

# Private Hire Operator

## Renewal for a Private Hire Operator's Licence

Licensing Service  
Block C  
Staniforth Road Depot  
Staniforth Road  
Sheffield  
S9 3HD

Visit our web pages: [www.sheffield.gov.uk/licensing](http://www.sheffield.gov.uk/licensing)

Telephone: 0114 2734264

Or email us at: [taxilicensing@sheffield.gov.uk](mailto:taxilicensing@sheffield.gov.uk)

Opening Times  
Monday to Friday  
10:00 to 16:00



## Application Requirements

In making a renewal for a private hire operator's licence, you will need to provide the following:

- Appropriate Fee
- A DBS Basic Disclosure (if not already licensed) for all partners and directors associated with the company
- Public Liability Insurance (if required)
- Information to confirm registration with the Information Commissioner's Office
- Confirmation you are aware of HMRC guidance relating to tax registration obligations

Before making an application, please read the Private Hire Operator and Vehicle Licence Policy to ensure you fully understand the requirement of operating a private hire operator business in Sheffield.

A copy of the policy can be found on the licensing website or by email request.

## Applicant Details

If applying as a company, please list all directors and partners. Please note, all directors and/or partners must supply a Basic DBS Check.

Company Name	
Company Number	
Address	
Postcode	
Telephone Number	

Full Name	
Date of Birth	
Address	
Postcode	
Telephone Number	

Full Name	
Date of Birth	
Address	
Postcode	
Telephone Number	

Full Name	
Date of Birth	
Address	
Postcode	
Telephone Number	

## Business Address and Operating Name

If the address you operate from is different to that of your home address, please provide details below.

Address	
Postcode	
Telephone Number	

Please provide the name you use on your operating licence along with the telephone number/app.

Operator Name	
Telephone Number/App Information	

## Number of Vehicles to be Operated

Please indicate the number of vehicles and the length of licence you wish to apply for.

	1 year	2 years	3 years	4 years	5 years
1 – 10 vehicles	£531	£1,026	£1,521	£2,016	£2,510
11 – 50 vehicles	£664	£1,282	£1,900	£2,518	£3,137
51 – 100 vehicles	£1,993	£3,063	£4,133	£5,203	£6,274
101 – 250 vehicles	£4,650	£5,840	£7,030	£8,220	£9,411
251 + vehicles	£6,643	£8,119	£9,595	£11,071	£12,548

## Tax Registration

### Information and Guidance

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 (including this licensing authority), you will need to provide a 9-character tax check code.

You can find information on how to complete a Tax Check by visiting: [Complete a tax check for a taxi, private hire or scrap metal licence - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

If an application is from a partnership, you must get confirmation from HMRC that each partner in the application has completed a tax check.

For example, if:

- one partner made the application on behalf of the partnership, you must get confirmation that this single partner has done a tax check
- more than one partner makes the partnership's application, you must get separate confirmations that each of the partners has done a tax check

If some of the partners have completed tax checks but others have not (for example, if 3 partners are named and have signed the application but only 2 have done tax checks), you will need to get confirmation that all of them have completed a tax check.

You can [contact HMRC](#) if you notice your records need to be updated during the check.

*Please note:*

*'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.'*

***You will not be granted a licence if you do not provide a valid tax check code to the Licensing Authority.***

#### **Question**

1. Please provide your 9-character tax check code(s).

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2. If applying as a partnership/company, please provide your company's number issued by Companies House.
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## Privacy Notice

### How we will use your information

The information provided to us will be used to help us process your application for a licence.

Your personal data is processed under a contract to which you are party to through your application for a licence (as per Article 6(1)(b) of the General Data Protection Regulation). In terms of special category data including criminal records or health information, your information is processed as it is necessary for the performance of a task carried out in the public interest (as per Article 9(2)(g) of the General Data Protection Regulation).

Your application will be processed in line with the following pieces of legislation and guidance:

- Town Police Clauses Act 1847
- Local Government (Miscellaneous Provisions) Act 1976

### Who we will share your information with

We may share your information with the following third parties, including:

- Driving and Vehicle Licensing Agency (DVLA)
- Disclosure and Barring Service (DBS)
- Taxi Plus
- Big Change App (Online applications)
- Home Office
- NR3 National Register of Taxi Licence Refusals and Revocations
- Department for Environment, Food and Rural Affairs (DEFRA)
- Other Licensing Authorities
- Other Council services
- Any other service/organisation as referenced in the Town Police Clauses Act 1847 and the Local Government (Miscellaneous Provisions) Act 1976

We are required to maintain and publish [Public Registers](#), which includes data of licence holders.

We will also share data with the Cabinet Office for the purposes of a data matching exercise called the National Fraud Initiative. The purpose of the exercise is to detect fraud and error. The Council is legally required to participate in this exercise.

### How long we will keep your information

The information you provide will be kept for the duration of your licence, plus six years, after which time it will be deleted.

The information will be stored either in paper form and/or electronically on a secure council database.

In the event that your licence is revoked, or an application refused, information will be uploaded to the NR3 Register and the information kept for 25 years.

### What are your rights

You have rights under Data Protection law. For further details about your rights, the contact details of our Data Protection Officer and your rights to make a complaint please see our Data Protection web page:

<https://www.sheffield.gov.uk/privacy>

If you do not have access to the internet, please contact us and we will be able to provide paper versions of the information you require.

## Signatures and Check List

I hereby make an application to renew a private hire operator's licence.

I have read the Private Hire Operator and Vehicle Policy and agree to comply as appropriate.

I undertake that if a licence is granted to comply with any conditions attached to it.

I understand that it is illegal to make a false statement or omit any important fact in making this application and declare that all the information given is true and accurate.

I authorise the Council to make such enquiries as it sees fit in relation to this application.

Please ensure you have enclosed the following documents.

- DBS Basic Disclosure(s)
- Public Liability Insurance Certificate (If required)
- Information Commissioners' Office Registration
- Confirmation you are aware of HMRC guidance relating to tax registration obligations

Name	
Signature	
Date	