

**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 1st 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

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?	YES	NO
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?	YES	NO
If "YES" provide details below		
Authority	Date Refused	Reason for Refusal

CHECKLIST	
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"/>
SIGNED UP TO THE DBS UPDATE SERVICE	<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"/>
PRIVATE HIRE OR HACKNEY CARRIAGE PASS CERTIFICATE	<input type="checkbox"/>

How we use your information

Your information may be shared internally and with external partners who provide services on our behalf.

We may share your information with other organisations where we need to verify the information provided by you or where allowed by law and for the purposes of prevention and detection of crime and/or fraud.

We may contact you using the details you have provided. For further information about how we use your information and how long we keep it for, please see our data protection webpage under the 'About the council section' on our website.

<https://www.gloucester.gov.uk/about-the-council/data-protection-and-freedom-of-information/data-protection/>

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 read 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.

I confirm that I am aware of the content of HMRC guidance relating to my (our) tax registration obligations. <https://www.gov.uk/guidance/changes-for-taxi-private-hire-or-scrap-metal-licence-applications-from-april-2022>

I consent to the Council undertaking six monthly DBS checks using my certificate number from the DBS Update Service.

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 (see link for information [taxi licensing guidance \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk) 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.

Applicant Signature:

Print Name:

Date:

IMPORTANT INFORMATION

HMRC

for HMRC guidance about tax registration obligations:

- PAYE information: www.gov.uk/income-tax/how-you-pay-income-tax
- registering for Self Assessment: www.gov.uk/register-for-self-assessment
- Corporation Tax information: www.gov.uk/corporation-tax