

**APPLICATION FOR A LICENCE TO DRIVE  
 HACKNEY CARRIAGE / PRIVATE HIRE VEHICLES (NEW APPLICANTS)**

APPLICANT'S DETAILS		
Title:	First name(s):	Surname:
Postal Address:		
Post Town:	Post Code:	
Phone (Home):	Phone (Mobile):	
E-mail address:		
Date of Birth:	Place of Birth:	
NI number:	Nationality:	

Are you applying for a licence to drive:	Hackney Carriages		Private Hire Vehicles	
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Are you applying for a:	1 year licence*		3 year licence	
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\*Please specify the reason why you are applying for a one year licence:

**NB: As of 1<sup>st</sup> October 2015 the Deregulation Act 2015 changed the standard duration of a Hackney Carriage or Private Hire driver's licence to 3 years. It specifies that a driver's licence maybe granted for a period less than three years but ONLY if the Council think that it is appropriate in the circumstances of an individual case. If it is your intention to apply for the one year option you must specify the reason(s) why this is the case. The Council will consider these reasons before deciding to grant a one year driver's licence.**

DVLA Driving Licence Number:	
Issue Date:	Expiry Date:

DVLA Licence Checking Code:

(Codes can be obtained from <https://www.gov.uk/view-driving-licence> please note the code generated is case sensitive e.g. 7gHRz3Rk)

**NB: If your current address or correct name is not shown on your DVLA driving licence you should return it to the DVLA immediately so that a new driving licence may be issued showing the correct details. Failure to notify changes of name or address to the DVLA is an offence which, on conviction, could lead to a fine of up to £1000.**

### DRIVING CONVICTIONS / ENDORSEMENTS

Please list in the box below details of any convictions or endorsements from your DVLA Driver's Licence. **If you have nothing to enter write "NONE" – Do not leave any blank spaces**

ENDORSEMENTS as supplied by convicting Court

Convicting Court code	Date of conviction			Offence	Date of offence			Fine £ p	Disqual. Period	Penalty Points
	DD	M	YY		DD	M	YY			

### CRIMINAL MATTERS

Have you **EVER** been convicted or received a formal caution? (Please circle)

**YES**

**NO**

If you have answered 'Yes' to the above question please provide details in the following table of all convictions, formal cautions and charges made against you in respect of all criminal offences. If you have not received any convictions, formal cautions or have never been charged with a criminal offence enter '***I have never been convicted of, formally cautioned for, or charged with any criminal offences***' in the table below. If you need more space, continue on a separate sheet.

**IMPORTANT: YOU MUST LIST ALL YOUR CONVICTIONS, CAUTIONS AND CHARGES WHETHER SPENT OR NOT. REHABILITATION OF OFFENDERS ACT 1974 DOES NOT APPLY TO THIS APPLICATION**

**IF YOU HAVE RECEIVED ANY CONVICTIONS, CAUTIONS OR CHARGES, FIXED PENALTY NOTICES OR CRIMINAL BEHAVIOUR ORDERS (CBO) AND FAIL TO DECLARE THEM ON THIS FORM YOUR APPLICATION COULD BE REFERRED TO THE LICENSING & ENFORCEMENT SUB-COMMITTEE TO CONSIDER YOUR APPLICATION.**

Date	Convicting Court	Offence	Sentence

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Do you currently know of any pending criminal charges or criminal investigations against you? (please circle)	<b>YES</b>	<b>NO</b>
If you have answered "YES" supply full details here:		
Have you been involved in any other incident which may lead to Court proceedings being taken against you? (please circle)	<b>YES</b>	<b>NO</b>
If you have answered "YES" supply full details here:		

<b>MEDICAL MATTERS</b>		
Are you currently receiving any medical treatment? (please circle)	<b>YES</b>	<b>NO</b>
If YES is this for a long term condition other than minor ailments?	<b>YES</b>	<b>NO</b>
If you have answered "YES" to the previous two questions supply full details here:		

<b>OPERATOR DETAILS (PRIVATE HIRE APPLICATIONS ONLY)</b>			
Which Operator will you be working for?			
PHO Number		Operator Signature	

<b>GENERAL MATTERS</b>		
Do you currently have the right to work in the United Kingdom?	<b>YES</b>	<b>NO</b>
Are there any restrictions on your right to work in the United Kingdom?	<b>YES</b>	<b>NO</b>

If you have answered "YES" to the previous question, provide details here:

Do you hold a licence to drive hackney carriage or private hire vehicles with any other local authority?	<b>YES</b>	<b>NO</b>
If "YES" provide details below:		
Authority	Licensed From	Licensed To

Have you ever been refused a licence to drive hackney carriage or private hire vehicles by any other local authority?	<b>YES</b>	<b>NO</b>
If "YES" provide details below		
Authority	Date Refused	Reason for Refusal

<b>CHECKLIST</b>	
I have provided the following:	
DVLA DRIVING LICENCE (both sides of photo-card must be copied)	<input type="checkbox"/>
DVLA LICENCE CHECK CODE	<input type="checkbox"/>
DISCLOSURE AND BARRING SERVICE (DBS) CHECK APPLICATION FORM	<input type="checkbox"/>
MEDICAL FORM	<input type="checkbox"/>
DRIVING ASSESSMENT CERTIFICATE	<input type="checkbox"/>
PROOF OF RIGHT TO WORK	<input type="checkbox"/>
SAFE GUARDING COURSE ATTENDANCE CERTIFICATE	<input type="checkbox"/>
APPLICATION FEE	<input type="checkbox"/>
ENGLISH PROFICIENCY TEST	<input type="checkbox"/>
CERTIFICATE OF GOOD CONDUCT (Refer to guidance notes for further information)	<input type="checkbox"/>

**DECLARATIONS**

I understand that the information I have given in this form and in any other form completed in respect of my application will be taken into account by the Council when determining the application. I declare that all such information is true and complete to the best of my knowledge and belief and acknowledge that I shall be liable to prosecution if I have made a false statement or omitted any relevant fact.

This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes. For further information see <http://www.gloucestershire.gov.uk/fairprocessing>

I understand that providing the Council with a DVLA Licence Check Code, I am giving consent to the Council to check the current status of my DVLA driving licence.

I have received a copy of the Council's conditions, rules and policies relating to Private Hire or Hackney Carriage Licensing. I have read and understand them and I undertake to comply with them if a licence is granted.

Your right to work in the United Kingdom will be checked as part of your licence application, this could include the Licensing Authority checking your immigration status with the Home Office. You must therefore provide a document or document combination that is stipulated as being suitable for this check. The list of documents is set out in Annex A (this list is in your driver pack). You must bring the original document(s), such as a passport or biometric residence permit as indicated in our published guidance, so that the check can take place. The document(s) will be copied and the copy retained by the Licensing Authority. The original document will be returned to you.

If there are restrictions on the length of time you may work in the United Kingdom, your licence will not be issued for any longer that this period. In such circumstances, the check will be repeated each time you apply to renew or extend your licence. If, during this period, you are disqualified from holding a licence because you have not complied with the United Kingdom's immigration laws, your licence will lapse and you must return it to the Licensing Authority, failure to do so is a criminal offence.

If the applicant fails to provide document(s) as specified in Annex A (this list is within your driver pack) that demonstrates a right to a licence in accordance with your published application process, you should consider whether to offer a further opportunity to provide the document before refusing the application.

Gloucester City Council provides Licensing Services to you. We will use your personal information to provide those services to you and may need to share your information with Statutory Bodies to enable us to do this. For further information about how the council uses information it holds about you please go to <http://www.gloucester.gov.uk/council/data-protection-and-foia/Pages/data-protection-GDPR.aspx>

Applicant Signature:

Print Name:

Date: