**APPLICATION FOR RENEWAL OF HACKNEY CARRIAGE OR PRIVATE HIRE DRIVERS LICENCE**

**Please note this form will NOT be processed unless ALL sections below are completed**

**Your license numbers**

|  |  |
| --- | --- |
| License type: Hackney Carriage/Private Hire |  |
| Badge Number e.g. HCD/PHD |  |
| DVLA Driving License Number: |  |
| DBS Update Service Certificate Number:  (Please supply your Surname that is shown on your Certificate plus your date of birth) |  |

**Confirm Your details**

|  |  |
| --- | --- |
| Name: |  |
| Address: |  |
| Date of Birth: |  |
| Email Address: |  |
| Mobile Telephone Number: |  |

**DVLA Check**

The DVLA checking code allows the Council to check your driving license record. You can obtain your code at [www.gov.uk/view-driving-licence](http://www.gov.uk/view-driving-licence)

The code is case sensitive so please write it down carefully.

NOTE: THE CODE IS ONLY VALID FOR 21 DAYS

Enter your DVLA code below exactly as it is shown below:

|  |
| --- |
|  |

**Tax Check**

After 4th April 2022, The Council will need to obtain confirmation from HMRC that applicants who renew their Hackney Carriage or Private Hire driver licence will have completed a tax check.

You can obtain your Tax code at <https://www.gov.uk/guidance/complete-a-tax-check-for-a-taxi-private-hire-or-scrap-metal-licence>

Schedule 23 to Finance Act 2011 (Data Gathering Powers) and Schedule 36 to Finance Act 2008 (Information and Inspection Powers), grant HMRC powers to obtain relevant information from third parties. This includes licensing bodies being required to provide information about license applicants.

Enter your HMRC check code below exactly as it is shown

|  |
| --- |
|  |

Do you work with a Private Hire Operator? Yes No

If Yes, please provide the following:

|  |  |
| --- | --- |
| Operator Name |  |
| Operate Address |  |

**Health**

Are there any changes to your medical fitness that may affect your driving or ability to carry out your duties as a Hackney Carriage/Private Hire driver?

Yes No

**You must immediately notify the licensing authority of any change in your medical fitness which may affect your driving or abilities to carry out the duties of a Hackney Carriage or Private Hire Driver.**

**Declaration of Convictions**

Have you been convicted of a road traffic offence, received a fixed penalty notice or received points on your DVLA license since your last renewal?

Yes No

If you answered yes, please give details below: ………………………………………………………………………………………………………………………………................................................................................................................................................................

Have you been convicted or received a caution or fixed penalty notice for any offence other than motoring offences since your last renewal?

Yes No

If you answered yes, please give details below: ………………………………………………………………………………………………………………………………................................................................................................................................................................

Do you have any driving and/or criminal prosecutions pending against you?

Yes No

If you answered yes, please give details below: ………………………………………………………………………………………………………………………………................................................................................................................................................................

**Please note: we will be checking all available records, failure to state all convictions / cautions / warnings / penalty notices may result in you having to attend a Licensing Committee hearing.**

**Length of License**

How long do you want to renew your license for, please select an appropriate duration based on the maximum length available:

☐ One year for £81.00

☐ Three years for £210.00

**You can make payment online at** [Pay for it - Gloucester City Council](https://www.gloucester.gov.uk/contact-us/pay-for-it/)

You should also send in the following documents with your application:

1. Copy of your DVLA Driver’s License front and back.
2. Medical report (if the Council has requested you to undertake one).
3. Application fee.

**Declaration**

Please read this section carefully and only sign it if you understand it and it is true.

(1) I make this declaration in the knowledge that if I have knowingly or recklessly made a false statement or make a misleading omission, I shall be liable to prosecution and that my license (if granted) will be liable to be suspended or revoked.

(2) I understand that any license will be subject to the provisions of:

a. The Town Police Clauses Act 1847

b. the Local Government (Miscellaneous Provisions) Act 1976

c. the Council’s byelaws and license conditions and to any other relevant laws, byelaws or regulations which come into force.

(3) I consent to the Council retaining my application and details on its database(s). I understand that the Council is obliged to pass on information to other statutory/partner bodies if so requested.

(4) I read the Council’s General Conditions for Hackney Carriage and Private Hire Licensing and understand then and undertake to comply with them if a license is granted.

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

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

(7) 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.

**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/>’

|  |  |
| --- | --- |
| Signature: |  |
| Print name: |  |
| Date: |  |

Please send your completed application form with the above supporting documents and payment to [licensing@gloucester.gov.uk](mailto:licensing@gloucester.gov.uk)