



City of  
Stoke-on-Trent

**Contact Details**  
Licensing  
Hanley Town Hall  
Albion Street  
ST1 1QL  
01782232774  
[hcp.licensing@stoke.gov.uk](mailto:hcp.licensing@stoke.gov.uk)

## Private Hire Vehicle Operator Licence Application

**For Office Use: Flare Number**

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### SECTION 55 LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT, 1976

For us to licence you to run a private hire business you must meet certain conditions ([Click here to see the policy and operator's conditions](#)):

Complete the application form and make an appointment at Licensing by calling 01782 232774 or e-mailing [hcp.licensing@stoke.gov.uk](mailto:hcp.licensing@stoke.gov.uk)

Bring the following to your appointment:

#### Renewals & New Applicants

- Fully completed application form and the fee (contact Licensing for the fee)

#### Grant (New) Applicants must also be/bring the following:

- Based in Stoke-on-Trent
- Template of Door Signs to be used (x2)
- Proof of rights to work in the UK
- Safeguarding training for taxi drivers certificate (level 1 or 2)
- Proposed Business Plan
- Standard Disclosure & Barring Service Certificate less than 3 months old (£26) if not already a licensed driver in Stoke-on-Trent
- Certificate of Public Liability if you have a waiting room for the public

**Note:** Door signs must be permanently affixed and shown on a distinctly contrasting background colour, be positioned on the upper half of the two front doors.

- Vehicle licences/plates cannot be issued until the [driver is licensed to drive](#)
- [Vehicle application](#) forms must be counter-signed by an Operator, therefore an Operator's Licence must be granted before a vehicle can be licensed.
- Cromer Road can be contacted on Tel: 01782 232297

Grant Application	Yes <input type="checkbox"/>	Renewal Application	Yes <input type="checkbox"/>
<b>SECTION A – THE APPLICANTS - Person (s) names or Limited Company Name</b>			
Name		DOB	d d m m y y
Home Address			
	Postcode		
Home Tel No.	Email		
Mobile No.	DBS Produced	<input type="checkbox"/>	
DVLA No.	Issue No.		

Name		DOB	d	d	m	m	y	y
Home Address								
		Postcode						
Home Tel No.		DBS Produced	<input type="checkbox"/>					
Mobile No.		Email						
DVLA No.					Issue No.			

**SECTION B – ALL DIRECTORS or PARTNERS if a company  
(continue on separate piece of paper if necessary)**

Name		DOB	d	d	m	m	y	y
Home Address								
		Postcode						
Home Tel No.								
Mobile No.		Email						
DVLA No.					Issue No.			

**SECTION B (continued)**

Name		DOB	d	d	m	m	y	y
Home Address								
		Postcode						
Home Tel No.								
Mobile No.								
DVLA No.					Issue No.			
Email								

Has any person named above ever been refused or had an Operator's licence suspended or									
revoked by this or any other Council						Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If yes, when, where and why?									
Date	d	d	m	m	y	y	Name of Council		
Reason									



**SECTION F – FOR OFFICE USE ONLY**

Date Submitted	d	d	m	m	y	y	LSO Initials	
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Completed form & fee received	Yes <input type="checkbox"/>
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<b>Grant Application or Change to Applicant/ Director</b>		
Safeguarding Cert checked (discuss with Licensing Manager if a director)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
DBS Received & checked (not necessary for Director)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Right to Work ID (if not already provided as a driver)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Business Plan	Yes <input type="checkbox"/>	No <input type="checkbox"/>

<b>Renewal (Licensing Support)</b>			
Flare updated	PRU <input type="checkbox"/>	MAU <input type="checkbox"/>	N&A <input type="checkbox"/>
Licence issued	Yes <input type="checkbox"/>		

<b>Grants (Licensing Officer)</b>			
Have door signs been submitted for approval	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Have door signs been approved	Yes <input type="checkbox"/>		No <input type="checkbox"/>
Colour copy given to Cromer Road Test Centre	Yes <input type="checkbox"/>		
Public liability insurance received	<input type="checkbox"/>		
If PLC directors named on Companies House	<input type="checkbox"/>		
Licence issued	Yes <input type="checkbox"/>		