

APPLICATION FOR A HACKNEY CARRIAGE OR PRIVATE HIRE DRIVER LICENCE

LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976
TOWN POLICE CLAUSES ACT 1847



Please read the council's licensing policy and guidance notes before completing this form.

NOTICE TO APPLICANTS

1. If you knowingly or recklessly make any false statement or omit any material information on this form, you may be prosecuted for an offence and your application may be refused or your licence may be revoked.
2. Tewkesbury Borough Council is under a duty to protect the public funds it administers, and it 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.
3. Tewkesbury Borough Council may share relevant information to other bodies and authorities for prevention or detection of crime, apprehension or prosecution of offenders and assessment or collection of tax, duty or imposition of similar nature.
4. UK Immigration legislation, in particular the Immigration Act 2016, is designed to prevent illegal working in the UK. To prevent illegal working, the authority will carry out necessary document checks on all applicants. These checks are required to ensure applicants demonstrate that they are eligible to work in the UK.
5. The Council shall not grant a licence unless they are satisfied that the applicant is a fit and proper person to hold a driver's licence for a hackney carriage or private hire vehicle.
6. Hackney carriage and private hire vehicle drivers (referred to in the Orders as "taxi drivers") have been listed as Regulated Occupations. This means the Rehabilitation of Offenders Act 1974 is no longer applicable when considering the relevance of past convictions of applicants for hackney carriage/private hire vehicle drivers' licences and convictions that would otherwise be considered spent can be taken into account and therefore must be disclosed.

Please ensure that you complete this form fully and provide all of the relevant documents in support of your application (see the checklist below)

APPLICATION CHECKLIST

New applicants only:	
I have already provided these documents at the time of interview with the Licensing Officer:	
English Proficiency Evidence	<input type="checkbox"/>
Proof of Right to Work	<input type="checkbox"/>
If you lived abroad for more than 6 months since the age of 18, a certificate of good conduct or a criminal record certificate issued by the embassy/authority of that country (if applicable)	<input type="checkbox"/>
New applicants only: (Please provide with this application form)	
Safeguarding and Equality Awareness Training certificate	<input type="checkbox"/>
Completed Medical Declaration Form and DVLA Medical Examination Report	<input type="checkbox"/>
Application fee (made payable online)	<input type="checkbox"/>
Renewal applicants:	
Proof of Right to Work – photocopy is acceptable – if you are not a British Citizen or do not hold a check code, an appointment may need to be made (a member of the team will contact you)	<input type="checkbox"/>
New and Renewal Applications: (Please provide with this application form)	
Current driving licence	<input type="checkbox"/>
One colour passport size photograph	<input type="checkbox"/>
Disclosure and Barring Service Online Update Service Registration Number: _____	
Copy of DBS Certificate	<input type="checkbox"/>
Application fee (made payable online)	<input type="checkbox"/>

Section 1: Application Type

Firstly, please tick one of the following:

Application for a hackney carriage driver's licence

Application for a private hire driver's licence

Secondly, please tick one of the following:

Application for a new driver's licence

Application for a renewal of a driver's licence

Please ensure you tick boxes in both of the above sections before moving on.

Section 2: Applicant

Full Name:

Title

First Name

Middle Name

Surname

Permanent Address:

Date of Birth:

Place of Birth:

Landline:

Mobile:

Email Address:

NI Number:

Section 3: Driving Licence

Have you held a full UK/NI Driving Licence for at least 3 years?

YES NO

If YES, please give details of your licence below:

Licence Number:

Issue Number:

If NO, do you hold an alternative driving licence? if you do please complete the following details:

Which country issued your licence:

How long have you held your licence:

Licence Number:

Expiry Date:

In order for us to check your licence validity, all holders of DVLA driving licences must complete the following section. You can get a check code at www.gov.uk/view-driving-licence. The check code will be valid for 21 days, and it is case sensitive. If you hold a non-UK licence, please contact us for details of the alternative procedure we will need to use to check for any licence endorsements.

DVLA Check Code:

NB this code is case sensitive

Section 4: Tax Check

This section must be completed for all applications submitted on or after 4 April 2022

You will need to complete a tax check if you:

- you are renewing a licence, and/or
- you have previously held a hackney carriage/private hire driver licence, which ceased being valid less than a year ago, and/or
- already hold a hackney carriage/private hire driver licence with another licensing authority

To carry out your tax check, go to www.gov.uk/guidance/complete-a-tax-check-for-a-taxi-private-hire-or-scrap-metal-licence and enter below the 9 digit tax check code that HMRC gives you. We need this code to confirm the tax check has been carried out:

Tax Check Code									
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If the above statements **do not** apply to you, and:

- you are applying for a licence for the first time, and/or
- you have previously held a hackney carriage/private hire driver licence, which ceased being valid over a year ago

you will need to **confirm you are aware of your tax responsibilities by ticking the box** to confirm your understanding of this declaration below:

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

Section 5: Previous Hackney Carriage or Private Hire Licences

Have you ever been licensed by any licensing authority (including Tewkesbury Borough Council) to drive a hackney carriage or a private hire vehicle?

YES NO

If YES, Please give details below:

Have you ever had an application for a private hire or hackney carriage driver or vehicle refused or your licence revoked or suspended by any licensing authority?

YES NO

If YES, Please give details below: *(please include dates and name of authority)*

Section 6: Employment History

Position Held	Name of the Organisation	Dates

Section 7: Convictions

Please give details of all offences or convictions, warnings, reprimands, Antisocial Behaviour Orders Criminal Behaviour Orders, injunctions, cautions, Community Service Orders, Restraining Orders and fixed penalties (including traffic offences) whether **spent or not**. Please ensure that you also list any pending prosecutions, licensing hearings or appeals: *(please continue on a separate sheet if you require more space)*

Offence	Sentence (including suspended sentences, points and fines)	Dates

If you fail to include any item on this section that is subsequently declared on your DBS check, DVLA Check or court records check, this will be considered as dishonesty and may adversely affect your application and your licence may be revoked or refused.

Have you spent more than three consecutive months in any country other than the UK from the age of 18? Yes No

For example – if you were born outside the UK and lived there past the age of 18, you would need to tick 'Yes'.

If no, please move on to the next question.

If yes, please give us full details below (including countries and dates):

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Section 8: Medical Fitness

Have there been any changes in your medical circumstances since your last medical was carried out? Yes No

If YES, please give us full details below: (please continue on a separate sheet if necessary)

Section 9: Vehicle Information

Do you hold a Hackney Carriage Vehicle or a Private Hire Vehicle licence issued by Tewkesbury Borough Council? YES NO

If YES, please give details below:

Hackney Carriage Vehicle Licence Private Hire Vehicle Licence

Plate Number:

Expiry Date:

Section 10: Operator Declaration (to be completed by applicant's private hire operator)

Operator Licence Number :

Operating As (Company / Trading Name):

Operating Address:

Telephone Number:

I confirm that I am the holder of a private hire operator licence issued by Tewkesbury Borough Council or a person authorised by the private hire operator to act on their behalf.

I confirm that, should the above mentioned applicant be granted a licence to drive private hire vehicles licensed by Tewkesbury Borough Council, it is intended that I will be the person that will make provision for the invitation and acceptance of bookings for such vehicles.

I have read all of the information provided by the applicant on this application form and discussed it with them. I have also explained to the applicant that a failure to make a complete declaration of all previous convictions, cautions and fixed penalties (irrespective of whether they are spent or not) could have adverse effect on his or her application or may cause delay in the processing of the application.

SIGNATURE

PRINT NAME:

CAPACITY:

DATE:

Section 11: Applicant Declaration

I declare that the information given by me in this application is correct in every respect. I will inform Tewkesbury Borough Council of any changes to my circumstances that may affect my application. If granted a licence, I further declare that I will comply with such Acts, Byelaws and conditions as are in force in the borough. I understand that I shall be liable to prosecution if I have knowingly or recklessly made a false statement or omitted any relevant information.

I declare that I have read and completed this application myself and I have read and understand the council's hackney carriage and private hire licensing policies and council's driver and vehicle licence conditions.

Please tick this box if you have read and understand the above statements and that all of the above information contained in this application is correct

I agree to Tewkesbury Borough Council to (please tick boxes to agree):

- check the National Register of Refusals and Revocations (NR3)
- carry out status checks on my DBS update service registration

Your application will be refused if these three boxes are not ticked.

SIGNATURE

PRINT NAME:

DATE:

We cannot accept incomplete application forms, such forms will be returned unprocessed.

Our Contact Information

Licensing Team
Tewkesbury Borough Council
Gloucester Road
Tewkesbury
GL20 5TT

Telephone: 01684 295010
Email: licensing@tewkesbury.gov.uk

www.tewkesbury.gov.uk/licensing