

OFFICE USE Date Received:		Fee Paid:	Receipt Number:
Licence Granted	From:  To:	Comments:	

## **DUDLEY METROPOLITAN BOROUGH COUNCIL**

### **Local Government (Miscellaneous Provisions) Act 1976**

### **APPLICATION FOR THE GRANT/RENEWAL OF A LICENCE**

### **TO OPERATE PRIVATE HIRE VEHICLES**



**It is important that you read this application pack in full before applying for a licence to Operate Private Hire Vehicles. This application pack should be kept for future reference so that you are fully aware of the procedures for obtaining or renewing your licence, and the guidelines, criteria, conditions and regulations of the licence.**

The Council licences Hackney Carriage and Private Hire drivers, vehicles and Private Hire Operators. The authority for doing so was the adoption of the Local Government (Miscellaneous Provisions) Act 1976, Part 2, together with the Town Police Clauses Act 1847, and the Public Health Act 1875.

The information you provide on this form is subject to the provisions of the Data Protection Act 1998 and will be held confidentially and will be retained for the purposes of processing your application. Further information in relation to the Data Protection Act can be obtained from the Information Commissioners website at: [www.informationcommissioner.co.uk](http://www.informationcommissioner.co.uk)

This Authority is required by law to protect the public funds it administers. It may share information provided by you with other bodies responsible for auditing or administering public funds in order to prevent and detect fraud.

The Council reserves the right to require any applicant or existing licence holder to provide additional information, e.g. Standard Disclosure & Barring Service Reports.

The Licensing Authority may get information about you from third parties, or give information to them to check the accuracy of information. This is to prevent or detect crime, or to protect public funds in other ways, permitted by legislation. These third parties include other local authorities, the police service and government departments.

The legislation states that the Council may grant a licence **ONLY** if it is satisfied that the person is fit and proper – **the onus is on the applicant to prove this, NOT the Council to demonstrate that they are not.**

Please complete this form accurately and in full. Ticks/crosses/lines through the relevant box will not be accepted. Please note that any omission, false information or false documentation may make you liable to prosecution, (your attention is drawn to the declaration)

Dudley MBC will only accept original documents in support of your application. Also this authority will not accept any documents that are defaced or appeared to have been altered. All documents must be in English.



**Part B – Convictions and Cautions (Continued)**

**Are you subject of another enquiry by any other department within Dudley MBC?**

**Yes**

**No**

**If Yes, please provide full details.**

**Are you subject of another enquiry by the Police, any other local authority, any other government department?**

**Yes**

**No**

**If Yes, please provide full details.**

**DECLARATION:**

**I DECLARE THAT I HAVE CHECKED THE DETAILS I HAVE GIVEN IN RELATION TO ANY CONVICTIONS EITHER CRIMINAL OR MOTORING THAT I HOLD AND TO THE BEST OF MY KNOWLEDGE AND BELIEF THEY ARE CORRECT. I ALSO CONFIRM THAT I AM NOT SUBJECT OF ANY OTHER ENQUIRY BY ANY OTHER AGENCY. I ALSO CONFIRM THAT I HAVE DECLARED DETAILS OF ANY POLICE INVESTIGATION OR LEGAL PROCEEDINGS.**

**DATE:..... SIGNATURE:.....**

**PRINT NAME.....**

**PART C – GENERAL INFORMATION**

<p>Are you currently licensed as a private hire driver with this authority?</p> <p>I</p> <p>If Yes, What is your licence (badge) number?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><input type="text"/></p>
<p>Are you currently licensed as a hackney carriage driver with this authority?</p> <p>If Yes, what licence (badge) number?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><input type="text"/></p>
<p>Are you licensed as a private hire operator with another licensing authority?</p> <p>If Yes, which Authority</p> <p>Have you been the subject of any disciplinary action whilst you are licenced with them?</p> <p>If <b>YES</b>, Please answer the below questions</p> <ul style="list-style-type: none"><li>a) Particulars of the discipline offence</li><li>b) Penalty</li><li>c) Refusal of operator's licence</li><li>d) Suspension of operator's licence</li><li>e) Revocation of operator's licence</li></ul>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><input type="text"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><input type="text"/></p>

<p>Are you currently licensed as either a private hire or hackney carriage driver with another authority?</p> <p>If <b>YES</b>, Please answer the below questions</p> <ul style="list-style-type: none"> <li>a) Which Authority?</li> <li>b) When were you first licensed with them?</li> <li>c) What is your licence (badge) number with that Authority?</li> </ul>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <div style="border: 1px solid black; height: 150px; width: 100%;"></div>
<p>Have you been required to attend a Licensing Committee or had action taken against you by an authorised officer whilst you are licensed with them?</p> <p>If <b>Yes</b>, Please answer the below questions</p> <ul style="list-style-type: none"> <li>a) Reason for attendance or action taken?</li> <li>b) Any decision made by the Committee or authorised officer</li> </ul>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <div style="border: 1px solid black; height: 150px; width: 100%;"></div>
<p>Are you currently, or have been a director or secretary of a company?</p> <p>If <b>Yes</b>, please provide full information.</p> <p>Any convictions recorded against the company within the period of ten years preceding this application?</p> <p>Any trade or business activities carried on by the company?</p> <p>Any previous application made by the company to any local authority for a private hire operator's licence – please include the result of the application</p> <p>Any revocation or suspension of a private hire operator's licence previously held by the company</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <div style="border: 1px solid black; height: 250px; width: 100%;"></div>

<p>Is the application being made on behalf of a company?</p> <p>If <b>Yes</b>, please provide the following information</p> <p>Full business address and contact details of the head office of the company</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <div style="border: 1px solid black; height: 150px; width: 100%;"></div>
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**Part D – Third Party Information**

<p>Are you the person who has responsibility on behalf of the company for the daily running of the private hire operator's licence?</p> <p>If <b>No</b>, please provide full details of the person who will be responsible</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <div style="border: 1px solid black; height: 100px; width: 100%;"></div>
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<p>Do you intend to control the private hire operator's licence with another person?</p> <p>If <b>Yes</b>, please provide name and address of the person.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <div style="border: 1px solid black; height: 150px; width: 100%;"></div>
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**PLEASE NOTE: IN ORDER TO PROCESS THE APPLICATION, IF ANOTHER PERSON(S) ARE NAMED IN EITHER OF THE ABOVE TWO QUESTIONS, THEN THAT NAMED PERSON(S) WILL HAVE TO COMPLETE AND SUBMIT A SEPARATE APPLICATION FORM TOGETHER WITH ANY RELEVANT DOCUMENTATION. YOUR APPLICATION CANNOT BE COMPLETED UNTIL ALL OF THE NECESSARY INFORMATION HAS BEEN RECEIVED.**

**Part E – Business Details**

<p>Address within Dudley Borough from which you intend to carry on your business as a Private Hire Operator?</p>	
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**Part E – Business Details (Continued)**

<p>Is this a residential address?</p> <p>Have you notified the Planning Department, Dudley MBC?</p> <p>What is the their reference number</p> <p>How many vehicles do you intend to operate from this address?</p> <p>Do you intend to operate your business from another address within Dudley Borough?</p> <p>If <b>Yes</b>, please provide details of this address including any planning reference numbers where relevant</p> <p>If you are going to use more than one address, please identify which address you will keep the records required under the private hire operators licence conditions.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><input type="text"/></p> <p><input type="text"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><input type="text"/></p> <p><input type="text"/></p>
<p>What is the name of your company?</p> <p>What is the telephone number(s) of your company?</p>	<p><input type="text"/></p> <p><input type="text"/></p>



**Part F - DECLARATION:**

(It is very important that you read and fully understand before signing the declaration)

I am aware that if I knowingly or recklessly make a false statement or I omit any material particular in giving information on this form I shall be guilty of an offence. This means that if I as the applicant, or if anyone else gives false information or leaves out any information to help me get a licence, I, and/or they can be prosecuted in court. I declare that I have checked the details given and to the best of my knowledge and belief they are correct. I am entitled to the licence for which I apply.

**DATE:**.....

**SIGNATURE:**.....

**PRINT NAME** .....

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**Part G - Guidance Notes**

**CRITERIA APPLICABLE FOR THE GRANT OF A PRIVATE HIRE OPERATOR LICENCE**

The following are the **Council's** criteria when considering applications for a Private Hire Operators Licence.

1. The **applicant shall** provide evidence that they / the partnership / the company is, of good character
2. The **applicant shall** provide evidence that they / the partnership / the company is, capable of running the business to the required standard
3. The **applicant shall** provide evidence that they / the partnership / the company is, capable of keeping records to the required standard
4. The **applicant shall** provide evidence that they / the partnership / the company is, capable of supervising drivers and proprietors, and has full understanding of the criteria, conditions and regulations relating to such licences
5. The **applicant shall** provide evidence that they / the partnership / the company has a good local knowledge
6. The **applicant shall** provide evidence that they / the partnership / the company has an awareness of the needs of disabled passengers
7. The **applicant shall** provide evidence that they / the partnership / the company has an awareness of Child Sexual Exploitation issues

In order to meet the criteria **1 – 5**, the applicant would need to provide evidence that they are a fit and proper person to hold such a licence by providing a basic Disclosure and Barring Services (DBS) report (if not already licensed as a driver with this Authority). Full details of previous employment and/or business activities, be interviewed by a **Licensing Enforcement Officer** and pass a knowledge test.

In order to meet the criteria **6 – 7**, the applicant must (if not already licensed as a driver with this Authority and has attended the courses) attend a 'Disability Awareness' course and a 'Child Sexual Exploitation' course before the Operator's licence is granted.

The following are considered relevant for carrying out an assessment of whether or not the facilities to be provided by a Private Hire Operator are adequate to meet the **Council's** standards.

- (a). Planning permission for the premises to be used as a Private Hire Operator's business (where appropriate)
- (b). Adequate parking facilities for the number of vehicles to be maintained at the premises (where appropriate)
- (c). Adequate telephone facilities
- (d). Suitable customer waiting area (where appropriate)

In order to meet considerations (a) and (c) above, the operator would need to provide the necessary documents as evidence. In order to meet considerations (b) and (c) above, the premises will need an inspection by a **Licensing Enforcement Officer** (where appropriate)

### **Knowledge Test**

New applicants must undertake a knowledge test. The test is devised so that an applicant can prove that they have sufficient knowledge of the conditions attached to Private Hire Operator, Private Hire Driver, and Vehicle licence, and legislation.

#### **The test contains four sections:**

- |   |              |
|---|--------------|
| A. Attached conditions of licence PHO licence | 15 questions |
| ✓ 12 must be answered correctly to pass       |              |
| B. Legislation regarding PHO                  | 5 questions  |
| ✓ 5 must be answered correctly to pass        |              |
| C. Attached conditions of licence PHD licence | 5 questions  |
| ✓ 4 must be answered correctly to pass        |              |
| D. Attached conditions of licence PHV licence | 5 questions  |
| ✓ 4 must be answered correctly to pass        |              |

#### **Please Note**

- ❖ During the knowledge test which will be conducted by a Licensing Enforcement Officer, you will be required to provide evidence of how you intend to keep the required records.

### **Licence Conditions Private Hire Operator**

#### **SCHEDULE**

#### **Conditions to be attached to a Private Hire Vehicle Operators licence approved by the Taxis Committee on the 11<sup>th</sup> August 2015**

##### **Introduction**

The Private Hire Vehicle Operator's licence is granted subject to you complying with the following conditions of licence.

Failure to comply with any of the conditions may lead to a prosecution or lead to your licence being suspended, revoked or not renewed by the Taxis Committee.

In these conditions "**the Council**" means **Dudley Metropolitan Borough Council**, "**Operator**" means the holder of a **Private Hire Operator's Licence** issued by the Council. Any requirements of legislation, which effect the operations carried out under the terms of the licence, shall be regarded as if they were conditions of that licence.

### **CONDITIONS OF LICENCE-PRIVATE HIRE VEHICLE OPERATORS**

1. If you are convicted of any offence whilst this licence is in force you **shall** report the details of the conviction **in writing** to the Licensing Office Unit 1 Hurst Business Park, Narrowboat Way, Brierley Hill, DY5 1UF, **within 7 days from the date of conviction.**
2. If you change your home address at any time whilst this licence is in force, you **shall** inform the Licensing Office **in writing** of your new home address **within 7 days from the date of moving.**
3. This licence is granted to you in respect of the premises notified to the Licensing Office at the time of the application.
  - i. If you intend to change the business address of the operation you **must** first obtain written consent from the Licensing Office.
  - ii. Consent will only be given providing the proposed premises meet the criteria for the grant of a Private Hire Operators Licence. The following are considered relevant for carrying out an assessment of whether or not the facilities are adequate to meet the Council's standards.

#### **Standards Required**

- a) Planning permission for the premises to be used as a Private Hire Operators business (where appropriate)
  - b) Adequate parking facilities for the number of vehicles to be maintained at the premises (where appropriate)
  - c) Adequate telephone facilities
  - d) Suitable customer waiting area (where appropriate)
4. In order to meet considerations **a)** and **c)** above, the operator will have to provide the necessary documents as evidence. In order to meet considerations **b)** and **d)** above will require an inspection by a **Licensing Enforcement Officer.**
  5. If approved you **shall** return your original licence for amendment
  6. **You must** ensure that you comply with the requirements of the Town and County Planning Acts and the Health and Safety at Work Act at all times as far as the business use of the premises is concerned.
  7. The Operator **shall not** allow to be displayed on the inside or outside of any vehicle being used in their employ as a Private Hire Vehicle any sign or signage for public display whatsoever that includes the words "**tax**" "**taxi**" "**Cab**" "**taxi-cab**" "**for-hire**" or "**hackney**" whether or not as part of another word.
  8. The Operator **shall not** use any vehicle in their employ as a Private Hire vehicle that would otherwise give a member of the public reason to believe that, that Private Hire vehicle was immediately for hire.
  9. **RECORDS**

Section 56(2) of the Local Government (Miscellaneous Provisions) Act 1976, requires that operators keep records of all Private Hire bookings, vehicles and drivers operated, in a manner specified by the Council. It is an offence under the Act not to do so.

10. Unless specific consent is given to you in writing to the contrary you are required to keep records of all bookings in a suitable hard back book, which has consecutive page numbers, or on a suitable computer programme. Before each journey is commenced, the following details **shall** be recorded in the book or on the suitable computer programme.
  - a) The name and signature of the person making the record and the radio operator for each period of duty, together with the name and signature of either the licensed private hire vehicle operator or the person nominated by the licensed operator in writing to the licensing office who is in charge of the operation. (See condition 10)
  - b) The time and date of the booking all times to be recorded on a 24 hour clock and each day to commence immediately after midnight
  - c) The name and address of the hirer
  - d) The time and point of pickup
  - e) The destination
  - f) The call sign of the driver allocated to the job
  - g) The fare agreed for the journey if quoted must be recorded
11. The **Operator** shall record in a suitable hard back book, or on a suitable computer programme details of all vehicles licensed to the operator, and any other vehicle in the employ of the Operator, the details **shall** include:
  - a) Vehicle Registration Numbers and Licence Plate Number of vehicles licensed by the Operator and operated under the conditions of this licence.
  - b) Names, and driver's licence (badge) number of all Drivers entitled to drive that car together with the call sign allocated to the driver.
  - c) The proprietors name and address details of any other vehicle operated under the conditions of this licence.
12. All drivers must be allocated a call sign unique to that driver.
  - a) The call sign or other identification of a particular driver may not be changed on the records without first informing the Licensing Office in **writing**.
13. In a separate suitable hard back book, or on a suitable computer programme the **Operator shall** record details of any complainants concerning the cleanliness or condition of a vehicle in their employ, or of a complainant against a driver, in the employ of the **Operator**.
14. In a separate suitable hard back book, or on a suitable computer programme, the **Operator shall**, at the commencement of each daily period of hire record the driver's name, badge number and the licence plate number of the vehicle being used or allocated to that driver for each period that driver is making themselves available for hire.

15. The **Operator shall** keep records referred to in the above conditions, 8 - 14 and make available for inspection on request by an **Authorised Officer of the Council** or a **Police Officer** for a period of not less than **12 months**.
16. If the records are maintained by the use of a computer, the **Operator shall** ensure that a print-out of any record kept can be provided at any time the business is in operation, on request by an **Authorised Officer of the Council** or a **Police Officer** for a period of not less than **12 months**.
17. The following information **shall** be passed to the driver prior to the commencement of the journey
- a) The name of the hirer
  - b) The time and point of pick up
  - c) The destination
  - d) The fare (if quoted)
18. **Records of Vehicles, Insurance and Drivers for all vehicles operated under this licence:-**
- a) The following information regarding vehicles insurance and drivers **shall** be retained on the operators' premises and be available for inspections by an **Authorised Officer of the Council**, or a **Police Officer immediately**.
  - b) A true copy of the originals of all records of vehicles and drivers **must** be immediately available upon a reasonable request from an **Authorised Officer of the Council** or a **Police Officer**
  - c) A copy of the vehicle licence issued by the council
  - d) A copy of the current insurance cover note/policy in force in relation to each vehicle
  - e) A copy of the current M.O.T. certificate for each vehicle
19. **For all drivers operated under this licence**
- a) A copy of the driver's DVLA licence and the Private Hire driver's licence issued by the Council under Section 51 of the Local Government (Miscellaneous Provisions) Act 1976
20. If the vehicle operated is fitted with a meter, the rate of fares at which the meter is calibrated shall be displayed in the vehicle.
21. The **Operator shall** ensure that all vehicles display at all times a notice advising passengers that a list of rates by which charges are calculated is available from the driver the said notice **must** also display the name, address and telephone number of **Dudley Licensing Authority**.
22. This licence is granted on condition that all fees due to the **Council** in respect of its grant are payable in full prior to the commencement of the licence.
23. A copy of the current Private Hire Vehicle Operator's Licence **shall** be displayed on the premises in a prominent position.
24. In the case of a passenger who is accompanied by a guide or hearing dog, the **Operator shall** not refuse to accept the hiring merely because the guide or hearing dog is accompanying the passenger and **shall** ensure that no additional charge is made for carrying the dog.

25. The **Operator shall** ensure that every proprietor of a Private Hire vehicle, or driver of a Private Hire vehicle operating under their Operator's licence and is acquainted with, understands, and observes the conditions attached to that licence.
26. The **Operator shall** take all of the necessary measures, including those requested by a **Licensing Enforcement Officer, Police Officer, or Other Authorised Officer** to prevent vehicles in its employment, from parking or congregating in such a manner as to cause a nuisance to any reasonable person.
27. The **Operator shall** take all of the necessary measures, including those requested by a **Licensing Enforcement Officer, Police Officer, or Other Authorised Officer**, so as to prevent Private Hire vehicles in their employ from parking or congregating in a "prominent position" (i.e. where people are likely to congregate, locations with a high level of footfall , near to taxi ranks) and being in attendance of the vehicle without a prior booking for that location, that may encourage any person(s) to approach the vehicle in belief that the driver and vehicle are available for immediate hire.
28. The **Operator** shall within 7 days of any request made by an **Authorised Officer**, make available any records or other information that would reasonably assist with an investigation Any failure to comply with the reasonable request of the **Authorised Officer** will be considered by the **Council** when assessing the suitability of the **Operator** to continue to hold a Private Hire Operator licence.
29. The **Operator shall** ensure that any person left in charge of the premises in the absence of the **Operator** is fully aware of these conditions of licence, particularly those relating to the keeping and maintaining of records for drivers, vehicles, and bookings, and the need to comply with those conditions **at all times.**

It is a condition of this licence that the appropriate planning permission has been granted in relation to the proposed use of the premises situated at and known as:

Name & address of private hire company

#### **NOTE**

**If you have any difficulty in understanding any of the above conditions, please let the Licensing office know immediately so that arrangements can be made to assist you.**

Dated

Director of Corporate Resources

#### **NOTES**

- i. This licence is not transferable and must be renewed every year
- ii. The Borough Council may suspend or revoke or refuse to renew this licence on any of the following grounds, viz:-
  - a. Any offence under, or non-compliance with, the provisions of the Local government (Miscellaneous Provisions) Act 1976 in relation to private hire cars or hackney carriages:
  - b. Any conduct on the part of the holder which appears to the Borough Council to render him unfit to hold a private hire vehicle operator's licence

- c. Any material change since this licence was granted in any of the circumstances of the holder on the basis of which the licence was granted
- iii. Any other reasonable cause
- iv. This Private Hire Operator Licence is issued on the understanding that the **Operator shall** comply to the conditions of the licence, any breach of the conditions will be considered by the Council when assessing the suitability of the **Operator** to continue to hold a Private Hire Operator's Licence.

## **PART H – GENERAL GUIDANCE**

1. This application form, together the appropriate documentation must be submitted for inspection by the applicant at the Licensing Services Office, Unit 1, Hurst Business Park, Narrowboat Way, Brierley Hill, West Midlands, DY5 1UF.
2. The Council can only grant a licence if they are satisfied that the applicant is a fit and proper person to hold a private hire operators licence,
3. You are reminded that your driving licence must be produced at the time of your application for the grant or renewal of your private hire driver's licence. A copy of your driving licence will be kept on file whilst you are licensed with this authority.
4. When submitting an application for a licence to operate private hire vehicles you are requested to declare any convictions or cautions you may have, even if you consider them spent. The information you give will be treated in confidence and will only be taken into account in relation to your application.
5. You should be aware that the Council do make checks with the Police, other Government departments and other local authorities as part of the normal application process. Any information provided by these agencies will be kept in strict confidence and will only be retained no longer than necessary.
6. The disclosure of a criminal conviction or other information will not debar you from being granted a licence unless the conviction renders you unsuitable. In making a decision the Council will consider the nature of the offence, how long ago, and your age when it was committed and the impact the offence might have on public safety.
7. Any applicant refused an operator's licence on the grounds they are not a fit and proper person to hold such a licence has a right of appeal to the Magistrates Court.

### **PLEASE NOTE:**

- It is recommended that you complete this form in conjunction with the 'Private Hire Guidance' booklet.
- If you wish to discuss your application with a member of staff please contact **01384 815101**

**Part J – Official Use Only**

DBS Required	Yes <input type="checkbox"/> <span style="margin-left: 200px;">No <input type="checkbox"/></span>
DBS Action	*Accept / *Enquiry / *Committee ( <i>*delete as appropriate</i> )
DBS Authorised by	Enforcement Officer: _____  Sign and date: _____
Premises Visit required	Yes <input type="checkbox"/> <span style="margin-left: 200px;">No <input type="checkbox"/></span>
*Premises / *Telephone / *Parking  ( <i>* delete as appropriate</i> )  meets required standard?	Yes <input type="checkbox"/> <span style="margin-left: 200px;">No <input type="checkbox"/></span>  Enforcement Officer: _____  Sign and date: _____

**Knowledge Test Part A – Conditions of Licence Operator**

Question Number	Correct	Question Number	Correct
A1		A9	
A2		A10	
A3		A11	
A4		A12	
A5		A13	
A6		A14	
A7		A15	
A8		<b>Total Correct =</b>	

*(Minimum of 12 must be answered correctly)*



**Part J – Official Use Only (Continued)**

**Knowledge Test Part B - Legislation Operators Licence**

Question Number	Correct	Question Number	Correct
B1		B4	
B2		B5	
B3		Total Correct =	

*(All 5 must be answered correctly)*

**Knowledge Test Part C – Conditions of Licence Private Hire Driver**

Question Number	Correct	Question Number	Correct
C1		C4	
C2		C5	
C3		Total Correct =	

*(Minimum of 4 to be answered correctly)*

**Knowledge Test Part D – Conditions of Licence Private Hire Vehicle**

Question Number	Correct	Question Number	Correct
D1		D4	
D2		D5	
D3		Total Correct =	

*(Minimum of 4 to be answered correctly)*

I (name) \_\_\_\_\_ a Licensing Enforcement Officer authorised by  
Dudley MBC, hereby certify that (applicant's name):

\_\_\_\_\_

At time \_\_\_\_\_ Day \_\_\_\_\_ Date \_\_\_\_\_

Was able to demonstrate the knowledge, required to be licensed as a Private Hire Operator.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Notes**