

## Private Hire Operators Licence – Guidance Note

**A Private Hire Operators Licence is required to take bookings for Private Hire Vehicles. Please ensure you have the appropriate planning permission and insurance provisions.**

A licence shall be valid for a period of three years. Breckland Council will only grant operators licences to operators five miles outside of the district.

The applicant for the grant of a new licence or renewal of an existing licence will be required to provide a Basic Level (unspent) Criminal Convictions Certificate to aid in establishing if an applicant is a suitable person to hold an operator's licence. This is because a Private Hire Operator will be in possession of information on members of the public whereabouts and will be dealing with the public face to face and/or over the telephone, possibly coming into contact with vulnerable people. If the applicant is a company the criminal record check should be carried out on the director and/or secretary. If the applicant is a partnership both partners shall provide a criminal record check. The applicant is required to complete necessary forms for this purpose.

The application must be supported by a fee of £100 payable to Breckland Council.

If a Private Hire Drivers Licence is held an additional Basic Criminal check will not be necessary.

If an applicant has not been resident in the UK for the last 5 years a certificate of good conduct from an overseas embassy may be acceptable in place of a Basic Level Criminal Record Check.

The applicant must make a declaration as to any criminal or motoring convictions recorded or pending against him/her in order to confirm that the applicant is a fit and proper person to hold a licence.

An Operator must not include in his trading title any reference to 'taxi' or 'cab'.

An Operator must ensure that all vehicles and drivers working for them are licensed by Breckland Council.

An Operator must keep records of bookings and produce these to an authorised officer or police officer on request. The content of these will be as prescribed by the Council in the licence conditions.

Please contact the Licensing Team if you require any further information.

Licensing Team  
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