Operator Short Renewal Application

SECTION 1. Details
Operating name:
Licensed Operator's name:

SECTION 2. Operator Information
Are you changing the licensed operator, ownership, or trading address of your business? Yes ☐ No ☐ **(If 'yes', please complete the full application form, YOU MUST NOT SUBMIT THIS SHORT RENEWAL FORM, YOUR APPLICATION WILL NOT BE PROCESSED IF YOU DO)**
Do you have permanent planning permission? Yes ☐ No ☐ **(If no, please provide evidence of ongoing temporary planning permission. YOUR RENEWAL APPLICATION WILL NOT BE PROCESSED IF YOU ARE UNABLE TO DO SO)**
Please note: you are required to provide a list of your current drivers, including name, badge number, vehicle registration, plate number and call sign.
Have you changed your door signs or promotional materials (business cards etc.)? Yes ☐ No ☐ **(If yes, please provide copies YOUR RENEWAL APPLICATION MAY NOT BE PROCESSED UNTIL YOU DO SO)**
List any new telephone numbers operated by your company:
List all managers with responsibility for controlling the business in your absence (Full name and call sign where applicable). Please continue on a separate page if necessary and submit with your application.

Full Name	Call Sign (where applicable)

SECTION 3. Further Information
Please tell us about any other changes which might affect your application (IF YOU ARE NOT SURE IF YOU NEED TO TELL US ABOUT SOMETHING, INCLUDE IT, OR CONTACT LICENSING FOR ADVICE). Please continue on a separate page if necessary and submit with your application.

SECTION 7. Checklist		
I confirm that I have uploaded the following documents required with my application:		**(please tick yes)**
▪	Temporary planning permission (if applicable)	☐
▪	List of current drivers (including name, badge number, vehicle registration, plate number and call sign).	☐
▪	Promotional materials (business cards etc.) if changed	☐

SECTION 8. Declaration

Please read the following declaration carefully, DO NOT submit this form if any part of the following declaration is not true.

By submitting this application form I confirm the information I have supplied above and in any attachments or additional documents supplied in support of this application, is true to the best of my knowledge and belief. I understand I may be prosecuted if I make a false statement, or omit any relevant information in the completion of this application. I am the licensed operator and responsible for day to day control of the business named above. I confirm the status and circumstances of the business remain as previously reported, other than where changes have been notified as part of this application. I confirm the business is operated as a single operation under the name stated above, my company will ensure customers with assistance dogs are carried without discrimination or additional charge, I maintain journey records as required and have access to historical driver and journey records for a full twelve months. Where voice over radio communication is used I hold a current licence issued by the Radio Communications Agency authorising me to do so.

☐ Ticking this box indicates you have read and understood the above declaration

Your Name: Date:

The information you provide is confidential and subject to the requirements of the Data Protection Act 2018. This personal data will be held and processed by Birmingham City Council for the purpose(s) of ensuring compliance with legislative requirements. The personal details you provide may also be shared as part of any statutory duties requiring such disclosures and to protect the public funds it collects and administers. Any data may be used to prevent fraud or the misuse of resources. For further information of our privacy notice, please visit www.birmingham.gov.uk/privacy