

## Application for a licence to drive Hackney Carriage or Private Hire Vehicles

<b>1</b>	<b>Standard applicant profile section</b>	
1.1	Full Name	
1.2	Full Postal Address	
1.3	Main contact telephone number	
1.4	Other telephone number	
1.5	Email address	
1.6	Please enter any previous names or maiden names	
1.7	Date of Birth	

Please complete all the questions on the form in **BLOCK capitals** and in **black ink**.  
If you have nothing to record, please state "Not applicable" or "None".

<b>2</b>	<b>Type of Application</b>					
2.1	Type of application	New	<input type="checkbox"/>		Renewal	<input type="checkbox"/>
2.2	Duration of licence	1 year licence	<input type="checkbox"/>		3 year licence	<input type="checkbox"/>
2.3	Existing licence number					
2.4	Expiry date of current licence					

<b>3</b>	<b>References – For new applicants only</b>		
	Please give the <b>names, postal addresses and email addresses of two referees</b> we can contact as to your character and suitability for a licence. Referees must have known you for at least three years and should be a person of standing within the community. You are advised to include your present or last employer, but not your relatives or future employers.		
3.1	Reference 1	Name	
	Nature of relationship	Address	
		Email address:	
3.2	Reference 2	Name	
	Nature of relationship	Address	
		Email address:	
3.3	Current Driving Experience	Type of driving experience (tick all which apply)	
	State number in years .....	Domestic only <input type="checkbox"/>	Previous taxi driver <input type="checkbox"/> Go to 3.4
		HGV <input type="checkbox"/>	PSV <input type="checkbox"/>

<b>3</b>	<b>References – For new applicants only</b>	
3.4	Which Authority did you hold a badge with? Please state badge number?	

<b>4</b>	<b>Employment Details</b>	
4.1	Name of Operator you will be working with	
4.2	Address	
4.3	Operator telephone number	
4.4	Email address	
4.5	Employment status (please tick)	Self employed <input type="checkbox"/> Salaried <input type="checkbox"/>
	<b>If you drive for more than one operator, state the name and address of the additional operator</b>	
4.6	Name of additional Operator	
4.7	Address	

<b>5</b>	<b>Driving Licence Particulars (as issued under the Road Traffic Act 1960 – 1972)</b>	
5.1	How long have you held a full licence?	
5.2	Expiry date of current licence	
5.3	Full licence number	

<b>6</b>	<b>Work Activity – (also refer to notes in Section 12 below)</b>	
6.1	Do you have the right to work in the United Kingdom?	Yes <input type="checkbox"/> No <input type="checkbox"/>
6.2	For approximately how many hours will you be driving a Hackney Carriage or Private Hire vehicle?	Hours per day                      Hours per week
6.3	Does the Operator (named above) carry out regulated (or controlled) activity (e.g. school, hospital or care home transport)?	Yes <input type="checkbox"/> No <input type="checkbox"/>
6.4	Is there any part of your employers business that you wish to be excluded from undertaking?	Yes <input type="checkbox"/> No <input type="checkbox"/>
6.5	If Yes, please give details of <u>all</u> such excluded activities	Wish to be excluded from undertaking
	Working from taxi rank	<input type="checkbox"/>
	Airport runs	<input type="checkbox"/>
	School runs under Norfolk County Council contract	<input type="checkbox"/>
	Hospital or care home transport	<input type="checkbox"/>
	Carriage of assistance dogs	<input type="checkbox"/>
		(also ensure 7.11 and 7.12 completed)
	Carriage of wheelchair bound passengers in a vehicle adapted for that purpose	<input type="checkbox"/>
		(also ensure 7.11 and 7.12 completed)

7	Medical	
7.1	Have you ever been advised by a medical practitioner, not to drive a motor vehicle on any medical grounds?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
7.2	If yes, please state details and dates for each separate occasion	Details 1:  Dates 1:
7.3	If more than 2 occasions, please state additional occasions on a separate continuation sheet.  If a continuation sheet is used please tick <input type="checkbox"/>	Details 2:  Dates 2:
7.4	Awareness that Licensing Authority have ability to obtain medical records from doctor?	Yes <input type="checkbox"/>
7.5	Doctors name	
7.6	Address	
7.7	Main contact telephone number	
7.8	Have you ever had a driving licence revoked or refused for medical reasons?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
7.9	If yes, please state details and dates for each separate occasion	Details 1:  Dates 1:
7.10	If more than 2 occasions, please state additional occasions on a separate continuation sheet. If a continuation sheet is used please tick <input type="checkbox"/>	Details 2:  Dates 2:
7.11	Do you require an exemption from carrying assisting dogs or wheelchair passengers	Yes <input type="checkbox"/> No <input type="checkbox"/>
7.12	Grounds for exemption request	

8	Offences & Accidents (including driving offences)	
8.1	Have you ever been convicted of any criminal offence(s)? Please refer to Note 14	Yes <input type="checkbox"/> No <input type="checkbox"/>
8.2	If yes, please state details and dates for each separate offence	Date
		Offence 1
		Penalty/fine
8.3	Details of offence 2	Date
		Offence 2
		Penalty/fine
8.4	If more than 3 offences, please state additional offences on a separate continuation sheet.  If a continuation sheet is used please tick <input type="checkbox"/>	Date
		Offence 3
		Penalty/fine
8.5	Are you disqualified by a court from holding or obtaining a driving licence?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
8.6	If yes, please state details and dates for the current disqualification	Details
		Date period of disqualification
		Name of Court
8.7	Have you ever been disqualified by a court from holding or obtaining a driving licence?	Yes <input type="checkbox"/> No <input type="checkbox"/>
8.8	If yes, please state details and dates for each separate disqualification	Details
		Date period of disqualification
		Name of Court
8.9	If more than 2 disqualifications, please state additional disqualifications on a separate continuation sheet.  If a continuation sheet is used please tick <input type="checkbox"/>	Details
		Date period of disqualification
		Name of Court
8.10	Have you been involved in any motoring accidents in the last 3 years?	Yes <input type="checkbox"/> No <input type="checkbox"/>
8.11	If, yes, please give further details for each separate accident.	Details
		Dates
8.12	If more than 2 accidents, please state additional accidents on a separate continuation sheet.  If a continuation sheet is used please tick <input type="checkbox"/>	Details
		Dates

8		Offences & Accidents (including driving offences)	
8.13	Have you ever been convicted of any driving related offences or have any endorsements?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
8.14	If yes, please state details and dates for each separate offence or endorsement	Date	
		Offence/code	
		Penalty/fine/points	
8.15		Date	
		Offence/code	
		Penalty/fine/points	
8.16	If more than 3 offences or endorsements, please state additional offences and endorsements on a separate continuation sheet. If a continuation sheet is used please tick <input type="checkbox"/>	Date	
		Offence/code	
		Penalty/fine/points	
8.17	We require your permission to check your driving history and entitlements with the DVLA at application and any time during your licence period. Please provide your DVLA driver licence number, National Insurance Number, post code and signature. <b>Without this we will be unable to continue to process your application.</b>	DVLA Licence Number:	
		National Insurance Number:	
		Postcode:	
		Signature:	
8.18	HMRC Tax Conditionality Check Code (mandatory for renewals) <b>New drivers refer to section 10.10</b> <a href="#">Complete a tax check for a taxi, private hire or scrap metal licence - GOV.UK (www.gov.uk)</a>		
8.19	Please detail any further information you wish to provide in support of your application		
8.20	Have you ever lived outside of the United Kingdom for any part of your life?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
8.21	If Yes, state the name of the country in which you resided and the dates from and to.	Country	
		Dates	

<b>9</b>	<b>Standard declaration and signature section</b>
9.1	<p>I declare that I have checked the information given on this application form and to the best of my knowledge and belief it is correct. I am not disqualified by reason of age or otherwise from holding or obtaining the licence for which I am now applying. If I have used continuation sheets, I have signed and dated each page.</p> <p>I undertake to read and understand the Hackney Carriage and Private Hire Handbook and, in the event of a licence being granted, will observe and perform the requirements contained therein at all times.</p> <p>This Authority is under duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes. Your personal information may also be shared between Council departments and other agencies where we are legally required to do so.</p> <p><b>THIS FORM MUST BE FILLED IN COMPLETELY. THE APPLICATION WILL NOT BE CONSIDERED IF INFORMATION IS MISSING.</b></p> <p><b>IT IS AN OFFENCE FOR ANY PERSON TO KNOWINGLY OR RECKLESSLY MAKE A FALSE STATEMENT OR TO OMIT ANY PARTICULAR MATERIAL IN GIVING INFORMATION IN THIS FORM</b></p> <p><b>Signature</b></p>
9.2	<b>Print Name</b>
9.3	<b>Date</b>

<b>10</b>	<b>Supporting Documentation Checklist</b>	
	<p>This form should be completed and returned to <b>Licensing Section, North Norfolk District Council, Holt Road, Cromer, Norfolk NR27 9EN</b> at your knowledge test appointment.</p> <p>Please ensure the following documents are provided with this application form. Non-compliance will result in application being returned as unacceptable. Please refer to the council website to book your knowledge test.</p>	
10.1	Current DVLA Driving Licence – held for at least 12 months (both sides of the licence are required)	<input type="checkbox"/>
10.2	<p>Group 2 Medical Report.</p> <p>New applicants – required on application.</p> <p>For renewals – required every 6 years from previous Group 2 Medical Report issue date</p>	<input type="checkbox"/>
10.3	<p>Original Birth Certificate</p> <p>For new applicants only</p>	<input type="checkbox"/>
10.4	<p>Immigration Act 2016 – Right to Work Check</p> <p>We require for all drivers:-</p> <p>Current or expired British Passport</p> <p><b>or</b></p> <p>Full UK Birth Certificate accompanied by any appropriate documentation confirming your National Insurance Number</p> <p>Original documents only – photocopies are <b>not</b> acceptable</p> <p>Required for all new applicants</p>	<input type="checkbox"/>
10.5	One recent passport sized photo (your photo can be taken at the NNDC office)	<input type="checkbox"/>
10.6	Appropriate Fee for application – refer to Note 11	<input type="checkbox"/>
10.7	<p>DBS Disclosure certificate/application form/fee and appropriate identity documents (as detailed in the DBS booklet <i>An Applicants Guide to completing the Disclosure Application Form</i>) for obtaining a Disclosure and Barring Service Records check.</p> <p>Required for all new applicants</p> <p>For current licence holders – required every 6 months unless subscribed to the update service.</p>	<input type="checkbox"/>
	<p><b>This Authority will only accept Disclosure and Barring Service Disclosures issued via North Norfolk District Council’s approved provider. Therefore, we do not accept another bodies disclosure e.g. Disclosures completed by Norfolk County Council. However, for certificates issued by other bodies, if you have signed up to the DBS Update Service and you can provide us with your disclosure this may be acceptable, although we still reserve the right to request a new DBS to be provided.</b></p>	
10.8	Certificate of Conduct from applicants who have lived for any part of their life outside the UK.	<input type="checkbox"/>
10.9	Safeguarding certification	<input type="checkbox"/>
10.10	<p>HMRC Tax Conditionality Check (Mandatory for new drivers)</p> <p><b>New Drivers</b> – Confirmation that you have read and understood HMRC guidance on what you need to do to be properly registered for tax in the future, please tick to confirm</p> <ul style="list-style-type: none"> <li>• <a href="#">Tax check factsheet</a></li> <li>• <a href="#">Register for self assessment</a></li> <li>• <a href="#">Corporation tax</a></li> <li>• <a href="#">How you pay income tax</a></li> </ul>	<input type="checkbox"/>

<b>11</b>	<b>Preferred Payment Methods</b>	
11.1	Debit/Credit Card (via website/telephone/in council offices) <b>Website payment portal:</b> <a href="http://north-norfolk.gov.uk">Pay : Sign in (north-norfolk.gov.uk)</a> <b>You must quote the following payment codes</b>	Payment codes: <b>1 Year Licence:- 1171 8252 604058</b> <b>3 Year Licence:- 1171 8252 604059</b> Receipt/reference number: Date payment made:
11.2	Cheque/postal order (via postal service/in council offices)	Payable to NNDC

<b>12</b>	<b>Service Statement</b>	
12.1	<p><b>NEW APPLICATION:</b> A new licence will be issued within 7 working days upon receipt by this Licensing Authority, of an acceptable DBS Disclosure together with supporting documents and receipted references as required by this application. We allow up to 21 days for references to be received by referee.</p> <p><b>RENEWAL APPLICATION:</b> We will process any renewal applications within 7 working days on receipt of a valid and acceptable application. Therefore, all applications and supporting documentation must be received by the Licensing Authority at least 7 working days prior to the expiry of your current licence to ensure that your licence is renewed in time.</p>	

<b>13</b>	<b>DBS Check</b>	
13.1	<p>For all taxi drivers an Enhanced Disclosure and Barring Service (DBS) check is required.</p> <p>To apply for an Enhanced <a href="#">Disclosure and Barring Service</a> (DBS) check please ring and make an appointment with one of the Council's Licensing Officers who will be able to assist you with your application.</p> <p>This Council has a duty to routinely check the DBS status, for all licensed drivers, every 6 months in line with the <a href="#">DFT Statutory Private Hire and Vehicle Standards</a>.</p> <p>This Council positively encourage applicants to register their DBS certificates to the <a href="#">Update Service</a> within 30 days of the Certificate being issued and maintain continuous registration to enable the licensing authority to routinely check for new information every six months. The subscription to the Update Service lasts for one year. If you do not renew your subscription before it ends, you will need to apply for a new DBS check and register for the Update Service again. Drivers that do not subscribe up to the Update Service will be subject to a check every six months.</p> <p>Applicants applying for a taxi licence who have lived overseas for all or part of their life will be asked to produce a Certificate of Good Character in addition to undergoing a DBS check and providing all the other documentation needed.</p> <p>Details of how good character records can be obtained for each country can be found at: <a href="http://www.gov.uk">Criminal records checks for overseas applicants - GOV.UK (www.gov.uk)</a></p>	

<b>14</b>	<b>Rehabilitation of Offenders Act</b>	
14.1	<p>Hackney carriage and private hire drivers are exempt from the Rehabilitation of Offenders Act 1974. This means that any convictions or cautions can be taken into consideration, even if they would ordinarily be considered 'spent', due to our obligation to ensure the safety of the public.</p> <p>Any decision to refuse a licence on the grounds on prior convictions will be made by our Licensing Committee following a hearing. The applicant will have a right of appeal against a decision to refuse an application.</p>	