



HACKNEY CARRIAGE AND PRIVATE HIRE VEHICLE DRIVER'S LICENCE APPLICATION

Town Police Clauses Act 1847;
Local Government (Miscellaneous Provisions) Act 1976 Part II

In accordance with the Data Protection Act 1998 the information you supply the Council as part of your application will be used for the purposes of dealing with your request and retained as per our published data protection policy. From time to time this information may be shared with other Council departments and/or outside partners such as the Police and HMRC for the purposes of the prevention and detection of crime.

If you have any concerns regarding any data provided or data sharing please contact the Council's Information Officer on 01279 655261. All non-personal information is also subject to disclosure under the Freedom of Information Act 2000.

I wish to apply for or renew a three year **DUAL DRIVER¹ / PRIVATE HIRE DRIVER** licence (*delete as appropriate*) and I agree to pay the required fees.

I understand that I will commit an offence if I knowingly or recklessly make a false statement or omit any material fact on this application.

All questions must be answered, and failure to do so may delay the application. Please write in **BLOCK CAPITALS**.

APPLICANT DETAILS												
Forename(s)						Surname						
Date of birth		D	D	M	M	Y	Y	Y	Y	House No/Name		
Tel										Street		
Mob										Town		
E-mail						County						
NI Number						Postcode						

If renewing please provide:

Current licence number:	Expiry date:
-------------------------	--------------

¹ This is a combined licence that allows you to drive both Hackney Carriage and Private Hire Vehicles.

Have you lived in the United Kingdom for the last five consecutive years If less than 5 years you need to provide a Certificate of Good Conduct from the relevant Embassy or High commission where you lived	YES / NO (If no give details)
Present trade or occupation	
Do you intend to work full time or part-time as a taxi driver?	FULL TIME / PART TIME
Details of other employment you intend to have whilst working as a Licensed driver?	
Give the name of the owner of the hackney carriage or private hire vehicle that you intend to drive if you are not licensing your own vehicle	
If Private Hire, state the name of the operator you will be working for	

If you **currently hold** any of the following licences with another authority (Hackney Carriage, Dual Driver or Private Hire Drivers licence, Hackney Carriage or Private Hire Vehicle licence, Private Hire Operators licence) please give the details of the licences below (*continue on a separate sheet if necessary*).

Type of licence	Issuing Authority	Date Granted	Expiry Date

Have you ever held any of the following licences? Have you ever been refused any of the following licences or had a granted licence suspended or revoked? (*Delete as applicable*)

Type of licence	Held	Refused, revoked or suspended
Hackney Carriage Driver (or Dual Driver)	YES / NO	YES / NO
Hackney Carriage Vehicle	YES / NO	YES / NO
Private Hire Driver	YES / NO	YES / NO
Private Hire Vehicle	YES / NO	YES / NO
Private Hire Operator	YES / NO	YES / NO

If you have previously had any of the above licences **refused, revoked or suspended** please give the details of all below (*continue on a separate sheet if necessary*).

.....
.....
.....
.....

You must declare below, **ALL** previous convictions, bind overs, conditional or unconditional discharges, arrests, police charges, pending prosecutions, cautions, reprimands and warnings: criminal and non-criminal, motoring offences, fixed penalties, whether spent or unspent, no matter how long ago they occurred and even if they have been declared on a previous application.

Your enhanced criminal records check will contain the details of any of the above events regardless of how long ago the matter was dealt with. A past conviction may not stop you from becoming licensed or renewing a licence. However, failure to disclose any relevant information is likely to result in your application being refused or any granted licence being revoked. Each application is considered on its own merits.

Have you ever been convicted of an offence, bound over, had a conditional or unconditional discharge, been arrested or charged by the Police for any offence or been cautioned or had a reprimand or warning issued?	YES / NO	(If YES give details* if NO then sign this box)
Have you ever had a civil injunction, restraining order or non-molestation order taken out against you?	YES / NO	(If YES give details* if NO then sign this box)
Have you ever been banned/disqualified from driving, convicted of a motoring offence or had any points imposed on your DVLA driving licence?	YES / NO	(If YES give details* if NO then sign this box)
Have you ever received a fixed penalty notice (FPN)?	YES / NO	(If YES give details* if NO then sign this box)
Are you currently subject to a pending prosecution or on bail for any offence?	YES / NO	(If YES give details including bail conditions* if NO then sign this box)
Are you currently under investigation by any regulatory agency? (for example DWP, Police etc.)	YES / NO	(If YES give details* if NO then sign this box)

*Continue on a separate sheet if necessary.

If there are any other matters not listed above which you think are relevant to your application now is your opportunity to discuss them. Please ask a member of the licensing team for advice.

CHECKLIST

(Please initial each box to confirm that you have read and agree with the statements)

I DECLARE that I have not knowingly or recklessly made a false statement in this application or left out any relevant information and I know that I can be prosecuted if I have.	
I DECLARE that I am entitled to work in the United Kingdom and understand that I can be prosecuted if I make an application and I am not entitled to work in the United Kingdom.	
I UNDERSTAND that I cannot drive a licensed vehicle, even if the plate is removed, unless I have been issued with the appropriate valid licence and badge and that if I do I can be prosecuted and this can prevent me from being issued with a licence in the future.	
I UNDERSTAND that if I have applied for and am issued with a private hire licence I am only permitted to drive licensed private hire vehicles, not hackney carriages. However, if I have applied for and am issued with a dual drivers licence I will be permitted to drive both hackney carriages and private hire vehicles.	
I GIVE CONSENT for the Council to conduct a criminals records search for the purpose of processing this application, including conducting an online Status Check where I have signed up to the Disclosure and Barring Service Update Service, in connection with this application and on each anniversary of the application.	
I GIVE CONSENT for a copy of my application to be provided to Hertfordshire Police in order for them to conduct intelligence checks in connection with my application. The results of these checks will be provided to the Council for consideration in connection with this application.	
I GIVE MY CONSENT , valid until the date of expiry of the licence, to East Herts Council to seek confirmation of my answers from other organisations, and for those organisations to disclose to East Herts Council information relevant to those enquiries.	
I UNDERTAKE to comply with the licence conditions, the bye-laws, and other relevant legislation and understand that failure to do so is likely to result in enforcement action and possibly prosecution which can prevent me from being issued with a licence in the future.	
I UNDERTAKE to take sufficient rest and refreshment before driving for hire or reward, especially if I engage in other employment.	
I UNDERTAKE to inform the Licensing Department in writing of any change in my home address, contact telephone numbers or e-mail address as soon as is reasonably practicable.	
The information on this form is used for the consideration of and processing of my application for a drivers licence. I understand that the information on this form may also be used in connection with the administration of Council Tax, and may be used by other council departments, the Department of Social Security and other public bodies for the prevention of fraud and the prevention and detection of crime.	
<p>Data Protection Notice</p> <p>East Herts District Council is a Data Controller and can be contacted at: Wallfields, Pegs Lane, Hertford, SG13 8EQ.</p> <p>The Council has an appointed Data Protection Officer who can be contacted at the same address.</p> <p>We are collecting your personal data in order to process your application under Licensing Legislation as we are the Licensing Authority.</p> <p>Your personal data will not be shared with third parties but may be used for Council purposes, in order to prevent or detect crime, to protect public funds or where we are required or permitted to share such data under other legislation.</p> <p>Your data will be kept for 7 years in line with our retention policy.</p> <p>You have the right to access your data and to rectify mistakes, erase, restrict, object or</p>	

move your data in certain circumstances. Please contact the Data Protection Officer for further information.

Any concerns or complaints regarding your personal data should be addressed to the Data Protection Officer in the first instance. If the matter is not resolved you can contact the Information Commissioner's Office at: Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF Tel: 0303 123 1113.

Please note that if you do not provide the information required on the form, then we will not be able to process your application for a licence.

This Privacy Notice should be read with the Council's general Privacy policy which may be found on our website [Data Protection - East Herts District Council](#). If you do not have access to a computer, please let us know if you would like a copy of this.

I hereby agree to the processing of my special category (sensitive) personal data, please tick this box

Date	D	D	M	M	Y	Y	Y	Y
Usual Signature								

Licensing, East Herts Council
Wallfields, Pegs Lane
Hertford , SG13 8EQ
Tel: 01992 531502
Fax: 01992 531638
Website: www.eastherts.gov.uk