



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

Updated 01.04.2020

APPLICATION FOR OF A NEW DUAL DRIVER'S LICENCE

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

When completing this form please:

- Complete in BLOCK CAPITALS
- Answer every question; failure to do so will invalidate your application

Important information:

- Please read our Hackney Carriage and Private Hire Policy BEFORE completing the form and applying.
- The application fee for a 3 year licence is **£498**.
- 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 card, a valid passport and proof of the National Insurance Number, in addition to any other required documentation for us to verify their 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 information renders you a not fit and proper person. The nature of offence and/or surrounding circumstances will be taken into account when making a decision. Any DBS certificate must be submitted to licensing to be photocopied and recorded. 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.
- New applicants are required to provide evidence of a further qualification such as a BTEC in Taxi licencing/Customer services within this category.
- 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. Please note that a medical report is only valid for 3 months from the date that the GP has signed it. Therefore if you have not completed the application process within 3 months you may need to obtain a letter from your GP confirming that your medical fitness has not changed since the issue of the medical report.
- If an applicant does not complete the application process within 6 months without any 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.

Photo

Photo

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

1.	Title :	
	Surname:	
	Forename(s):	
	Any Previous Surname(s):	
2.	Date and place of birth:	
3.	National Insurance No.:	
4.	<i>It is mandatory to provide at least one contact telephone number AND email address to enable us to contact you.</i>	
	Home Tel No.:	
	Mobile No:	
	Email Address:	
5.	Do you have the right to work in the UK?	YES <input type="checkbox"/> NO <input type="checkbox"/>
6.	Have you lived in the UK continuously for the past 5 years?	YES <input type="checkbox"/> NO <input type="checkbox"/>
	<i>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.</i>	
	Present address:	
	Dates lived at present address:	From: To:
	<i>Please list all addresses for the last 5 years. Continue on separate sheet if necessary</i>	
	Previous address:	
	Dates at address:	From: To:
7.	Can you read, write and understand spoken English?	YES <input type="checkbox"/> NO <input type="checkbox"/>

8.	<i>Applicants must have held a valid UK DVLA driver's licence for three years prior to application.</i>		
	Do you hold a current DVLA drivers licence?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Issue Date: Expiry Date:
	DVLA Licence Number:		
	Please list any restrictions on your DVLA licence:		
	Please provide an unused DVLA CHECK CODE (valid for at least 21 days) :		
9.	Has your DVLA driving licence been suspended, or endorsed for any offence(s) 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>Please refer to our Hackney Carriage and Private Hire Policy section 24. Table of Offences Summary – Other Driving Offences. It is an offence not to declare such matters. If the answer to this question is YES please give particulars below, including name of Court, date of conviction/endorsement, length of any suspension or disqualification and fine (if any)</i>		
	Date	Offence	Court
10.	Have you ever held or do you currently hold a private hire or Hackney Carriage driver licence, vehicle licence or operator licence in any other area?		YES <input type="checkbox"/> NO <input type="checkbox"/>
	<i>If the answer is YES give details including name of authority, the type of licence and dates of licence</i>		
	Have you ever been refused a driver's licence, vehicle licence or operator's licence (for Hackney Carriage or private hire) or had such a licence suspended or revoke by any Authority?		YES <input type="checkbox"/> NO <input type="checkbox"/>
	<i>If the answer is YES give details including name of authority, the type of licence, dates of licence and reason for suspension/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. (Please continue on another sheet if required)

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?** YES NO

(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). It is an offence not to declare such matters.

<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

If yes please provide details

ENHANCED DISCLOSURE AND BARRING CERTIFICATE:

All applicants and licence holders are now required to register with the **Disclosure and Barring Update Service** and must provide consent to the Council to allow them to carry out the check. 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.

13. **Have you registered with the DBS online update service? (Once a DBS certificate has been received it is mandatory for you to sign up for the update service).** YES NO

Please provide the original DBS certificate that was registered online as well as written authority/consent for an officer to check your DBS online

Certificate Number:

Date of issue:

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 specify:</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 specify:</i>	
16.	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.	YES <input type="checkbox"/> NO <input type="checkbox"/>
	If Yes, please provide details (continue on a separate sheet if necessary):	
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 so, what type:</i>	
18.	Have you undertaken any taxi/private hire related qualifications other than those set by the Council? For example a BTEC qualification. <i>See section 16.6 of Policy</i>	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, confirm that I have read and understood this application form and any notes that it contains, and hereby apply for a licence to act as a driver of Hackney Carriage Vehicles in the District of Three Rivers.

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 have read and understood the current Hackney Carriage and Private Hire Policy and also confirm that I have read and understood the Three Rivers Council Hackney Carriage Licence requirements and Byelaws.

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 have read and understood the above

Name:

Date:

Checklist

- Completed application form plus 2 character references
- Qualification certificate(s)
- Certificate of good character if required (see question 6)
- 2 recent passport sized colour 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
- Proof of National Insurance Number
- Valid Group 2 Medical Report
- Advanced taxi driving qualification certificate
- Relevant BTEC or NVQ qualification certificate
- Valid enhanced Disclosure and Barring Service certificate dated less than 3 months old which is registered to the DBS update service
- Fee (s) - £498 for driver application; £52.60 for DBS application
- I confirm that I will book a knowledge test online through the website once this application has been submitted - <https://www.threerivers.gov.uk/egcl-page/hackney-carriage-and-private-hire-knowledge-test>

DATA PROTECTION

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

This page must be printed off, signed and completed by the two referees

CHARACTER REFERENCES

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:

Reference One

I, the undersigned, certify that:(name of Applicant)
 residing at (applicants home address):.....

 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 Private Hire Vehicles.

Signed:Dated:

Name of referee:

Address of referee:.....

Contact Number:

Capacity known:

Reference Two

I, the undersigned, certify that:(name of Applicant)
 residing at (applicants home address):.....

 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 Private Hire Vehicles.

Signed:Dated:

Name of referee:

Address of referee:.....

Contact Number:

Capacity known:

Please use this page for further information