



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

Updated 01.04.2020

APPLICATION FOR RENEWAL OF A HACKNEY CARRIAGE DRIVER'S LICENCE

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

Important information:

- **Fee: £386.50**
- **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 Hackney Carriage driver licence.
- **GROUP 2 MEDICAL REPORT:** Licence holders are required to have a Group 2 medical at their own expense with the GP with whom they are registered every 3 years. Licence holders over 65 and also those that are insulin dependent are required to have an annual Group 2 medical. Medical forms are available to download on our website or can be collected from reception. 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.

Photo

Photo

**YOU MUST ANSWER EVERY QUESTION, FAILURE TO DO SO WILL INVALIDATE
YOUR APPLICATION**

1.	Current Licence No.:		Expiry Date:	
2.	Title:			
	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 <input type="checkbox"/> No <input type="checkbox"/>
6.	Present address			
	Have you changed your address since the issue of your previous licence? <i>If yes please provide full details (address and date moved) on page 7</i>			Yes <input type="checkbox"/> No <input type="checkbox"/>
7.	Home Tel No:			
	Mobile No:			
	Email Address: (mandatory)			
8.	Do you hold a current DVLA drivers licence?			Yes <input type="checkbox"/> No <input type="checkbox"/>
	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 4 years? Or do you have any court cases, investigations or convictions pending?			Yes <input type="checkbox"/> No <input type="checkbox"/>
	<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) Please use page 7 if you need to provide more details</i>			

Date	Court	Offence	Penalty
10.	Do you currently hold a private hire or hackney carriage driver, vehicle or operator licence in another Council area?		Yes <input type="checkbox"/> No <input type="checkbox"/>
<i>If the answer is YES give particulars, including name of Council and dates of licence (issue and expiry dates)</i>			
Have you ever been refused a driver's licence or vehicle licence or operator's licence for hackney Carriage or private hire or school transport or had such a licence suspended or revoked, by Three Rivers District Council or any other Council?			Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable <input type="checkbox"/>
<i>If yes please provide details of issuing Council and the date(s) and reason for refusal, suspension or revocation</i>			
IMPORTANT:			
You must declare, in the appropriate sections below, <u>ALL</u> 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 <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?		Yes <input type="checkbox"/> No <input type="checkbox"/>
If YES then please provide ALL details (Please include any offences that you may have previously declared or may consider spent including any juvenile offences, please continue on page 7 if necessary).			
Date	Court (if applicable)	Offence	Penalty

12.	Do you currently have any court cases, investigations or convictions pending?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	<i>(If YES, please provide details)</i>	
13.	Have you previously registered an enhanced DBS certificate with the DBS online update service?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Please provide the ORIGINAL ENHANCED DBS CERTIFICATE that was registered online as well as written authority/consent for an officer to check your DBS online	
	Certificate No.:	
	Date of issue:	
<p align="center">IMPORTANT: LICENCE HOLDERS NOT CURRENTLY ON DBS UPDATE SERVICE</p> <p>All licence holders are now required to register with the Disclosure and Barring Update Service and provide consent to the Council carrying out a check with the Disclosure and Barring Update Service.</p> <p>If you are currently applying for a new DBS certificate or will be applying for a new DBS certificate in the near future you must sign up to the DBS Update Service with the new certificate. You are then required to provide us with the original certificate and a written consent allowing us to conduct future checks using the Update Service.</p>		
14.	Do you suffer from epilepsy, disease, drugs or alcohol dependency or have any injury, disability or deformity which might affect your driving?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	<i>(If YES, please provide details)</i>	
15.	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	Yes <input type="checkbox"/> No <input type="checkbox"/>
	<i>(If YES, please provide details)</i>	
16.	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.	Yes <input type="checkbox"/> No <input type="checkbox"/>
	<i>(If YES, please provide details)</i>	
17.	Do you hold a current Public Service Vehicle Licence or Heavy Goods Vehicle Licence?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	<i>(If YES, please provide details)</i>	
18.	Have you undertaken any taxi/private hire related qualifications other than those set by the Council? For example a BTEC qualification.	Yes <input type="checkbox"/> No <input type="checkbox"/>
	<i>(If YES, please provide details)</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 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 read and understood the Three Rivers Council Hackney Carriage Drivers Licence Conditions and byelaws. I have read and understood this application form and any notes that it contains.

I have read and understood the current Hackney Carriage and Private Hire 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.

I acknowledge that I have read and understood the above

Signature:

Name:

Date:

Please read the checklist and ensure that you have submitted all the necessary documentation/fees

Checklist

- Fully completed application form
- 2 recent passport style photos – see photo guidance online
- Valid DVLA licence photo card and valid DVLA online check code
- Current valid passport and proof of right to work in the UK
- Valid Group 2 medical report (where required)
- DBS update service authorisation to check status online
- Taxi safeguarding course pass certificate
- Fee - £386.50

DATA PROTECTION

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

Use this page to continue with your previous convictions or provide any other information you think may be relevant to your application.