



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

APPLICATION FOR RENEWAL OF A HACKNEY CARRIAGE DRIVER'S LICENCE

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

RENEWAL FEE OF £375, TWO PASSPORT SIZE PHOTOS, COMPLETED DVLA ONLINE CODE SHEET, ID DOCUMENTS AND DBS APPLICATION FEE £56.50 (IF REQUIRED) MUST BE SUBMITTED

(You must answer every question thoroughly, failure to do so will invalidate your application and delay the process)

(PHOTO)

Important information:

- 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 Hackney Carriage driver licence.
- 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. An application to renew a Hackney Carriage 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.

FOR OFFICE USE ONLY:				Applicant Name:			
Date Received:				DBS Apt: Date sent to DBS: CLEAR/ NOT CLEAR Date Cleared:			
DBS Tracking Number: _____							
DVLA Check						CLEAR/ NOT CLEAR	
						Date Cleared:	
Medical Required	Yes		No		Date Medical Cleared:		

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

1.	Current Licence Number:							
2.	Surname:							
	Forename(s):							
	Any Previous Surname(s):							
3.	Date of birth:							
	Place of Birth:							
4.	National Insurance number:							
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:						
	Expiry Date:						
	<i>If YES, when you were first fully licensed to drive?</i>							
9.	Has your DVLA driving licence ever been suspended or endorsed for any offence? Or do you have any court cases, investigations or convictions pending? <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>							
	<table border="1" style="width: 100%; border-collapse: collapse;"> <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>				Yes		No	
	Yes		No					
	Date	Court	Offence	Penalty				

10. **If you hold another private hire or hackney carriage driver licence in another area has this ever been suspended or revoked?**

If yes please provide details of issuing authority and the date and reason for suspension or revocation

Yes		No		N/A	
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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. **Have you EVER 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?**

(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).

Yes		No	
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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?**

(If yes please give all information relating. Please continue on separate sheet if necessary)

12.	<p>Do you have any other information that you consider relevant that may affect your fitness to hold a Hackney Carriage licence? i.e. addictions, your conduct etc.</p> <table border="1" data-bbox="260 219 815 271"> <tr> <td>Yes</td> <td></td> <td>No</td> <td></td> </tr> </table> <p>If YES, please provide details (continue on a separate sheet if necessary):</p>	Yes		No		
Yes		No				
14.	<p>Have you registered with the DBS online update service? (Please provide written authority for an officer to check your DBS online)</p> <table border="1" data-bbox="260 622 815 674"> <tr> <td>Yes</td> <td></td> <td>No</td> <td></td> </tr> </table> <p>Certificate Number:</p> <p>Date of issue:</p>	Yes		No		
Yes		No				
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> <table border="1" data-bbox="260 936 815 987"> <tr> <td>Yes</td> <td></td> <td>No</td> <td></td> </tr> </table> <p><i>If Yes please specify:</i></p>	Yes		No		
Yes		No				
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 in answering)</p> <table border="1" data-bbox="260 1317 815 1368"> <tr> <td>Yes</td> <td></td> <td>No</td> <td></td> </tr> </table> <p><i>If Yes please specify:</i></p>	Yes		No		
Yes		No				
17.	<p>Do you hold a current Public Service Vehicle Licence or Heavy Goods Vehicle Licence?</p> <table border="1" data-bbox="260 1641 954 1693"> <tr> <td>Yes</td> <td></td> <td></td> <td>No</td> <td></td> </tr> </table> <p><i>If so, what type:</i></p>	Yes			No	
Yes			No			

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 Hackney Carriage 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 Hackney Carriage 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>