



## **PRE-LICENSING CONDITIONS FOR PRIVATE HIRE VEHICLE OPERATORS**

- 1 A Person or Company who accepts a booking directly from a hirer for the use of a Private Hire Vehicle requires a Private Hire Vehicle Operators Licence and shall:
  - 1.1 Be vetted by the Criminal Records Bureau. Applicants are required to complete a form for this purpose (obtainable from Rochford District Council) and return it together with the appropriate fee to Rochford District Council.
  - 1.2 Produce a current Passport or Birth Certificate.
  - 1.3 Supply four passport size photographs.
  - 1.4 Live within the District of Rochford or an immediately adjacent District. Companies must have business accommodation within the District of Rochford.
  - 1.5 Not have been convicted of more than three Motoring Offences, which individually exceed 2 Penalty Points during the previous three years.
  - 1.6 Not have been convicted of a serious Motoring Offence during the previous three years.
  - 1.7 Not have been convicted of a Criminal Offence (e.g. theft) during the previous three years.
  - 1.8 Not have been convicted of a serious Criminal Offence e.g. causing grievous bodily harm or sexual offence during the previous seven years.

Notes: As defined in Home Office Circular 13/92.

  - 1.9 Not have received a Police Caution for a Criminal Offence within the previous twelve months.
- 2 A person being considered for an Operators Licence who had surrendered his/her Licence previously or who had not held one during the previous three months shall be treated as a person being considered for a Licence on the first occasion.
- 3 The application form together with all relevant documentation must be presented by the applicant, in person, to Rochford District Council.
- 4 Any person aggrieved by a decision of the Council to refuse to grant a licence has the right to appeal to a Magistrates' Court within 21 days of that decision.