



FOR OFFICE USE ONLY
Licence No:
Uniform Ref:
Issued Date:
Expiry Date:
Receipt No:
Fee Paid:
Payee Name:

TOWN AND POLICE CLAUSES ACT 1847
LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976
APPLICATION FOR A NEW HACKNEY CARRIAGE DRIVER'S LICENCE

(PHOTO)

Important information:

- Please read the notes and byelaws at the back of this form before completing the form.
- The application fee for a licence is **£375**.
- You must submit all documentation and completed forms required in person. Documents must be original documents. Should you have been living in the UK less than five years a certificate of good conduct for both driver history and criminal history will be required in addition to your DBS.
- New applicants are required to provide their DVLA driving licence and a valid passport in addition to any other required documentation for us to verify the DBS application.
- Evidence of an applicant's right to reside and work in the UK is also required. Licences cannot be issued for a period longer than an applicant's right to reside and work in the UK.
- A criminal record or other information will not necessarily bar you from continuing as a licensed driver unless this authority considers that the conviction renders not a fit and proper person. The nature of offence and/or surrounding circumstances will be taken into account when making a decision. Disclosure information from the DBS will be sent to the driver applicant directly. Any DBS showing offences must be submitted to licensing to be photocopied. The certificate will be kept in the strictest confidence whilst the application is processed. It will be retained for no longer than is necessary. Delay in bringing in the certificate will ultimately delay your application.
- The Council reserves the right to require a medical from the licensee/applicant at any time on notification or suspicion of any changes in mental or physical health.
- If an applicant does not complete the application process within 6 months without liaison with licensing, the application will be rejected and a partial refund processed. It is the applicant's responsibility to ensure they are contactable and liaise with Licensing Team in regard to progressing the application.
- In the avoidance of doubt, it is unlawful to drive a licensed vehicle without the appropriate licence and doing so could lead to prosecution.

FOR OFFICE USE ONLY:				Date Received:	
Applicant Name:					
DBS Check			CLEAR/ NOT CLEAR		
			Date Cleared:		
DVLA Check			CLEAR/ NOT CLEAR		
			Date Cleared:		
Medical Required	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	<input type="checkbox"/>

PLEASE COMPLETE IN BLOCK CAPITALS

You must answer every question, failure to do so will invalidate your application

1.	<p>Mr / Mrs / Ms / Miss</p> <p>Forename(s):</p> <p>Last Name:</p> <p>Any Previous Surname(s):</p>										
2.	<p>Date of birth:</p> <p>Place of Birth:</p>										
3.	<p>Home Tel No:</p>										
4.	<p>Mobile No:</p>										
6.	<p>Email :</p>										
7.	<p>National Insurance number:</p>										
8.	<table border="1"> <tr> <td data-bbox="167 1081 930 1182">Do you have the right to work in the UK?</td> <td data-bbox="930 1081 1064 1182">Yes</td> <td data-bbox="1064 1081 1174 1182"></td> <td data-bbox="1174 1081 1292 1182">No</td> <td data-bbox="1292 1081 1412 1182"></td> </tr> </table>	Do you have the right to work in the UK?	Yes		No						
Do you have the right to work in the UK?	Yes		No								
9.	<table border="1"> <tr> <td data-bbox="167 1182 930 1305"><i>If YES, are there any restrictions on you working in this country or by immigration?</i></td> <td data-bbox="930 1182 1064 1305">Yes</td> <td data-bbox="1064 1182 1174 1305"></td> <td data-bbox="1174 1182 1292 1305">No</td> <td data-bbox="1292 1182 1412 1305"></td> </tr> <tr> <td colspan="5" data-bbox="167 1305 1412 1462"><i>Please detail these restrictions if you have ticked YES:</i></td> </tr> </table>	<i>If YES, are there any restrictions on you working in this country or by immigration?</i>	Yes		No		<i>Please detail these restrictions if you have ticked YES:</i>				
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<i>Please detail these restrictions if you have ticked YES:</i>											
10.	<table border="1"> <tr> <td data-bbox="167 1462 965 1585"><i>If you are not a British Citizen, and are working in the UK on a visa, do you have recourse to public funds? (I.e. eligibility to claim benefits etc.)</i></td> <td data-bbox="965 1462 1064 1585">Yes</td> <td data-bbox="1064 1462 1174 1585"></td> <td data-bbox="1174 1462 1292 1585">No</td> <td data-bbox="1292 1462 1412 1585"></td> </tr> </table>	<i>If you are not a British Citizen, and are working in the UK on a visa, do you have recourse to public funds? (I.e. eligibility to claim benefits etc.)</i>	Yes		No						
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11.	<p>Present address:</p> <p align="right">Postcode:</p>										
12	<table border="1"> <tr> <td data-bbox="167 1843 965 1989">At this address since (Date/Month/Year)</td> <td data-bbox="965 1843 1412 1989"></td> </tr> </table>	At this address since (Date/Month/Year)									
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13.	<table border="1"> <tr> <td data-bbox="167 1989 965 2094">Are you registered on the electoral role/voters register at this address?</td> <td data-bbox="965 1989 1064 2094">Yes</td> <td data-bbox="1064 1989 1174 2094"></td> <td data-bbox="1174 1989 1292 2094">No</td> <td data-bbox="1292 1989 1412 2094"></td> </tr> </table>	Are you registered on the electoral role/voters register at this address?	Yes		No						
Are you registered on the electoral role/voters register at this address?	Yes		No								

14.	Have you lived in the United Kingdom for the last five consecutive years? *	Yes		No					
<p>* If you have not lived in the United Kingdom continually for the last 5 years you must submit a Certificate of Good Conduct from the appropriate Embassy or High Commission of the Country where you have lived. The certificate must be written in English and should be submitted with your application.</p>									
15.	<p>Previous Addresses in the Last 5 years: (Please continue on a separate sheet if necessary)</p> <p>Address:</p> <p style="text-align: right;">Postcode:</p> <p>Lived here from _____ to _____</p> <hr/> <p>Address:</p> <p style="text-align: right;">Postcode:</p> <p>Lived here from _____ to _____</p>								
16.	<p>Have you ever had a Hackney Carriage or Private Hire Drivers licence?</p>	<table border="1" style="width: 100%;"> <tr> <td style="width: 25%; text-align: center;">Yes</td> <td style="width: 25%;"></td> <td style="width: 25%; text-align: center;">No</td> <td style="width: 25%;"></td> </tr> </table> <p><i>IF YES, when and with which Authority?</i></p>				Yes		No	
Yes		No							
17.	<p>Have you ever had a Private Hire or Hackney Carriage Driver's licence refused, revoked or suspended by Three Rivers District Council?</p>	<table border="1" style="width: 100%;"> <tr> <td style="width: 25%; text-align: center;">Yes</td> <td style="width: 25%;"></td> <td style="width: 25%; text-align: center;">No</td> <td style="width: 25%;"></td> </tr> </table> <p><i>If YES please provide details and the date and reason for suspension or revocation.</i></p>				Yes		No	
Yes		No							
18.	<p>Have you ever held another Private Hire or Hackney Carriage driver licence in another area which has been refused, suspended or revoked at any time?</p>	<table border="1" style="width: 100%;"> <tr> <td style="width: 25%; text-align: center;">Yes</td> <td style="width: 25%;"></td> <td style="width: 25%; text-align: center;">No</td> <td style="width: 25%;"></td> </tr> </table> <p><i>If YES please provide details of issuing authority and the date and reason for suspension or revocation.</i></p>				Yes		No	
Yes		No							

19.	<p>Do you hold a current DVLA drivers licence?</p> <p>Licence Number:</p> <p>Expiry Date:</p>	<table border="1"> <tr> <td data-bbox="847 91 986 147">Yes</td> <td data-bbox="986 91 1125 147"></td> <td data-bbox="1125 91 1264 147">No</td> <td data-bbox="1264 91 1402 147"></td> </tr> <tr> <td colspan="4" data-bbox="847 181 1402 241"></td> </tr> <tr> <td colspan="4" data-bbox="847 275 1402 336"></td> </tr> </table>	Yes		No									
Yes		No												
	<p><i>If YES, when you were first fully licensed to drive?</i></p>													
20.	<p>If you do not hold a current DVLA drivers licence do you hold an EU drivers licence?</p>	<table border="1"> <tr> <td data-bbox="847 555 986 611">Yes</td> <td data-bbox="986 555 1125 611"></td> <td data-bbox="1125 555 1264 611">No</td> <td data-bbox="1264 555 1402 611"></td> </tr> </table>	Yes		No									
Yes		No												
	<p><i>If YES when were you first licensed to drive?</i></p>													
21.	<p>Do you hold a driving licence in another other country?</p>	<table border="1"> <tr> <td data-bbox="847 840 986 920">Yes</td> <td data-bbox="986 840 1125 920"></td> <td data-bbox="1125 840 1264 920">No</td> <td data-bbox="1264 840 1402 920"></td> </tr> </table>	Yes		No									
Yes		No												
	<p><i>If YES, when were you first licensed to drive?</i></p>													
22.	<p>Have you registered with the DBS online update service? (Please provide written authority for an officer to check your DBS online)</p> <p>Certificate Number</p> <p>Date of issue</p>	<table border="1"> <tr> <td data-bbox="847 1122 986 1202">Yes</td> <td data-bbox="986 1122 1125 1202"></td> <td data-bbox="1125 1122 1264 1202">No</td> <td data-bbox="1264 1122 1402 1202"></td> </tr> <tr> <td colspan="4" data-bbox="847 1272 1402 1332"></td> </tr> <tr> <td colspan="4" data-bbox="847 1361 1402 1413"></td> </tr> </table>	Yes		No									
Yes		No												
23.	<p>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?</p>	<table border="1"> <tr> <td data-bbox="847 1451 986 1507">Yes</td> <td data-bbox="986 1451 1125 1507"></td> <td data-bbox="1125 1451 1264 1507">No</td> <td data-bbox="1264 1451 1402 1507"></td> </tr> </table>	Yes		No									
Yes		No												
<p>IMPORTANT: You must declare, in the appropriate sections below, ALL PREVIOUS convictions, bind overs, conditional or unconditional discharges, arrests, police charges, cautions, reprimands and warnings: criminal and non-criminal, motoring offences, fixed penalties, whether spent or unspent, no matter how long ago they occurred and no matter whether they have been declared on a previous application.</p>														
24.	<p>Have you ever had a civil injunction or Non molestation order taken out against you?</p> <p>If yes please give details below:</p>	<table border="1"> <tr> <td data-bbox="847 1944 986 2000">Yes</td> <td data-bbox="986 1944 1125 2000"></td> <td data-bbox="1125 1944 1264 2000">No</td> <td data-bbox="1264 1944 1402 2000"></td> </tr> </table>	Yes		No									
Yes		No												

25.	Are you currently on bail for any Offence or are you currently under investigation? If yes, please give details:	Yes		No	

26. **Please list all DVLA driving licence endorsements or convictions including fixed penalty notices whether spent or unspent.**

Please continue on a separate sheet if necessary.

Give particulars, including name of Court, date of conviction/endorsement, length of any suspension or disqualification and fine (if any)

<u>Court</u>	<u>Date</u>	<u>Offence</u>	<u>Penalty</u>

27. **Please list all spent and unspent non-motoring convictions, arrests, charges, cautions, reprimands and warnings within the United Kingdom.**

Please continue on a separate sheet if necessary.

<u>Court</u>	<u>Date</u>	<u>Offence</u>	<u>Penalty</u>

28. **Please list all spent and unspent (motoring and non-motoring) convictions, bind overs, conditional or unconditional discharges arrests, charges, cautions, reprimands and warnings occurring outside of the United Kingdom.**

Please continue on a separate sheet if necessary.

<u>Court</u>	<u>Date</u>	<u>Offence</u>	<u>Penalty</u>

29.	Do you suffer from epilepsy, disease, drugs or alcohol dependency or have any injury, Disability or Deformity which might affect your driving?	<table border="1"> <tr> <td data-bbox="837 47 981 156">Yes</td> <td data-bbox="981 47 1125 156"></td> <td data-bbox="1125 47 1268 156">No</td> <td data-bbox="1268 47 1420 156"></td> </tr> </table>	Yes		No	
Yes		No				
<i>If YES please specify:</i>						
30.	Have you suffered any medical condition or physical or mental impairment in the last THREE YEARS that could affect your ability to drive? (Please consider the DVLA group two medical criteria in answering)	<table border="1"> <tr> <td data-bbox="837 392 981 537">Yes</td> <td data-bbox="981 392 1125 537"></td> <td data-bbox="1125 392 1268 537">No</td> <td data-bbox="1268 392 1420 537"></td> </tr> </table>	Yes		No	
Yes		No				
<i>If YES please specify:</i>						
31.	Do you hold a current Public Service Vehicle Licence or Heavy Goods Vehicle Licence?	<table border="1"> <tr> <td data-bbox="837 750 981 896">Yes</td> <td data-bbox="981 750 1125 896"></td> <td data-bbox="1125 750 1268 896">No</td> <td data-bbox="1268 750 1420 896"></td> </tr> </table>	Yes		No	
Yes		No				
<i>If so, what type?</i>						

DECLARATION

IF ANY PERSON KNOWINGLY OR RECKLESSLY MAKES A FALSE STATEMENT OR OMITTS ANY MATERIAL PARTICULAR IN GIVING THIS INFORMATION UNDER THIS SECTION, THAT PERSON WILL BE GUILTY OF AN OFFENCE.

I the undersigned, hereby apply for a licence to act as a driver of Private Hire Vehicles in the District of Three Rivers and I declare that my answers and statements to the questions in this application are true, to the best of my/our knowledge and belief, and acknowledge that, if there are any omissions, false or incorrect statements of a serious nature, this may result in the application being refused without further consideration or, if a licence has been issued, it may be liable to suspension or revocation.

I also confirm that I have been provided with, read and understood a copy of the Three Rivers Council Private Hire Drivers Licence Conditions.

I have read and understood this application form and the notes that it contains. I have read and understood our current Suitability Policy.

I confirm 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 in making this application, I am consenting to Three Rivers District Council Licensing Authority making any enquiry as deemed appropriate in relation to my application. I therefore acknowledge and consent to Three Rivers making enquiries with the police and fraud team and any other agency as required in relation to any investigations, arrests, non-convictions, orders or other offences or issues relating to myself and my application in order to determine my fitness to hold a licence.

Signed: _____ Dated: _____

PRINT NAME: _____

DATA PROTECTION

Please see our Privacy Notice at <https://www.threerivers.gov.uk/privacy-notice>

CERTIFICATE AS TO CHARACTER

To be completed by two householders, not near relatives or anyone employed in the local Council Private Hire/Hackney Carriage trade, who have known the applicant personally for at least the past three years.

I, the undersigned certify that
(Name of Applicant)

Residing at: -
.....
.....

Has been known to me personally for the period started and that he/she, is sober, honest, of good character, civil in manner and behaviour. In my opinion he/she is a suitable person to drive Hackney Carriage Vehicles.

Reference One

Date	Signature or Person Recommending	Name and Address of Person Recommending	Number of years known	Capacity Known

Reference Two

Date	Signature or Person Recommending	Name and Address of Person Recommending	Number of years known	Capacity Known

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APPLICANT REQUIREMENTS

All applicants must:

- Be 21 years old or over
- Provide evidence of entitlement to work in the UK
- Have held a full UK/NI/EU driving licence for a minimum of 12 months and have at least 2 years driving experience
- Not have 6 or more penalty points (endorsements) on their DVLA drivers licence
- Obtain a certificate of good conduct from the appropriate Embassy or High Commission (a certified English translation of this document is required) if the applicant has been resident in the UK for LESS than 5 years
- Pass taxi driving assessment course and produce the pass certificate to the Council (information can be found on the Council website <https://www.threerivers.gov.uk/egcl-page/advanced-driving-qualification>)
- Pass a Group 2 medical with their own GP
- Supply details on application form of two non-related referees who are not licenced in the HC/PH trade
- Declare ALL previous convictions, bind overs, conditional or unconditional discharges, arrests, police charges, cautions, reprimands and warnings: criminal and non-criminal, motoring offences, fixed penalties, whether spent or unspent.

LICENCE APPLICATION PROCESS

Prior to applying for a licence, we strongly recommend that all applicants refer to the relevant legislation, conditions and policies adopted by Three Rivers District Council (TRDC).

The application process for new drivers is:

- Complete and pass a private hire driving assessment from one of the approved providers
- Apply online for an Enhanced Disclosure and Barring Service certificate (unless you have already applied for the update service) – please see our website - <https://www.threerivers.gov.uk/egcl-page/hackney-carriage-and-private-hire-driver-licenses>
- Complete the Hackney Carriage driver application form and all other relevant forms included in application pack and submit to TRDC
- Pass a knowledge test

To apply for a Hackney Carriage driver's licence you need to submit the following documentation:

- A completed Hackney Carriage driver licence application form
- Proof of an advanced driving qualification or assessment by one of our approved providers (please see our website for information)
- The original ID documents used to apply online for a DBS certificate
- Your current DVLA driving licence (showing your current address)
- 2 recent passport sized colour photos with driver name and D.O.B written clearly on the reverse.
- Evidence of your National Insurance number and your right to work.
- If you have not lived in the UK for more than 5 years, a 'Certificate of Good Conduct' from the relevant embassy
- A valid DVLA online check code, allowing us to check your driving licence details
- Our Group 2 medical report completed by your own GP
- Payment of the application fees
 - £375 – licence application fee
 - £56.50 – DBS application fee

Applications normally take at least 8 weeks to process, depending on the length of time that the Disclosure and Barring Service take to process a Disclosure application. Failure of the knowledge test will also delay the application.

At the time a hackney carriage licence is granted, the DBS Disclosure Certificate, Criminal Record Check from abroad (if applicable) and medical form must be no more than 3 months old from the date of issue. It will be necessary for an applicant to undertake an additional DBS Disclosure, medical and/or Criminal Record Check from abroad (if applicable) if any of these documents are outside of this timescale.

Once all our checks are complete and the applicant has passed the knowledge test successfully, a decision will be made on whether they are fit and proper to hold a licence.

The successful applicant will be issued with a driver's Identity Card (Badge). This Card remains the property of the Council and must be worn **at all times** when you are working. This badge must be returned to the Council on demand or when the applicant decides that he no longer wishes to carry on as a Hackney Carriage driver. **Failure to do so constitutes an offence.**

If a badge is lost or damaged it **must be reported immediately** to the Licensing Officer at the Council Offices and a replacement badge obtained for which a charge will be made.

The successful applicant will also be issued with a Hackney Carriage driver's licence which must be kept safe and be available for inspection if stopped by an authorised officer.

Please note:

Applications may be rejected if you do not produce all required documents and forms.

Hackney Carriage driver licences are granted for a period of three years, however DVLA and DBS checks are annual. It is the responsibility of the licence holder to ensure they obtain a new enhanced DBS certificate before the expiry of the previous certificate or provide authority to check DBS online giving certificate number from original certificate if registered for the update service. If a DBS expires before a new one is obtained then the licence may be suspended until such a time that the Council is satisfied with the result on a new certificate.

A TRDC Hackney Carriage licenced driver can only drive a TRDC licenced Hackney Carriage vehicle. Once a TRDC drivers licence is issued, it does not authorise or permit you to drive vehicles plated with any other authority, to do so is an offence.

FEES ARE SUBJECT TO ALTERATION

THREE RIVERS DISTRICT COUNCIL