

**Application for a hackney carriage and private hire driver’s licence**

**Town Police Clauses Act 1847**

**Local Government (miscellaneous provisions) Act 1976**

Please read the form carefully before completing it including the instruction notes on pages 7 or 8. Allboxes must be completed where applicable. If you are completing this form by hand, please write legibly in **BLOCK CAPITALS.** Please use additional sheets if necessary and attach them to this application form.

**Please allow 5 working days for your complete application to be processed failure to do so may result in a delay in issuing your new licence.**

| **1. Your personal details** |
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| **TITLE** (mark as appropriate): Mr  Mrs  Miss  Ms  Other  (please state): |
| **Surname**  **Forenames** |
| **Date of birth:**     /  / |
| **Nationality:** |
| **National Insurance Number:** |

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| **2. Your address** |
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| **3. Contact Details** |
| **Home:** |
| **Mobile:** |
| **Email:** |

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| **4. Is this a licence renewal application or new licence application?** | (Mark X) |
| **New** |  |
| **Renewal (Please state licence number:**      **)** |  |
| **FOR RENEWALS ONLY**  **Expiry date of Current Licence** |  |

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| **5. For which company do you intend to work as a driver? If self, please add the** |
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| **6. Have you ever had a licence to drive a hackney carriage and/or private hire vehicle refused, revoked or suspended?** |
| **YES** **/ NO**(mark X as applicable) **If answering ‘Yes’ please give details below:** |
| **Name of Council:**       **Date:**        **Refusal** **/Revocation** **/Suspension**  **(Mark as applicable)**  **Reasons:** |

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| **7. Have you been licensed to drive a hackney carriage and/or private hire vehicle before?** |
| **YES**  **/ NO** (mark X as applicable) **If answering ‘Yes’ please give details below:** |
| **Name of Council:**  **Type of licence:**       **Period during which licence was held:** |

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| **8a. REHABILITATION OF OFFENDERS ACT 1974 (EXCEPTIONS) (AMENDMENTS) Order 2002.** |
| **Do you have any prosecutions/convictions/cautions/ fixed penalty notices and/or endorsements YES  / NO** (mark X as applicable)  **If answering ‘Yes’, please give details below:** |
| You must detail **all** prosecutions/convictions/cautions/fixed penalty notices and/or endorsements. ‘Spent’ conviction provisions do not apply to taxi drivers.  **You must include all driving licence endorsements.**  This information will be treated in confidence and will only be used in relation to this application. Continue on a separate sheet if necessary.  **If this is a renewal application and you have previously given this information to Melton Borough Council, you do not need to complete this part of the form.** |

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| **Date of conviction, caution or endorsement** | **Title of conviction** | **Nature of conviction** | **Penalty** |
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| **8b. Are you currently under any criminal investigation or have any pending court cases?** |
| **YES**  **/NO**  **(**Mark X as applicable). If answering ‘Yes’, please give details below: |

Please see the Hackney Carriage and Private Hire Licensing policy for further details regarding Melton Borough Council’s Policy on relevant offences and convictions

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| **9. Do you hold a full British passport?** |
| **YES  / NO  (Mark as applicable)** |

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| **10. Do you have the right to live and work in the UK?**  **You will be asked for documentary evidence, for example, Passport** |
| **YES  / NO  (Mark as applicable)** |

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| **11.Certificate of Good Conduct** |
| Any driver who has lived abroad for a period of 3 months or more will be required to provide a Certificate of Good Conduct from the embassy of every country where they have lived, other than the UK (after the age of 10 years old).  Have you ever resided outside the UK for 3 months or more since the age of 10 years old? (Excluding time in the HM Forces)  **YES  / NO  (Mark as applicable)**  If yes, please give details of the period of residency spent outside the UK, giving dates to and from, full address, Country, and occupation? |

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| **12. NR3 – National Register of Taxi Licence Refusals, Revocations and Suspensions** |
| All applications for a new licence or licence renewal will automatically be checked on NR3S. If a search of NR3S indicates a match with an applicant, the authority will seek further information about the entry on the register from the authority which recorded it. Any information received because of an NR3S search will only be used in respect of the specific licence application and will not be retained beyond the determination of that application.  Have you ever held a hackney carriage/private hire driver’s licence or vehicle licence before?  **YES  / NO  (Mark as applicable)**  If you have held a licence previously, please give details of the licence number when you held the licence, how long you held it for and which Council granted it to you.    Have you ever had an application for a licence refused/suspended/revoked?  **YES  / NO  (Mark as applicable)**  **Please give details** |

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| **New Driver Application Checklist**  **If you are applying for a licence for the first time, we require the following documentation:** | **Please mark with a ‘X’** |
| * I have enclosed payment for the licence |  |
| * I have arranged an appointment with the Licensing Authority to complete an enhanced Disclosure & Barring Service (DBS) certificate with valid identification and fee |  |
| * I have provided my DVLA licence check code available from <https://www.gov.uk/view-driving-licence> (please provide in space below)     ……………………………………………………….. |  |
| * I have enclosed a completed medical certificate signed by a doctor |  |
| * I have enclosed a passport sized photograph of myself |  |
| * I have enclosed my driving licence (photocard) with this application |  |
| * I have enclosed my residency documents with this application |  |
| * I confirm I have held a full European Driving Licence for a minimum of one year |  |
| * I understand I must take and pass the driver knowledge test before a licence can be granted |  |
| * I understand I am required to undertake the Blue Lamp Trust - Disability Awareness and Safeguarding Virtual Classroom training courses, prior to my licence being granted |  |
| * I have read the Council’s Privacy Notice |  |
| * I confirm that I am aware of the content of HMRC guidance relating to my tax registration obligations |  |
| * I consent to the Licensing Team checking my DBS certificate at every 6 months or when required |  |

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| **Renewal Driver application checklist for existing drivers**  **If you are renewing your licence, you must confirm the following** | **Please mark with a ‘X’** |
| * I have enclosed payment of the fee the licence |  |
| * I have enclosed my driving licence (photocard) with this application |  |
| * I have read the Council’s Privacy Notice |  |
| * You may also be required to renew your medical certificate signed by a doctor (if you are unsure, please contact the Licensing Team) |  |
| * I consent to the Licensing Team checking my DBS certificate at every 6 months or when required |  |
| * I confirm that I am aware of the content of HMRC guidance relating to my tax registration obligations.   Schedule 23 to Finance Act 2011 (Data Gathering Powers) and Schedule 36 to Finance Act 2008 (Information and Inspection Powers), grant HMRC powers to obtain relevant information from third parties. This includes licensing bodies being required to provide information about licence applicants. |  |
| * Please insert your 9-digit HMRC tax check code:     \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| * I consent to Melton Borough Council checking my HMRC code online. We will only receive confirmation from HMRC that you’ve completed the tax check. We will not have access to information about your tax affairs. |  |

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| **Declarations** |
| 1. I understand that any licence issued will be subject to the provisions of:    1. The Town Police Clauses Act 1847    2. The Local Government (Miscellaneous Provisions) Act 1976    3. The Council's licence conditions. 2. I accept that any badge issued to me will belong to the Council, and if lost or damaged, I will be liable for the cost of replacement. 3. I understand that it is an offence under the terms of the Local Government (Miscellaneous Provisions) Act 1976, Section 57(3) to knowingly or recklessly make a false statement or to omit any information required in this form. 4. I understand that I must notify Licensing of any Arrest & release, Charge or Conviction of any sexual offence, any offence involving violence or motoring offence within **48 Hours**. 5. I understand that for any other offence fixed penalty notice or caution or under an investigation of such, I must notify Licensing in writing within **10** working days. 6. I understand that any changes to any other particulars must be notified in writing to the Licensing Officer within **10** working days. 7. I understand that I must deposit the licence with my employer. 8. I understand I am required to return my old badge upon collection of a new one. 9. I am entitled to work in the UK and am not subject to a condition preventing me from doing work relating to the carrying on of a licensable activity. I understand that my licence will become invalid if I cease to be entitled to live and work in the UK. 10. I am aware that if my licence is suspended, refused or revoked, this information will be recorded on the NR3S register. I understand that Melton Borough Council is required to share this information with other Licensing Authorities upon request if you later apply with them. 11. I have read the Council’s Privacy Notice.   **Applicant’s Signature:**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Dated:**    / / |

# Data Protection Act:

Individuals are entitled to a copy of any personal data held about them and have the right to have incorrect data corrected or erased (subject to the terms of the Data Protection Act 2018).

For further information about how and why we may process your personal data, your data protection rights or how to contact our Data Protection Officer, please view our Privacy Notice library <https://www.melton.gov.uk/your-council/data-security-and-access/privacy-notices/>

A printed version of the Privacy Notice is available upon request.

**This authority is under a 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.**

If you require further information, please contact the Licensing Team on 01664 502502 or by email: [licensing@melton.gov.uk](mailto:licensing@melton.gov.uk)

**Instructions for completing the application form for hackney carriage and private hire driver’s licence.**

**New application**

When completing the form please complete all relevant sections using **block capitals** and make sure that all the information is legible.

* **Important** - Remember all convictions, prosecutions, cautions, fixed penalty notices and/or endorsements must be listed on any application form for a new application. The Rehabilitation of Offenders Act does not apply no matter how long ago these offences are they must all be listed. **This does not just relate to driving offences but to all offences.**
* You must make an appointment with a member of Licensing Authority to complete your DBS application online and bring identification documents.
* Please ensure that you fully complete the **New Drivers checklist** on page 4.
* Please carefully read the **declarations** on page 6 **before** you sign it. **Any** false statements on this application form may result in this application being refused.
* **Important** – you cannot drive a licensed vehicle until you have a Hackney Carriage and Private Hire Driver’s Licence, you must wait for all checks to be carried out and for your licence to be issued.
* The licensing authority is mandated to provide information to the National Register of Taxi Licence Refusals, Revocations and Suspensions (NR3s), a mechanism for licensing authorities to share details of individuals who have had a hackney carriage or Private Hire Vehicle (PHV) licence application refused, Suspended or Revoked. This is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the licensing authority – that is, assessing whether an individual is a fit and proper person to hold a hackney carriage or PHV licence.

This information will be retained on NR3s for 11 years.

* If you have any queries whatsoever about completing this form you should contact the Licensing section for further advice on [licensing@melton.gov.uk](mailto:licensing@melton.gov.uk).

**Renewal application**

* Your application for renewal must reach the Licensing section at least **5 working days** before it expires. If you fail to do this your application may not be dealt with in time and you may find you are without a licence for a period of time.
* If you have previously given information regarding any convictions, prosecutions, cautions, fixed penalty notices and/or endorsements you do not need to complete this section. **However,** if you have omitted to report anything which comes to the attention of the Licensing Department, either through DBS check or by any other means, you will be subject to disciplinary measures and this could result in the revocation of, or failure to renew, your licence.

* Please ensure that you fully complete the **Renewal Driver application checklist for existing drivers** on page 5.
* Please carefully read the **declarations** on page 6 **before** you sign it. **Any** false statements on this application form may result in this application being refused.
* If you have any queries whatsoever about completing this form you should contact the Licensing section on [licensing@melton.gov.uk](mailto:licensing@melton.gov.uk) for further advice.
* The licensing authority is mandated to provide information to the National Register of Taxi Licence Refusals, Revocations and Suspensions (NR3s), a mechanism for licensing authorities to share details of individuals who have had a hackney carriage or Private Hire Vehicle (PHV) licence application refused, Suspended or Revoked. This is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the licensing authority – that is, assessing whether an individual is a fit and proper person to hold a hackney carriage or PHV licence.
* This information will be retained on NR3s for 11 years.