

**NORTH TYNESIDE COUNCIL  
PUBLIC PROTECTION SERVICES  
HACKNEY CARRIAGE AND PRIVATE HIRE LICENSING**

**PRIVATE HIRE OPERATOR'S LICENCE - NOTIFICATION OF NEW DIRECTOR**

OFFICE USE ONLY	
Date received:	
Licence no:	
RTW check conducted - date	
DBS cert. No. / Date	

- **All proposed Directors must provide a recent (within 1 month) Basic DBS Disclosure.**  
(Applicants who hold a current hackney carriage or private hire driver's licence issued by this Authority are exempt from this requirement).
- **All applicants must confirm they are aware of their tax responsibilities and of guidance issued by HMRC.**

**Please complete this form carefully. Incorrectly completed forms will be returned for completion.**

**1. Trading Name of the private hire firm** .....

**2. Registered Name of Company:** .....

Address of Company: .....

..... Post code: .....

Company Registration Number (enclose copy of registration certificate): .....

**3. Name, Date of Birth, Address and Contact Details of proposed new Director:**

Full name: ..... Date of Birth .....

Address .....

Tel: ..... Email:.....

On what date does the company propose appointing you as a Director? .....

**4. If you are, or have been, a Director, Partner or Secretary of any other Company in the last five years the following information must be provided about each of the Companies:**

(a) Name, Address of Registered Office and Trade or Business Activity of each Company:

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 .....  
 .....  
 .....  
 .....

(b) Please give details of any convictions recorded against each Company:

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 .....  
 .....  
 .....

5. Have you ever applied for an Operator's Licence before? **YES / NO**  
(If yes, please state the name of the Local Authority and the date(s))

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Was the licence ever suspended or revoked? If yes please provide details: **YES / NO**

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6. Have you ever applied for or held a Hackney Carriage or Private Hire Driver's Licence? **YES / NO**  
(If yes, please state the name of the Local Authority and type of licence in respect of each licence)

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7. Have you ever been refused a Hackney Carriage or Private Hire Driver's Licence, or had any such licence suspended or revoked? (If yes, please give details) **YES / NO**

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8. Have you been convicted of any offence? (If yes, please give details) **YES / NO**

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9. I confirm that I am aware of my tax responsibilities and I am aware of the guidance issued by HMRC. **YES / NO**  
<https://www.gov.uk/guidance/changes-for-taxi-private-hire-or-scrap-metal-licence-applications-from-april-2022>

10. If you are applying for the same type of licence previously held and that ceased being valid less than a year ago, or if you are applying for the same type of licence already held with another licensing authority please provide the nine-digit tax check reference number:

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This Authority is under a duty to protect the public funds it administers and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes. For further information see: [www.northtyneside.gov.uk/nfi](http://www.northtyneside.gov.uk/nfi)

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**DECLARATION:** I declare that to the best of my knowledge and belief the answers given on this form are true and I sign it knowing that I may be liable to prosecution if I have wilfully stated in it anything which I know to be false or do not believe to be true or have omitted a material particular. Any person who knowingly or recklessly makes a false statement or omits any information required in this application may be guilty of a criminal offence punishable on conviction by a fine of up to £1000.

I confirm that I am aware of my tax responsibilities and I am aware of the guidance issued by HMRC.

**Signature of proposed Director:**

**Full Name:**..... **Signed:**..... **Date:**.....