

APPLICATION FOR AN OPERATOR LICENCE

Local Government (Miscellaneous Provisions) Act 1976



Surname			Mr/ Mrs/ Miss (Please delete as applicable)
First names (in full)			
Full home address			
	Postcode		
Telephone number		Mobile number	
Email address			
Date of birth			
National Insurance Number			

Name of business			
Address where business is to be operated (address must be within Bracknell Forest)			
	Postcode		
Telephone number(s) of business (must be a landline)			

How many licensed vehicles do you intend to operate?	
---	--

Do you propose to operate any vehicle in partnership?	YES/NO
---	--------

If YES please give full name(s) and address(es) of partners (continue on a separate sheet if necessary):
--

Have you been or are you a Director or Secretary of any registered Company?	YES/NO
---	--------

If YES to the above please give full name and address of company:

Are you applying as a Company?	YES/NO
--------------------------------	--------

If YES to the above please give full name(s) and address(es) of all Directors and Secretaries of the company:

GUIDANCE NOTES

All new applicants (except those with a current driver’s licence issued by Bracknell Forest Council) must supply a Basic Criminal Records Disclosure from Disclosure Scotland. This will need to be resubmitted every 3 years or as required by the Licensing Officer. Details of the process are available from Disclosure Scotland at <http://www.disclosurescotland.co.uk/appprocess.htm> or by phoning the Disclosure Scotland helpline on **0870 609 6006**.

Fees for 2012/2013

Number of Vehicles	One year licence £	Three year licence £
1 vehicle	161	400
2-5 vehicles	280	680
6-10 vehicles	470	1130
11-15 vehicles	650	1560
16-20 vehicles	880	2110
More than 20 vehicles	1060	2540

Payment can be made in the following ways:

- By credit or debit card at Time Square or over the phone on 01344 352000
- By cash or cheque (made payable to Bracknell Forest Borough Council) at Time Square.

Please tick to confirm you have enclosed the following with your application:

	A receipt for payment of the application fee (non-refundable) or cheque payment
--	---

In some cases, you may be required to produce the following, please tick if enclosed:

	Basic Criminal Records Disclosure from Disclosure Scotland
--	--

The completed form and any enclosures should be handed into the Customer Service Centre at Time Square, Market Street, Bracknell, RG12 1JD. Please note only fully completed applications with all the correct fees and enclosures will be accepted. We can only accept original documentation, of which we will make a copy. Faxed copies will **NOT** be accepted. You will be informed when your licence is ready for collection.

An applicant commits an offence if they knowingly or recklessly make a false statement or omit any relevant information and any licence issued may be revoked. Information provided on application forms will be disclosed to other agencies such as the Police and DVLA where there is a legal requirement to do so, for example in relation to the investigation of a suspected offence. 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 and administering public funds for these purposes. For further information, see www.bracknell-forest.gov.uk/nfi or contact Internal Audit on 01344 352322.

Declaration:

I hereby certify that all statements in this application are correct and true to the best of my knowledge. I have read the guidance supplied, enclosed any required documentation and fees, and agree to abide by the conditions place on the licence should it be granted.

Signature.....

Print Name.....

Date signed.....

Ethnic Monitoring

Bracknell Forest Borough Council operates a policy of equal opportunity and fair treatment for all. To assist in monitoring our policy (and for this reason only), applicants are asked to give details of their ethnic origin.

Please state which of the following best describes your ethnic origin:

Black UK	
Black African	
Black Caribbean	
Asian	
Indian	
Indian UK	
Pakistani	
Pakistani UK	
Bangladeshi	
Bangladeshi UK	
Chinese	
White UK	
White European	
Irish	
If you do not belong to any of these categories please specify	