

**RENEWAL** **APPLICATION FOR AN OPERATOR LICENCE**

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

|  |  |  |
| --- | --- | --- |
| **Surname** |  | **Mr / Mrs / Miss / Ms / Other** |
| **First names (in full)** |  |
| **Full home address** | **Postcode** |
| **Telephone number** |  | **Mobile number** |  |
| **Email address** |  |
| **Date of birth** |  |
| **National Insurance Number** |  |

|  |  |
| --- | --- |
| **Name of business** |  |
| **Address where business is to be operated (must be in Bracknell Forest)** | **Postcode** |
| **Telephone number(s) of business (must be a landline)** |  |
| **Website address** |  |
| **Company email** |  |

|  |
| --- |
| **Are you renewing for:** (please tick relevant box) |
| One year |  | Three years |  | Five years |  |

|  |  |
| --- | --- |
| **How many licensed vehicles do you intend to operate?** |  |
|  |
| Do you hold any current home to school transport contracts?  | YES/NO |
| If YES please give names of all local authorities that you hold contracts with:  |

|  |  |
| --- | --- |
| Do you propose to operate any vehicle in partnership? | YES/NO |
| If YES please give full name(s) and address(es) of partners (continue on a separate sheet if necessary):  |
| Have you been/are you a Director/Secretary of any registered Company? | YES/NO |
| If YES to the above please give full name and address of company:  |
| **Are you applying as a Company?** | YES/NO |
| If YES to the above please give full name(s) and address(es) of all Directors and Secretaries of the company:  |

|  |
| --- |
| Details of Drivers and Vehicles ( All vehicles and drivers must be included) |
| Driver Name | Vehicle Registration Number |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| (continue on a separate sheet of paper if necessary) |

**HMRC Mandatory Requirement from 04.04.2022**

|  |
| --- |
| Schedule 23 to Finance Act 2011 (Data Gathering Powers) and Schedule 36 to Finance Act 2008 (Information and Inspection Powers), grant HMRC powers to obtain relevant information from third parties. This includes licensing bodies being required to provide information about licence applicants.Please confirm if you currently hold, or have held in the last 12 months before this application, the same type of licence with one or more licensing authority? **\*YES / NO**  If yes please provide your 9-character tax check code [ ]  [ ]  [ ]  [ ]  [ ]  [ ]  [ ]  [ ]  [ ]  If no please confirm that you are aware of the content of HMRC guidance relating to your tax registration obligations* PAYE information: [www.gov.uk/income-tax/how-you-pay-income-tax](https://www.gov.uk/income-tax/how-you-pay-income-tax)
* registering for Self Assessment: [www.gov.uk/register-for-self-assessment](https://www.gov.uk/register-for-self-assessment)
* Corporation Tax information: [www.gov.uk/corporation-tax](https://www.gov.uk/corporation-tax)

 **Signed……………………………………………**  |

Fees for 2022 -2023

|  |  |
| --- | --- |
| Number of Vehicles | £ |
| 1 | 325 |
| 2 | 398 |
| 3 | 472 |
| 4 | 546 |
| 5 | 620 |
| 6 | 693 |
| 7 | 767 |
| 8 | 841 |
| 9 | 915 |
| 10 | 988 |
| 11 | 1062 |
| 12 | 1136 |
| 13 | 1210 |
| 14 | 1283 |
| 15 | 1357 |
| 16 | 1431 |
| 17 | 1505 |
| 18 | 1578 |
| 19 | 1652 |
| 20 | 1726 |
| 20+ | 1726 |

Payment can be made on-line

* https://publicprotectionpartnership.org.uk/make-a-payment/

Guidance Notes

Please tick to confirm you have enclosed the following with your application:

|  |  |
| --- | --- |
|  | A receipt for payment of the application fee  |
|  | Documentation confirming right to work in the UK\* |
|  | Mandatory Requirement from 04.04.2022 - HMRC 9 character tax check code |

\* Your right to work in the UK will be checked as part of your licensing application. This could include us checking your immigration status with the Home Office. You must therefore provide a document or document combination that is stipulated as being suitable for this check. The list of documents can be found at <http://www.bracknell-forest.gov.uk/taxilicences>. Examples of acceptable documentation include a British passport, EEA passport, a UK birth certificate together with an official document giving the NI number such as a P45 or P60, or a biometric immigration document indicating a right to stay indefinitely in the UK. You must bring the original document(s) so that the check can take place. You will need to bring in the document in person – you cannot ask another person to do this on your behalf. The document(s) will be copied and we will retain a copy. The original document will be returned to you.

If there are restrictions on the length of time you may work in the UK, your licence will not be issued for any longer than this period. In such circumstances, the check will be repeated each time you apply to renew or extend your licence. If, during this period, you are disqualified from holding a licence because you have not complied with the UK’s immigration laws, your licence will lapse and you must return it to the Council. Failure to do so is a criminal offence.

**In some cases, you may be required to produce the following, please tick if enclosed:**

|  |  |
| --- | --- |
|  | Basic Criminal Records Disclosure from Disclosure Scotland |

All applicants who do not hold a current driver’s licence issued by Bracknell Forest Council must supply a Basic Criminal Records Disclosure from Disclosure Scotland every 3 years or as required by the Licensing Officer. Details of the process are available at <https://www.mygov.scot/disclosure-types/> or by phoning the helpline on **0870 609 6006.**

The completed form and enclosures should be handed into the Customer Service Centre at Time Square, Market Street, Bracknell, RG12 1JD. Please note only fully completed applications with all the correct fees and enclosures will be accepted. We can only accept original documentation, of which we will make a copy. Faxed copies will NOT be accepted. You will be informed when your licence is ready for collection.

An applicant commits an offence if they knowingly or recklessly make a false statement or omit any relevant information and any licence issued may be revoked. Information provided on application forms will be disclosed to other agencies such as the Police and DVLA where there is a legal requirement to do so, for example in relation to the investigation of a suspected offence. This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing and administering public funds for these purposes. For further information, see [www.bracknell-forest.gov.uk/nationalfraudinitiative](http://www.bracknell-forest.gov.uk/nationalfraudinitiative) or contact Internal Audit on 01344 352322.

Declaration:

I hereby certify that all statements in this application are correct and true to the best of my knowledge. I have read the guidance supplied, enclosed any required documentation and fees, and agree to abide by the conditions place on the licence should it be granted.

Signature………………………………………………………………………………

Print Name……………………………………………………………………………

Date signed……………………………………………………………………………