



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

APPLICATION FOR RENEWAL OF A PRIVATE HIRE DRIVER'S LICENCE

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

Please submit this form along with:

Renewal fee of £375, two recent passport size photos, a valid DVLA check code, 3 forms of ID documents (including DVLA licence) and DBS application fee £56.50 (if required)

Important information:

- **ENHANCED DISCLOSURE AND BARRING SERVICE CERTIFICATE:** A criminal record or other information will not necessarily bar you from continuing as a licensed driver unless this authority considers that any conviction(s) renders you 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 certificate 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. Failure or delay in providing this certificate may result in suspension or revocation of your Private Hire driver licence.
- **GROUP 2 MEDICAL REPORT:** Applicants aged 45 and over are required to have a group two medical at their own expense with the GP with whom they are registered every 5 years. Applicants over 65 are required to have an annual medical. Medical forms are provided by Three Rivers Licensing Department and are available on our website. An application to renew a Private Hire Driver's Licence will not be considered for anyone in this category, unless a medical form, completed by his/own registered general practitioner doctor accompanies the 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.

All licences must be renewed BEFORE their expiry date, as shown on the licence. Until all checks have been received back satisfactory, a licence will not be issued. Therefore it is imperative that the application is made at least 6 weeks before the expiry date.

Any application to renew a licence that has gone beyond its expiry date will be considered a new 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.

Photo

PLEASE COMPLETE IN BLOCK CAPITALS
You must answer every question, failure to do so will invalidate your application

1.	Current Licence Number:		Expiry Date:	
2.	Surname:			
	Forename(s):			
	Any Previous Surname(s):			
3.	Date of birth:		Place of birth:	
4.	National Insurance No.:			
5.	Do you have the right to work in the UK?	Yes		No
6.	Present address:			
	Postcode:			
7.	Home Tel No:			
	Mobile No:			
	Email Address:			
8.	Do you hold a current DVLA drivers licence?		YES / NO	
	Licence Number:			
	Issue Date:		Expiry Date:	
	DVLA check code (valid for at least 21 days) :			
9.	Has your DVLA driving licence been suspended, or endorsed for any offence in the last 12 months? Or do you have any court cases, investigations or convictions pending?		YES / NO	
	<i>If the answer is YES give particulars, including name of Court, date of conviction/endorsement, length of any suspension or disqualification and fine (if any)</i>			
	Date	Court	Offence	Penalty

10.	If you hold another private hire or hackney carriage driver licence in another area has this been suspended or revoked in the last 12 months?	YES / NO / NA
<i>If yes please provide details of issuing authority and the date and reason for suspension or revocation</i>		

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.

11.	<p>Have you <u>EVER</u> been cautioned or convicted of any offences other than driving offences, been subject to any orders, received any fixed penalty notices, been arrested, or been under investigation by the police or any other Authority at any time, regardless of outcome or conviction?</p> <p style="text-align: center;">YES / NO</p> <p><i>(Please include any offences that you may have previously declared or may consider spent including any juvenile offences, Please continue on a separate sheet if necessary).</i></p>	
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<u>Date</u>	<u>Court</u>	<u>Offence</u>	<u>Sentence</u>

12.	Do you currently have any court cases, investigations or convictions pending?	YES / NO
<i>(If yes please give all information relating. Please continue on separate sheet if necessary)</i>		

13.	<p>Do you have any other information that you consider relevant that may affect your fitness to hold a Private Hire licence? I.e. addictions, your conduct etc.</p>	<p>YES / NO</p>
<p>If YES, please provide details (continue on a separate sheet if necessary):</p>		
14.	<p>Have you registered with the DBS online update service?</p>	<p>YES / NO</p>
<p>Please provide the original DBS certificate and written authority for an officer to check your DBS online</p>		
<p>Certificate Number:</p>		
<p>Date of issue:</p>		
15.	<p>Do you suffer from epilepsy, disease, drugs or alcohol dependency or have any injury, disability or deformity which might affect your driving?</p>	<p>YES / NO</p>
<p><i>If Yes please specify:</i></p>		
16.	<p>Have you suffered any medical condition or physical or mental impairment in the last 12 months that could affect your ability to drive? Please consider the DVLA group two medical criteria</p>	<p>YES / NO</p>
<p><i>If Yes please specify:</i></p>		
17.	<p>Do you hold a current Public Service Vehicle Licence or Heavy Goods Vehicle Licence?</p>	<p>YES / NO</p>
<p><i>If so, what type:</i></p>		
18.	<p>Name and address of licensed Private Hire Operator with whom you are employed (if you work for yourself, please state self):</p>	

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 read and understood the Three Rivers Council Private Hire Drivers Licence Conditions. I have read and understood this application form and any notes that it contains.

I have read and understood the 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>