

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

1	Standard applicant profile section	
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".

2	Type of Application				
2.1	Type of application		New		Renewal
2.2	Duration of licence		1 year licence		3 year licence
2.3	Existing licence number				
2.4	Expiry date of current licence				

3	References – For new applicants only				
	Please give the names, postal addresses and email addresses of two referees 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			
	Address	Nature of relationship			
		Email address			
3.2	Reference 2	Name			
	Address	Nature of relationship			
		Email address			
3.3	Current Driving Experience	Type of driving experience (tick all which apply)			
	State number in years		Domestic only		Previous taxi driver (go to 3.4)
			HGV		PSV
3.4	Which Authority did you hold a badge with? Please state badge number?				

4	Employment Details			
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)	<input type="checkbox"/>	Self employed	<input type="checkbox"/>
				Salaried
	If you drive for more than one operator, state the name and address of the additional operator			
4.6	Name of additional Operator			
4.7	Address			

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

6	Work Activity – (also refer to notes in Section 12 below)			
6.1	Do you have the right to work in the United Kingdom?	<input type="checkbox"/>	Yes	<input type="checkbox"/>
				No
6.2	For approximately how many hours will you be driving a Hackney Carriage or Private Hire vehicle?	Hours per day	<input type="text"/>	Hours per week
				<input type="text"/>
6.3	Does the Operator (named above) carry out regulated (or controlled) activity (e.g. school, hospital or care home transport)?	<input type="checkbox"/>	Yes	<input type="checkbox"/>
				No
6.4	Is there any part of your employer's business that you wish to be excluded from undertaking?	<input type="checkbox"/>	Yes	<input type="checkbox"/>
				No
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 (also ensure 7.11 and 7.12 completed)	<input type="checkbox"/>		
	Carriage of wheelchair bound passengers in a vehicle adapted for that purpose (also ensure 7.11 and 7.12 completed)	<input type="checkbox"/>		

7		Medical			
7.1	Have you ever been advised by a medical practitioner, not to drive a motor vehicle on any medical grounds?		Yes		No
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.	Details 2			
		If a continuation sheet is used, please tick		Dates 2	
7.4	Awareness that Licensing Authority have ability to obtain medical records from doctor?		Yes		
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		No
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.	Details 2			
		If a continuation sheet is used, please tick		Dates 2	
7.11	Do you require an exemption from carrying assisting dogs or wheelchair passengers		Yes		No
7.12	Grounds for exemption request				

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

8		Offences and Accidents (including driving offences)	
8.14	If yes, please state details and dates for each separate offence or endorsement.	Date	
		Offence or code	
		Penalty, fine or points	
8.15		Date	
		Offence or code	
		Penalty, fine or points	
8.16	If more than 3 offences or endorsements, please state additional offences and endorsements on a separate continuation sheet.	Date	
		Offence or code	
	If a continuation sheet is used, please tick	Penalty, fine or points	
8.17	We require your permission to check your driving history and entitlements with the DVLA. Please either log onto https://www.gov.uk/view-driving-licence and provide the single use code or provide your DVLA driver licence number, National Insurance Number and post code. The DVLA single use code is only valid for 21 days from the date of request. Without this we will be unable to continue to process your application.	Single use code	
		Or	
		DVLA Licence Number	
		National Insurance Number	
		Postcode	
	Signature		
8.18	Please detail any further information you wish to provide in support of your application		
8.19	Have you ever lived outside of the United Kingdom for any part of your life?	<input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
8.20	If yes, state the name of the country in which you resided and the dates from and to.	Country	
		Dates	

9	Standard declaration and signature section	
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>THIS FORM MUST BE FILLED IN COMPLETELY. THE APPLICATION WILL NOT BE CONSIDERED IF INFORMATION IS MISSING.</p> <p>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</p>	
	Signature	
9.2	Print Name	
9.3	Date	

10	Supporting Documentation Checklist	
	<p>This form should be completed and returned to Licensing Section, North Norfolk District Council, Holt Road, Cromer, Norfolk NR27 9EN.</p> <p>Please ensure the following documents are enclosed with application. Non-compliance will result in application being returned as invalid.</p>	
10.1	Current DVLA Driving Licence – held for at least 12 months (both sides of the licence are required)	
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>	
10.3	<p>Original Birth Certificate</p> <p>For new applicants only</p>	
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>or</p> <p>Full UK Birth Certificate accompanied by any appropriate documentation confirming your National Insurance Number</p> <p>Original documents only – photocopies are not acceptable.</p> <p>Required for all new applicants</p>	
10.5	One recent passport sized photo (your photo can be taken at the NNDC office)	
10.6	Appropriate Fee for application – refer to Note 11	
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>	
	<p>This Authority will only accept Disclosure and Barring Service Disclosures issued via North Norfolk District Councils approved provider. Therefore, we do not accept another bodies disclosure i.e. Disclosures completed by Norfolk County Council. However, if you have signed up to the DBS Update Service within 30 days of your disclosure being issued from another body and you can provide us with your disclosure and give your signed permission for North Norfolk District Council to check the status, this may be acceptable although we still reserve the right to request a new DBS to be provided.</p>	
10.8	Certificate of Conduct from applicants who have lived for any part of their life outside the UK.	
10.9	Safeguarding certification	
10.10	<p>HMRC Tax Conditionality Check</p> <p>We require for:</p> <p>New Drivers – Confirmation that you have read HMRC guidance on what you need to do to be properly registered for tax in the future.</p> <p>Renewal Drivers – Completed the HMRC Tax check and provide check code below.</p>	
	Check code	

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

12	Service Statement	
12.1	<p>NEW APPLICATION: 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>RENEWAL APPLICATION: 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>	

13	DBS Check	
13.1	<p>For all taxi drivers an Enhanced Disclosure and Barring Service (DBS) check is required.</p> <p>To apply for an Enhanced Disclosure and Barring Service (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 DFT Statutory Private Hire and Vehicle Standards.</p> <p>This Council positively encourage applicants to register their DBS certificates to the Update Service 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: Criminal records checks for overseas applicants - GOV.UK (www.gov.uk)</p>	

14	Rehabilitation of Offenders Act	
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>	