refunded if you withdraw your application, if the application is deemed invalid because you have failed to provide the correct information, or if the application is refused.

All private hire operators' licences are issued for one year in the first instance and for 5 years thereafter, unless any particular circumstances require a licence to be issued for a shorter period. This is as a result of the implementation of Section 10 of the Deregulation Act 2015.

If it is determined that a licence is to be granted over a longer period, arrangements for the cost to be spread across the 5 years may be considered.

If you are applying with someone else as a Company or Partnership, you need to

privately rented properties and those owned by a Registered Social Landlord (RSL) where you live. Evidence of a lease or agreement from the property owner will be required.

The grant of a Private Hire Operator's licence does not override the requirement for planning permission to allow the use of a premise as a private hire operator's base. Premises failing to obtain or comply with planning permission, where required, may be liable to planning enforcement action.

If the applicant proposes to allow members of the public to wait at the premises from which the applicant intends to operate, a Licensing Officer (s), will inspect the premises to ensure that they are suitable for accommodating members of the public and are properly furnished.

Consideration will also be given as to the suitability of the premises and the potential impact on businesses and residences in the vicinity if a licence were to be granted and the Taxi Licensing Service may seek the views of statutory partners when assessing an application.

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A person applying for the grant or renewal of a private hire operator's licence who is not currently a licensed driver with Crawley Bough Council is required to:

- Provide a Standard Disclosure from Disclosure and Barring Service (DBS) applied for via the Councils Taxi Licensing Team
- This is a record of any criminal convictions. Any and all cautions, warnings, endorsements and penalties should be disclosed.

Where the applicant is a limited company the declarations should be completed each of

If the Taxi Licensing Section have previously received documentation that confirms you have indefinite right to remain and work in the UK, no further action is required other than to confirm that this is still current and shows the correct status,

For those who have limited permission to be in the UK, the Taxi Licensing Section

A tax check confirms that you are registered for tax, if necessary.

The Finance Bill 2021 contained a clause that introduced a tax conditionality to licence applications made on or after the 4<sup>th</sup> April 2022. From April 4<sup>th</sup> 2022, the rules changed if you apply for a private hire operator's licence. [Complete a tax check for a taxi, private hire or scrap metal licence - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/complete-a-tax-check-for-a-taxi-private-hire-or-scrap-metal-licence)

After you have completed the tax check you will be given a code. You must give this code to the Licensing Section as part of your licence application – the Taxi Licensing Team cannot process the application without it.

If you are an individual, company or any type of partnership you must complete a tax check if you are;

- Renewing a licence
- Applying for the same of type of licence you previously held, that ceased to be valid less than a year ago
- Applying for the same type of licence you already hold with another licensing authority.

You need to complete a tax check if you have.

- Never held a licence of the same type before (i.e., it is your first application/grant)
- Had a licence of the same type that ceased to be valid a year or more before making this application.
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