|  |  |  |  |
| --- | --- | --- | --- |
| dws_letterhead_aquatics_k_logo.tif | | **Knowsley Council Licensing Service**  **Private Hire Operator Notification** | |
| **PO** |  | **Customer Complaint referred to Council** | |
|  |  | **Date of Notification** | **DD/MM/YYYY** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| DETAILS OF PERSON ALLEGED TO HAVE CAUSED COMPLAINT TO BE MADE | | | | |
| Plate No: |  | | Plate No: |  |
| Forenames |  | | | |
| Surname |  | | | |
| Address |  | | | |
| City |  | | | |
| Postcode |  | | Telephone |  |
| Email address |  | | | |
|  | |  | | |
| Incident Date |  | | Incident Time |  |
| Details of offence/ allegation |  | | | |
|  | | | |
|  | | | |
|  | | | |
|  | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| CONFIDENTIAL COMPLAINANT DETAILS | | | |
| Forenames |  | | |
| Surname |  | | |
| Address |  | | |
| City |  | | |
| Postcode |  | Telephone |  |
| Email address |  | | |

I, as the holder of the above Operator licence, in compliance with the conditions attached to the grant of a licence, hereby notify the Council of a relevant matter arising in the course of my business.

|  |  |  |  |
| --- | --- | --- | --- |
| Signed |  | Dated | DD/MM/YYYY |