Stafford
BOROUGH COUNCIL

New Private Hire Operator Applications

Print off the application form from SBC website

Go on **www.staffordbc.gov.uk**

- Click on '**Business**'
- Click on '**Licensing**'
- Click on '**Private Hire Operator's Licence'**

Driver to complete the application form

Please ensure all information is completed and it is dated and signed

Need:

- **List of vehicles**
- **List of drivers**

Also required is a **fixed landline telephone number** for bookings

Bring the completed application into reception and pay fee of £175.00

An interview will then be arranged with the Licensing Officer to discuss the application to ensure compliance

The Licensing team will process the completed application and issue licence

Operator will receive paper licence

Please ensure information is correct at the time of receiving the licence.

Conditions are attached to the licence to be adhered to.