



## **Appendix H**

### **Procedure for Private Hire Operators Applicants**

These guidance notes have been compiled to assist applicants for a private hire operator's licence. The Licensing Authority when determining an application for an operator's licence will concern itself with only licensing issues for which it has responsibility. The grant of any licence by the Authority does not absolve the applicant or licence holder from any other responsibilities whilst running their private hire business.

Applicants should note that a current Basic DBS certificate will be required for all operators unless they are an existing driver.

### **Premises**

The Licensing Authority does not require operators of private hire vehicles to have commercial premises. An applicant may run the operation from his home address, but in doing this there may be other authorities that require notification of the change of use. Such interested parties may be your mortgage company and insurance company and the planning office of the Council.

If the applicant has not applied for the appropriate planning permission prior to operating any base within East Staffordshire, action may be taken against the operator.

The Licensing Authority does prefer that private hire operators have adequate parking for the vehicles operating from their premises. If this is not practical, operators should ensure that vehicles operating through their company are not parked in contravention of parking regulations, residents parking areas or causing a nuisance to other road users or residents.

The operator shall at all times have valid Employers' Liability (Compulsory Insurance) Act 1969 in place and Public Liability Insurance. A copy of both of these certificates must be provided with the application (new and renewal).

## **Employment**

If you intend to employ someone, to take the bookings for example, you need to ensure that the premises you are using comply with all aspects of Health and Safety Legislation and any other related legislation. There may be other requirements and you should ensure that you comply with the law if you employ any person in your operation. All staff employed by a private hire operator should be deemed 'fit and proper' to work within the base.

## **Knowledge Test**

From the approval date of this policy, all new operators will be required to undertake an Oral Speaking and Listening test, the applicant must meet the required pass mark before proceeding with the application. In addition the applicant on initial application and then subsequently at renewal is required to undertake the Councils operator knowledge test.