



APPLICATION FOR HACKNEY CARRIAGE/PRIVATE HIRE VEHICLE DRIVER'S LICENCE

- ALL APPLICATIONS MUST BE MADE IN PERSON BY THE APPLICANT
- PLEASE FAMILIARISE YOURSELF WITH OUR TERMS & CONDITIONS, COPIES OF WHICH ARE AVAILABLE ON OUR WEBSITE OR CAN BE POSTED TO YOU UPON YOUR REQUEST
- ALL QUESTIONS MUST BE ANSWERED – FAILURE TO DO SO WILL RESULT IN DELAYS

PERSONAL DETAILS

1. Surname	2. All Forenames
3. Title (Mr Mrs Miss Ms or other)	4. Previous surnames or maiden name
5. Present home address Postcode	6. Previous address (if resident at 5. for less than 3 years) Postcode
7. New Applicants – have you resided outside the UK for 6 months or more since the age of 18? YES <input type="checkbox"/> NO <input type="checkbox"/>	8. Renewals – Since your last application have you resided outside the UK for 6 months or more? YES <input type="checkbox"/> NO <input type="checkbox"/>
9. Date of birth	10. Contact telephone number
11. Email address if applicable	12. National Insurance Number

DRIVING DETAILS

13. Do you hold a current driving licence? YES <input type="checkbox"/> NO <input type="checkbox"/>	14. How long have you held your full driving licence? years months
15. Have you ever held a Hackney Carriage/Private Hire Vehicle Driver's Licence?	YES <input type="checkbox"/> NO <input type="checkbox"/>
16. If yes to question 15 please provide details of when, how long and with which council.	

17. Have you ever had an application for a Hackney Carriage/Private Hire Vehicle Driver's licence refused, suspended or revoked by any Council? If yes, please give details and continue on separate sheet if necessary	YES <input type="checkbox"/> NO <input type="checkbox"/>
18. Is this application for renewal of an existing licence? If yes please give details	YES <input type="checkbox"/> NO <input type="checkbox"/> Licence No: DRI Expiry Date:
EMPLOYMENT DETAILS	
19. Give name and address of the Taxi company you work for	

IMPORTANT - BEFORE ANSWERING QUESTIONS 20 AND 21 PLEASE FAMILIARISE YOURSELF WITH OUR TERMS & CONDITIONS, COPIES OF WHICH ARE AVAILABLE ON OUR WEBSITE OR CAN BE POSTED TO YOU UPON YOUR REQUEST

CONVICTIONS / CAUTIONS / FIXED PENALTIES			
STATEMENT OF CONVICTIONS, CAUTIONS & FPN's FOR DRIVING OFFENCES			
20. Please give details of the following:- <ul style="list-style-type: none"> • all valid <u>convictions</u> OR <u>cautions</u> for any offence connected with the driving or keeping of a motor vehicle • any proceedings against you, current or contemplated, for any such alleged offence • any fixed penalties incurred in connection with any such offence (if there are no such matters to disclose please indicate below by writing NONE)			
Please note: Any periods residing overseas for 6 months or more from the age of 18 will require a Certificate of Good Conduct/ overseas criminal records check. Please see the Council's Taxi Licensing Policy for more details.			
Date of Conviction / Caution / FPN	Offence	Court	Sentence or Order of the Court
Please describe, in your own words, the circumstances of the offence(s). Please continue on separate sheet if necessary.			

STATEMENT OF CONVICTIONS / CAUTIONS FOR CRIMINAL OFFENCES INCLUDING SERIOUS TRAFFIC OFFENCES

PLEASE NOTE DETAILS OF ALL CONVICTIONS, CAUTIONS & FIXED PENALTY NOTICES MUST BE DISCLOSED EVEN IF THEY ARE 'SPENT' UNDER THE REHABILITATION OF OFFENDERS ACT 1974

21. Please give details of the following:-

- any **convictions** or **cautions** for a criminal offence involving dishonesty, violence, indecency, alcohol or drugs
- any conviction for a serious traffic offence such as dangerous, drunk or reckless driving, whether or not involving death or injury
- any proceedings against you, current or contemplated, for any such alleged offence
- any fixed penalties incurred in connection with such offence

(if there are no such matters to disclose please indicate below by writing NONE)

Please note: Any periods of residing overseas for 6 months or more from the age of 18 will require a Certificate of Good Conduct/ overseas criminal records check. Please see the Council's Taxi Licensing Policy for more details.

Date of Conviction / Caution / FPN	Offence	Court	Sentence or Order of the Court

Please describe, in your own words, the circumstances of the offence(s). Please continue on separate sheet if necessary.

23. Additional Notes and any relevant information relating to questions 7 & 8

22. TAX CONDITIONALITY CHECK

If you currently hold, or have held in the last 12 months before this application, the same type of licence with one or more licensing authority (including Erewash Borough Council) **please provide your 9-character check code**

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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 to third parties. This includes licensing bodies being required to provide information about licence applicants.

If you have never held a licence before or it has been longer than 12 months you do not need to complete a tax check but please be aware of the following GOV.UK website addresses 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

☐ I confirm that I am aware of the content of HMRC guidance relating to my tax registration obligations.

EXISTING DRIVERS & NEW APPLICANTS - APPLICATION & DECLARATION

I hereby request Erewash Borough Council to grant to me a licence to act as a driver of a hackney carriage or private hire vehicle licensed by the said Council on the basis of the foregoing information and in connection therewith I enclose the following:-

- ☐ the licence fee (see current fees list)
- ☐ one 'passport type' photograph for use on the driver's badge
- ☐ current driving licence / photocard
- ☐ completed authorisation enabling the Council to check driving licence details/endorsements/disqualifications with the DVLA
- ☐ completed D4 Medical Examination Report, *if applicable*
- ☐ completed Disclosure & Barring Service (DBS) application form, *if applicable*, which is to be countersigned by an authorised officer of the Council (+ proof of identification as outlined on the checklist)

NEW APPLICANTS ONLY

In addition to the above checks NEW applicants must also bring:

- ☐ a further means of identification. **ONLY** the following will be acceptable – passport, birth certificate, bank or credit card statement and utility bill showing name and address (not mobile phone)
- ☐ HC/PH Practical Assessment Pass Certificate (see application pack for details)
- ☐ I have been provided with a copy of the HC / PH Vehicle Drivers Licence Guidance Notes and Conditions / Specifications
- ☐ evidence to support the right to work in the UK (please contact the Licensing Section for a list of acceptable documents). **Or see below;**

Home Office online right to work checking service

British and Irish citizens can provide a document from the list usually a passport to demonstrate their right to work in the UK.

Non-British and Irish citizens must provide a Home Office online share code.

<https://www.gov.uk/view-right-to-work>)

My 9 digit code is: _____

I hereby warrant that the information and statements contained in this application are true and correct and I am aware that this application is subject to a criminal record and driving licence check.

I understand that I am liable to prosecution if I have knowingly or recklessly made a false statement or omitted any material particulars from this application.

I have read the Conditions which will be attached to the licence and agree that I will comply with them in the event of my application being successful and the licence being granted.

I understand that the Council is entitled to consider **ALL CAUTIONS & CONVICTIONS** as per the policy, notwithstanding that they may be regarded as spent under the Rehabilitation of Offenders Act 1974.

I understand that in pursuance of the prevention or detection of crime, personal details may be released to Government agencies such as the Benefits Agency and the Inland Revenue.

Signed: _____ (to be signed in the presence of an officer of the Council)

Dated: _____

An appointment should be made and this form and relevant enclosures should be brought to the Operational Services Directorate, Licensing Section, The Civic Centre, Derby Road, Long Eaton, Derbyshire NG10 1HU

This authority is under a duty to protect the public funds is 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, and on occasions will be required to, share this information with other bodies responsible for auditing or administering public funds for these purposes. For further information, see the Fair Processing Notices on Erewash Borough Councils Website (<http://www.erewash.gov.uk/fairprocessing>) or contact the Internal Audit Manager on 0845 9072244 Ext 3531.

Erewash Borough Council collects personal information when you contact us for any services we provide. We will use this information to provide these services. We may need to share your information with service providers and other departments within EBC to ensure that you receive the best possible service. If so, this will be made clear in our privacy notice. We will not share your information with third parties for marketing purposes or any other reason unless required to do so by law.

For more information explaining how we protect and use your information please see our privacy policy at www.erewash.gov.uk/privacy