

Tax Checks

Applicant's will need to confirm that they are aware of their tax responsibilities in the following scenarios:

- ❖ On application for the first time with Rosendale Council (and you do not hold or previously held the same type of licence with another authority);
- ❖ On application for a licence that you have already held but has not been valid for over a year.

Applicant's will need to complete a tax check and provide us with a tax check code on the application if they are:

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

Guidance to help applicants understand their tax registrations obligations can be found at the following sites:

- ❖ PAYE information: <https://www.gov.uk/income-tax/how-you-pay-income-tax>
- ❖ Registering for Self Assessment: <https://www.gov.uk/register-for-self-assessment>
- ❖ Corporation Tax Information: <https://www.gov.uk/corporation-tax>

Licensing Authorities are not permitted to grant licences unless the relevant awareness or tax check code has been provided.



ROSSENDALE BOROUGH COUNCIL

Local Government (Miscellaneous Provisions) Act 1976 Application for Grant or Renewal of a Private Hire Operator's Licence

Grant <input type="checkbox"/>		Renewal <input type="checkbox"/> - PHO Number: _____
1.	Applicant Surname	Applicant Forename(s)
2.	Date and Place of Birth	Any other names used
3.	Home Address:	Telephone No.
4.	Business Name:	Telephone No.
5.	Tax Code Check	
6.	Address and Post Code from which you intend to carry out the business of a Private Hire operator	
7.	Applicant email address & business email	
8.	Do these premises have the necessary planning permission for this use? Please attach a copy of the Planning Consent	Yes <input type="checkbox"/> No <input type="checkbox"/> Attached <input type="checkbox"/>
9.	Have you ever held a Private Hire Operators Licence or Public Service Vehicle Operators Licence? If yes, please give details of the Authority, dates and details of any revocations or suspensions of that licence.	Yes <input type="checkbox"/> No <input type="checkbox"/>
10.	Have you been convicted before a Court or cautioned by the Police for any criminal offence? If yes, please give details.	Yes <input type="checkbox"/> No <input type="checkbox"/>

11.	<p>Have you been subject to a bankruptcy order which has not been discharged.</p> <p>If yes, please give details.</p>	Yes <input type="checkbox"/> No <input type="checkbox"/>
12.	<p>Have you ever been disqualified from being a Director of a Company under the Companies Act 1985?</p> <p>If yes, please give details</p>	Yes <input type="checkbox"/> No <input type="checkbox"/>
13.	<p>Is the business a Limited Company, partnership or will you be a sole trader.</p> <p>If you are operating the business in partnership with any other person, please complete Page 1 of this application form in respect of each partner.</p> <p>If a Limited Company, please provide Companies House Registration Number</p>	
14.	<p>Is any other person financing the business other than by a written commercial loan agreement?</p>	
15.	<p>What is your current occupation?</p>	
16.	<p>Are you the holder of a Hackney Carriage and/or Private Hire licence of any kind (Driver, Vehicle or Operator) with any other authority?</p>	Yes <input type="checkbox"/> No <input type="checkbox"/>
17.	<p>If yes, please provide the details:</p>	Authority: Licence Type: Licence No: Expiry Date:
18.	<p>How many vehicles do you propose to operate? (Enclose a plan showing both the business premises and land held for car parking shown edged in red thereon)</p>	
19.	<p>Do you intend to open your office to the public?</p> <p>If yes, please attach a copy of your Public Liability Insurance Certificate.</p>	Yes <input type="checkbox"/> No <input type="checkbox"/>
20.	<p>Will you employ your drivers or will they be self-employed?</p>	
21.	<p>Will you have day-to-day control of the business or do you intend to have a manager?</p> <p>If so, who will that be?</p>	Yes <input type="checkbox"/> No <input type="checkbox"/>
22.	<p>Please tick the duration of the Private Hire Operator Licence that you wish to apply for:</p>	1 Year Licence = £205.00 <input type="checkbox"/> 3 Year Licence = £335.00 <input type="checkbox"/> 5 Year Licence = £465.00 <input type="checkbox"/>

23.	Declarations <i>(Please ensure you tick the boxes to indicate your agreement)</i>	
	I have enclosed or made a payment for the application fee	<input type="checkbox"/>
	I certify that I have completed this form in my own hand, unless otherwise stated, and that the particulars of the application are correct.	<input type="checkbox"/>
	I understand that it is a criminal offence to state anything in this application which is false or which I do not believe to be accurate or true.	<input type="checkbox"/>
	I confirm that I am aware of the content of HMRC guidance relating to my (our) tax registration obligations.	<input type="checkbox"/>
	I understand and confirm my acceptance that the Council will retain a copy of my DBS certificate as provided in my application for the purpose of administering my hackney carriage licenses.	<input type="checkbox"/>

I declare that the information given is true and accurate to the best of my knowledge knowing that it is an offence for any person knowingly or recklessly to make a false statement or omit any material particular in the completion of this form.

Schedule 23 to the Finance Act 2011 (Data Gathering Powers) and Schedule 36 to the 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.

I understand that if I use a Hackney Carriage to fulfil Private Hire bookings, I must ensure the customer has the right to pay the metered fare. In any other case, I state overleaf the table of fares that I will normally charge.

Signed

Date

STATEMENT OF FARES

- 1. Minimum charge of each hiring (if any)
.....
.....
- 2. The fare tariff
.....
- 3. The retention charge per minute or portion thereof
.....
- 4. Additional charges (if any)
.....

THIS FORM MUST BE ACCOMPANIED BY:

A plan of the premises or part of the premises proposed to be used

The licence fee as listed below:

1 Year Licence = £196.00, 3 Year Licence = £321.00 or a 5 Year Licence = £446.00

Revised May 2025