

Uttlesford District Council

Driver Licence Application Form



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

1. Please indicate below the type of application you are making (Please tick one box only)	
<p style="text-align: center;"><u>Dual Hackney Carriage & Private Hire Driver</u></p> <p>New <input type="checkbox"/> Renewal <input type="checkbox"/></p>	<p style="text-align: center;"><u>Private Hire Driver</u></p> <p>New <input type="checkbox"/> Renewal <input type="checkbox"/></p>
<p><u>School Contract Only Driver</u></p> <p>New <input type="checkbox"/> Renewal <input type="checkbox"/></p>	
2a. General Details	
TITLE (✓ as appropriate): Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Miss <input type="checkbox"/> Ms. <input type="checkbox"/> Other (please state):	
FORENAMES:	
SURNAME:	
CURRENT ADDRESS (INC POSTCODE):	
DATE OF BIRTH:	
NATIONAL INSURANCE NO:	
2b. Contact Information	
Home Telephone Number:	
Mobile Telephone Number:	
Email Address:	
3. Badge Details	
DRIVER/ BADGE NUMBER: <small>(If Applicable)</small>	EXPIRY DATE: <small>(If Applicable)</small>
4. Private Hire Operator	
Name, address & Licence number if known, of Private Hire Operator by whom you will be employed (if applicable)	

5. DVLA (Driving Licence) Endorsements

Do you have any current endorsements on your DVLA Licence? YES NO

Have you ever received any endorsements on your DVLA Licence? YES NO

You must include both current and spent Driving Licence endorsements.

The information that you provide will be cross-referenced with the information released by Taxi Plus which you have given your consent to by signing the Data Protection Mandate as part of the application process.

Any information which is held, that relates to you, including your entitlement to drive and any information about disqualifications and unexpired offences and endorsements will be used to ensure that Uttlesford District Council can be satisfied that you are a “fit and proper” person to hold a dual hackney carriage/private hire driver licence.

The disclosure of a criminal record or other relevant information will not necessarily disbar a person from obtaining or holding a ‘taxi’ drivers’ licence unless the Council considers the nature of the convictions to render you unfit.

Whilst each application is considered on its own merit a person who is found to have (at the time of application for the grant or renewal of a licence or during the period of a licence being valid) convictions within the Council's ‘policy on deciding the suitability of applicants and licensees in the hackney and private hire trades’, will not normally be granted a licence, and in the case of an existing licence holder, may have it revoked.

Failure to disclose any information could result in the suspension or revocation of your licence.

Convicting Court Code	Date of Conviction	Offence Code	Date of Offence	Penalty/ Sentence

6. Have you ever had a licence to drive a hackney carriage and/or private hire vehicle refused, revoked, or suspended?

YES NO (√ as appropriate) If answering ‘yes’ please give details below:

Name of Council:

Date:

Refusal /Revocation /Suspension (Mark as applicable)

Reasons:

7. REHABILITATION OF OFFENDERS ACT 1974 (EXCEPTIONS) (AMENDMENTS) Order 2002.

Please note that the role of Hackney Carriage and/ or Private Hire Driver is exempted from the Rehabilitation of Offenders Act 1974, which means that all convictions, cautions, reprimands, and final warnings which will appear on your Disclosure and Barring Service (DBS) Certificate **MUST** be disclosed whether 'spent' or 'unspent'.

Do you have any spent convictions? YES NO

Do you have any unspent convictions? YES NO

You must detail all convictions, cautions, reprimands, and final warnings which will appear on your Disclosure and Barring Service (DBS) Certificate. Continue a separate sheet if necessary. **DO NOT INCLUDE MOTORING OFFENCES ALREADY NOTED IN QUESTION 5.**

Enhanced DBS certificates - will include details of convictions and cautions (including youth cautions, reprimands, and warnings) recorded on the Police National Computer (PNC).

In addition to information from the PNC, an Enhanced certificate may also include information taken from police records that a chief officer of a police force considers relevant to the application and/or details of whether an individual is included on the lists barring people from working with children and/or vulnerable adults.

This information, along with the other aspects of the application process, will be used to ensure that Uttlesford District Council can be satisfied that you are a "fit and proper" person to hold a dual hackney carriage/private hire driver licence.

Any information which is held, that relates to you, including your entitlement to drive and any information about disqualifications and unexpired offences and endorsements will be used to ensure that Uttlesford District Council can be satisfied that you are a "fit and proper" person to hold a dual hackney carriage/private hire driver licence.

The disclosure of a criminal record or other relevant information will not necessarily disbar a person from obtaining or holding a dual hackney carriage/private hire drivers' licence unless the Council considers the nature of the convictions to render you unfit.

Whilst each application is considered on its own merit a person who is found to have (at the time of application for the grant or renewal of a licence or during the period of a licence being valid) convictions within the Council's Policy on deciding the suitability of applicants, will not normally be granted a licence, and in the case of an existing licence holder, may have it revoked.

Additionally, any offence of which a Licensed Driver commits that requires their licence to be revoked or refused will be entered into the Database maintained by Uttlesford District Council in pursuance of section 42 of the Town Police Clauses Act 1847.

Date of conviction / caution	Title of conviction	Brief outline of situation/ circumstances	Penalty/ Sentence

Are you currently under any criminal investigation or have any pending court cases (including motoring offences)? YES NO (✓ as appropriate). If answering 'yes', please give details below:

8. DBS UPDATE SERVICE

Have you subscribed to the DBS Update Service?

YES NO

Current DBS Disclosure Certificate Number _____

Date of Issue _____

Workforce _____ Level of DBS Check _____

If yes, please see the declaration below:

I confirm I give authority to the authorised officer of Uttlesford District Council to receive up to date information (within the meaning of section 116A of the Police Act 1997) in relation to my criminal record DBS certificate for the purposes of asking an exempted question within the meaning of section 113A of the Police Act 1997; or in relation to my enhanced criminal record DBS Certificate for the purposes of asking an exempted question for a prescribed purpose within the meaning of section 113B of the Police Act 1997.

Signed: _____ Dated: / /

PLEASE BRING TO YOUR APPOINTMENT THE ORIGINAL DBS CERTIFICATE WHICH YOU USED TO SUBSCRIBE TO THE DBS UPDATE SERVICE.

9. Do you hold a full passport?

YES NO (✓ as appropriate)

If **YES** please detail Country of Issue:

10. Do you have the right to live and work in the UK?

You will be asked for documentary evidence.

YES NO (✓ as appropriate)

If **NO** please detail any restrictions on your right to remain in the UK (including any relevant dates):

Have you ever been a resident of, or spent any extended time outside of the UK in the past ten years?

YES NO (✓ as appropriate)

If yes, please obtain and submit a 'certificate of good conduct' from each country outside of the UK that you have been resident in or spent extended time in.

11. HMRC Tax Code – The code is required for applicants who are:

a) Renewal drivers b) Applying for the same type of licence previously held that ceased to be valid less than a year ago c) Applying for the same type of licence you already hold with another Local Authority <https://www.gov.uk/guidance/complete-a-tax-check-for-a-taxi-private-hire-or-scrap-metal-licence>

After you complete the tax check you'll be given a 9-character code.

Please insert your 9-character code here:

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A licence will not be granted if a tax code is not provided.

12. HMRC Tax Code (new drivers only)

Confirm you understand your tax responsibilities.

Yes No

<https://www.gov.uk/guidance/confirm-your-tax-responsibilities-when-applying-for-a-taxi-private-hire-or-scrap-metal-licence>

You will need to confirm you are aware of this guidance. If you are applying as a partner in a partnership, you can give confirmation on behalf of all the partners.

Declarations - General

1. I understand that any licence issued will be subject to the provisions of:
 - (i) the Town Police Clauses Act 1847
 - (ii) the Local Government (Miscellaneous Provisions) Act 1976
 - (iii) the Council's licence conditions.
2. I accept that any licence and badge issued to me will belong to the Council, and if lost or damaged, I will be liable for the cost of replacement.
3. I understand that it is an offence under the terms of the Local Government (Miscellaneous Provisions) Act 1976, Section 57(3) to make a false statement knowingly or recklessly or to omit any information required in this form.
4. I understand that any criminal convictions, civil convictions and/or endorsements or cautions must be notified to the Licensing Officer within 7 days.
5. I understand that any changes to any other particulars must be notified in writing to Uttlesford District Council within 7 days.
6. I understand that as part of my application my details will be automatically checked on the National Register of Refusals and Revocations (NR3). If a search of NR3 indicates a match, the authority will seek further information about the entry on the register from the authority which recorded it. Any information received as a result of an NR3 search will only be used in respect of the specific license application and will not be retained beyond the determination of that application.
7. I understand that where a dual hackney carriage/private hire licence is revoked, or an application for one refused, the authority will automatically record this decision on NR3.
8. I hereby give permission for my email address to be shared with external services for the purpose of verifying my driver licence records, directly with the DVLA, on behalf of Uttlesford District Council.
9. I HEREBY DECLARE that all particulars entered on this form are correct and accurate to the best of my knowledge and belief. I authorise the Council to make such enquiries as they, at their sole discretion, may deem to be reasonably necessary in respect of my application.

The information that you provide on this form and that obtained from other relevant sources (such as the DBS Check) will be used to process your application for a dual Hackney Carriage/Private Hire Driver Licence.

The personal information that you give us will also be used in a confidential manner to help us monitor our processes. We may also use the information if there is a complaint or legal challenge relevant to this process. We may check the information collected. We may also use or pass to certain third parties' information to prevent or detect crime, to protect public funds, or in other ways as permitted by law.

A full privacy notice is available on our website at: <https://www.uttlesford.gov.uk/article/5418/Environmental-Health-Enforcement-and-Licensing-Enforcement-Privacy-Notice>

By signing this declaration, you authorise us to collect, process and retain your personal data as described in the privacy notice.

Name:

Signed:

Date: