

GENERAL PURPOSES COMMITTEE

10 MARCH 2022

TAX CONDITIONALITY CHECKS FOR VARIOUS LICENCE APPLICATIONS

1.0 Purpose of Report

1.1 To seek Members' approval to implement changes to the licence application processes in line with the requirements of Her Majesty's Revenue & Customs.

2.0 Background

2.1 From 4 April 2022, licensing authorities must carry out certain checks on applications from individuals, companies and any type of partnership to make sure they are aware of their tax responsibilities or have completed a tax check

2.2 The licence applications affected by the changes are:

- Hackney Carriage Driver Licences
- Private Hire Driver Licences
- Private Hire Vehicle Operator Licences
- Scrap Metal Site Licences
- Scrap Metal Collector Licences

2.3 All applicants will be required to confirm they are aware of their tax responsibilities on their application if they are applying for a licence:

- For the first time
- That they have already held but has not been valid for over a year

2.4 The applicant will need to complete a tax check then give you a tax check code on their application. Guidance issued by the Government has suggested that a declaration is added to the application forms for these licences. The suggested wording is:

'I confirm that I am aware of the content of HMRC guidance relating to my (our) tax registration obligations.'

2.5 If an applicant does not confirm that a check has taken place the application becomes invalid. Without a check the licensing authority cannot grant or refuse an application.

2.6 The Licensing Section has been publicising the changes in local media.

3.0 Proposals

3.1 It is proposed to continue to publicise the tax check requirements and where possible to advise any applicant of the change prior to an application being submitted.

3.2 It is also proposed that the application form is amended to include a declaration that the applicant is aware of the tax responsibilities.

4.0 Equalities Implications

4.1 There are no equalities implications arising from this report. All applicants are required to sign the declaration.

5.0 Financial Implications

5.1 None from this report.

6.0 Digital Implications

6.1 There are no digital implications arising from this report.

7.0 RECOMMENDATION

Members are asked to note the changes to the application process for some licences and to approve the addition of the declaration:

“I confirm that I am aware of the content of HMRC guidance relating to my (our) tax registration obligations”

to the following licence application forms:

**Hackney Carriage Driver Licences
Private Hire Driver Licences
Private Hire Vehicle Operator Licences
Scrap Metal Site Licences
Scrap Metal Collector Licences**

Reason for Decision

To ensure that the application processes is in line with HMRC requirements taxi application process is fair and reflects the use of technology and supports the taxi trade.

Background Papers

Changes when dealing with taxi, private hire or scrap metal licence applications from April 2022 - HMRC

For further information please contact Alan Batty on Extension 5467.

Matthew Finch
Director – Communities & Environment