



National Insurance Number.....

Do you have a right to work or stay in the UK? .....

How long have you held a **Full** Driving Licence with UK Counterpart? .....

Driving Licence Number:.....Issue Number .....

Private Hire Operator: .....

Hackney Carriage firm or proprietor (if any) associated with.....

**Declaration of Operator**

Name: ..... Private Hire Firm .....

I confirm that I will employ the aforesaid applicant in the capacity of a Private Hire Driver.

**Signature of Operator:** ..... **Date:** .....

**Declaration of Hackney Carriage Proprietor**

Name: ..... Hackney Carriage No:.....

I confirm that I will employ the aforesaid applicant in the capacity of a Hackney Carriage Driver.

**Signature of Proprietor:**..... **Date:**.....

Please confirm in which area you intend to work .....

On the following page give details of **ALL CONVICTIONS, CAUTIONS AND REPRIMANDS OR POLICE INVESTIGATION** recorded against you for **ANY** Offence no matter how old. **Please Note:** This does not mean only motoring endorsements (including fixed penalties). **If none, you must insert the word 'NONE'.**

If you have been convicted for an offence or offences list every offence for which you have been convicted, together with the date and place where the offence was committed, the court which dealt with the matter, the date the sentence was imposed and the sentence imposed by the Court.

**The Council when considering the relevance of convictions will have regard to Appendix E of ESBC Taxi Licensing Policy and will refer to the Department for Transport, Statutory Taxi and Private Hire Vehicle Standards. [www.eaststaffsbc.gov.uk/taxis-and-private-hire](http://www.eaststaffsbc.gov.uk/taxis-and-private-hire)**

**If you are unsure of how to complete this section, please ask to speak to a Licensing Officer. FAILURE TO COMPLETE THIS SECTION CORRECTLY COULD RESULT IN YOUR APPLICATION BEING REFUSED.**

	DATE	OFFENCES/CONVICTIONS	COURT	PENALTY	OFFICER
<b>OFFENCES ON DRIVING LICENCE</b>					Details:  Date D/L checked:  Officer Initials:
<b>COURT CONVICTIONS (PLEASE INCLUDE ALL OFFENCES NO MATTER HOW OLD MATTER)</b>					Date:  Officer Initials:
<b>CAUTIONS AND REPRIMANDS</b>					Date:  Officer Initials:
<b>OFFENCES AWAITING COURT HEARING AND CURRENT MATTERS BEING DEALT WITH BY THE POLICE</b>					Date:  Officer Initials:

**The applicant has confirmed that ALL convictions have been declared  
Signed by Licensing Officer .....**

Are you the current holder of a Hackney Carriage or Private Hire Driver's Licence? .....

If yes, please state: Council:.....Badge No./Type.....

Date of expiry: .....

Have you previously held a Licence with this Authority? .....

If yes, please state: Badge No./Type:..... Date  
from/to:.....

Have you ever been refused or had a licence revoked? .....

If yes, please state: Council: ..... Badge No./Type:.....

Date application refused/revoked:.....

Have you any illness or infirmity, which may impair your driving ability? .....

If yes, please give full details.....

Please give details of any regular medication or treatment prescribed by a doctor, which you are receiving (if you are receiving no medication, write 'none')

.....

**IMPORTANT**

If someone else has completed this form on your behalf, that person **must**, in addition, complete the following:

Name and address:

.....

Reasons for completion on behalf of applicant:

.....

Your relationship to the applicant (e.g. brother, friend, Operator, etc.):.....

**NB:** It is an offence for the person completing this form to make a false statement, or omit relevant details.

Signature of person completing the form if other than the applicant:

.....

**Please Note:** The Audit Commission currently requires us to participate in its anti-fraud initiative.

This authority is under a duty to protect the public funds it 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 share this information with other bodies responsible for auditing or administering public funds for these purposes.

## **General Data Protection Regulation/ Data Protection Act 2018**

### **How is your information used?**

We collect information to assess your suitability and fitness to be issued with a hackney carriage licence and to assist us in managing your licence. We may also use your contact details in the event that we need to contact you in relation to your licence(s).

### **Who has access to your information?**

Information is shared with other regulatory and enforcement authorities including, but not limited to, other Council services; Councillors; the Police; HM Revenues and Custom; Home Office Immigration; Cabinet Office; National Anti-Fraud Network; NHS services, and other local authorities when allowed to by law for the purposes of the administration and enforcement of authorisations, and for the purposes of the prevention and detection of crime, public safety, public health, protection of the environment and prevention of fraud.

Certain information about licences (including in particular your name and the address of any premises to which a licence applies) may be published on a public register on our website when we are required to by law. Licences that have to be determined by our Councillors will be published in exempt minutes on our website.

For further information about how your personal information will be used, please visit [www.eaststaffsbc.gov.uk](http://www.eaststaffsbc.gov.uk) where you can see a full copy of our privacy notice. Alternatively you can request a hard copy from [licensing@eaststaffsbc.gov.uk](mailto:licensing@eaststaffsbc.gov.uk)

## **DECLARATION OF APPLICANT**

Please note that any information, which you give in connection with your application, may be disclosed by the Council to the Police, The Audit commission, The Department of Social Security or any other law enforcing authority, or authority levying taxation, subject to the provisions of Data Protection Legislation.

I **hereby declare** that the information given in this form is true, complete and correct and that I have no objection to and hereby authorise the Council to make such enquiries as may be necessary to check the truth of that information.

I **hereby declare** that I have the 'right to remain and work in the UK' and have 'EU Settlement' were necessary'.

**Tax Registration Checks** - From 4 April 2022 Licensing Authorities must carry out checks on applications from individuals, companies and any type of partnership to make sure they are aware of their tax responsibilities or have completed a tax check.

I **hereby declare** I have completed a tax registration check.

I **undertake** to observe and perform all conditions and provisions of the Local Government (Miscellaneous Provisions) Act 1976, the Public Health Act 1875 and the Town Police Clauses Act 1847 relating to this application. I also understand that if I infringe or do not comply with any of the conditions or the disclosures above are found to be inaccurate or untrue, I may be liable to legal proceedings being taken against me and the Licence may be revoked or not renewed by the Council.

Applicants are advised that to make, knowingly or recklessly, a false statement or omit any information from this application is a criminal offence.

I **hereby declare** that I am 'fit and proper' to carry out the function of a private hire/hackney carriage driver

**Signature:**..... **Date:** .....

❖ *NB: Hackney Carriage and Private Hire Licensing Policy is subject to change at short notice due to implementation of new legislation from Central Government, i.e. Department for Transport.*  
[www.eaststaffsbc.gov.uk/taxis-and-private-hire](http://www.eaststaffsbc.gov.uk/taxis-and-private-hire)

*Legislation changes may override the Policy with immediate effect and will be updated in due course.*

**PLEASE NOTE**

If you have previously been a licensed driver with East Staffordshire Borough Council you are only required to take a driving and knowledge test if you have:

- a) been without a driver's licence issued by East Staffordshire Borough Council for 1 year or more
- b) your previous licence was revoked
- c) your licence has been endorsed with 1 serious offence (ie drink driving offence) or 2 or more less serious driving offences since the last time you held a licence with East Staffordshire Borough Council (in which case tests would be required)
- d) if you have **not** completed a knowledge test for the type of licence you are applying for.

From 1<sup>st</sup> June 2006 all new Hackney Carriage/Combined Driver applicants will be required to undertake a Wheelchair exercise prior to a licence being issued. You will not have to take a knowledge test if you have been a driver with East Staffordshire within the last 1 year unless b,c,d applies as above. From 1<sup>st</sup> September 2006 all existing Private Hire drivers wishing to become a Hackney Carriage/Combined Driver will be required to take the Wheelchair exercise prior to a new licence being issued irrelevant of previously holding that type of licence.

If you are required to take a knowledge test this will be carried out by a member of the Council's staff and will be a test of your knowledge of the area in which the vehicle is to be driven predominantly, with particular reference to the location of local residential estates, designed so as not to discriminate against the applicants ability to write.

If you are required to take a driving test this will be carried out by the Council's Provider. It is to test your driving ability and Highway Code knowledge and if your application is for Hackney Carriage you will also be required to undertake a wheelchair exercise.

When an application is made to the licensing authority for the grant of a new or renewal of a private hire or hackney carriage driver's licence, the licensing authority will check the NR3 (National Anti-Fraud Network Register of Taxi Licence Refusals and Revocations).

Once you submit your application you will receive further details about taking your driving test and/or wheelchair test. All applications to be completed in 6 months or 3 months from committee date if required to go to committee. Failure to complete in 6 months will require a new application to be submitted and a new DBS search and Medical to be undertaken.

A driver's badge and licence issued by the Council shall remain the property of the Council at all times. If a Driver's Licence expires, is revoked or suspended, both the Licence and Driver's Badge, issued by the Council, must be returned within 7 days of being requested to do so. Renewal badges **will not** be issued unless the old one is returned.

### INFORMATION FOR APPLICANTS

***With your application you will need to provide the documents indicated.***

- |                          |  |         |                   |
|--------------------------|--|---------|-------------------|
| <input type="checkbox"/> | Combined New/Renewal Application                     | £330.00 | <b>(3 Yearly)</b> |
| <input type="checkbox"/> | Private Hire New/Renewal Application                 | £330.00 | <b>(3 Yearly)</b> |
| <input type="checkbox"/> | Hackney Carriage New/Renewal Application             | £330.00 | <b>(3 Yearly)</b> |
| <input type="checkbox"/> | Upgrade from Hackney/Private to Combined Application | £82.00  | <b>(3 Yearly)</b> |
| <input type="checkbox"/> | Knowledge Test                                       | £37.00  |                   |
| <input type="checkbox"/> | DBS – U Check  | £51.00  |                   |

**Fee for Disclosure Barring Service (formerly CRB) non-refundable.**

- |                          |   |        |  |
|--------------------------|---|--------|--|
| <input type="checkbox"/> | Oral Test   | £29.99 |  |
| <input type="checkbox"/> | Driving and Wheelchair Test   | £93.00 |  |
| <input type="checkbox"/> | Driving test only   | £75.00 |  |
| <input type="checkbox"/> | Wheelchair test only  | £36.00 |  |
| <input type="checkbox"/> | Driving Licence   |        |  |
| <input type="checkbox"/> | Passport and/or Residence Permit (EU Settlement)  |        |  |
| <input type="checkbox"/> | Evidence required for completion of Disclosure Barring Service Form (please see enclosed leaflet)   |        |  |
| <input type="checkbox"/> | Certificate of Good Conduct - where an applicant has, from the age of 10 years, spent more than six continuous months or more living outside the United Kingdom, evidence of a criminal record check from the country/countries covering the relevant period should be supplied |        |  |

A Medical Certificate Form, completed by a GP at the Practice the applicant is registered with, to the effect that the applicant is physically and medically fit to be a driver of a Hackney Carriage or Private Hire Vehicle.

Proof of Tax Registration Check (from 04/04/2022)

***The completion of this form is required during the process of the application, the form will be given to the applicant once the Oral Test has been passed.***

**PLEASE NOTE: The Licensing Officer will take your picture when you submit your Application.**

<p>Documents accepted by:</p> <p><input type="checkbox"/> Driving Licence</p> <p><input type="checkbox"/> Passport and/or Residence Permit / Birth Certificate / Marriage Certificate</p> <p><input type="checkbox"/> Certificate of Good Conduct (where applicable)</p> <p><input type="checkbox"/> Proof of Tax Registration Check (from 04/04/2022)</p> <p><input type="checkbox"/> NR3 Check</p> <p>Date:                      Time:</p> <p>Receipt No.</p> <p>Amount Paid:    £                      .</p> <p>Debit Card / Credit Card / Cheque</p>	<p>Original documents returned.</p> <p>I certify that I have had my documents returned.</p> <p>Signed:.....</p>
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