

# HACKNEY CARRIAGE/PRIVATE HIRE DRIVERS LICENCE APPLICATION.

Local Government (Miscellaneous Provisions) Act 1976



**Please note that this application will not be accepted unless all sections have been completed and all original documents are enclosed. Applicants should refer to the Guidance Notes that accompany this form.**

**ONCE COMPLETED YOUR APPLICATION SHOULD BE SENT, WITH ALL SUPPORTING DOCUMENTS,**

**TO:**

Licensing, Denbighshire County Council, PO BOX 62, Ruthin, Denbighshire, LL15 9AZ

Email: [licensing@denbighshire.gov.uk](mailto:licensing@denbighshire.gov.uk)

**Alternatively, you can contact licensing on 01824 706342 to arrange an appointment.**

## Application Type (Please tick relevant boxes)

<input type="checkbox"/> Combined Hackney Carriage/Private Hire	<input type="checkbox"/> Private Hire Only
<input type="checkbox"/> New Application	<input type="checkbox"/> Renewal

## Licence Details (for renewal applications)

Licence Number:	
Date of Expiry:	

## Applicant

1.	Title:	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other _____	
2.	Surname:		
3.	Forenames:		
4.	Date of Birth:		
5.	National Insurance No:		
6.	Residential Address:	Correspondence address ( <i>If different</i> ):	
	Post Code:	Post Code:	
7.	Telephone (Home):		
8.	Telephone (Mobile):		
9.	Email:		
10.	Are you entitled to work in the UK?		
<input type="checkbox"/> Yes <input type="checkbox"/> No			
<i>If yes, please provide proof (new drivers only) – see separate guidance document</i>			

**We advise applicants to refer to their DVLA record prior to completing this form. DVLA records can be obtained from the website: [www.gov.uk/view-driving-licence](http://www.gov.uk/view-driving-licence). Applicants should refer to our Conviction Policy for the relevance of any offence / conviction.**

<b>11.</b>	<b>Do you have any convictions, cautions, reprimands or warnings recorded against you for any offence, including endorsable fixed penalty tickets?</b>
<input type="checkbox"/> Yes (If yes, please provide details below at 11a) <input type="checkbox"/> No (If no, please continue to q.13)	
<p>If the answer to the above question is <b>YES</b>, please give full details in respect of each offence/caution. In the case of criminal convictions, please give details of the actual offence, the Court concerned and the date of conviction. In the case of cautions, please give details of the offence concerned, the relevant Police Force (and preferably the Police Station concerned) and the date(s) of the caution(s).</p> <p><b>NOTE:</b> This includes <i>all convictions</i>, whether they be for motoring, or for something totally unconnected with motoring. It includes being cautioned by the Police and being given an Absolute or Conditional Discharge by a Court, being fined, being sent to prison, being ordered to carry out community service, being sent to a borstal or detention centre, being the subject of a Probation Order, being Bound Over, being the subject of a Supervision Order. It also includes any offence brought by any organisation.</p> <p><b>IMPORTANT:</b> The Rehabilitation of Offenders Act 1974 (Exceptions)(Amendment) Order 2002, allows the licensing authority to take into account all convictions recorded against an applicant or the holder of a private hire vehicle or hackney carriage driver's licence, whether spent or not. Therefore, the licensing authority will have regard to all relevant convictions, particularly where there is a long history of offending or a recent pattern of repeat offending in accordance with the current Taxi and Private Hire Vehicle Criminal Convictions Policy.</p>	

<b>11a.</b>	<b>Details of offences regardless of how old the offence is:</b> (Continue on a separate sheet of paper if necessary. Remember to put your name and date of birth at the top)	
	<b>Date of Offence</b>	<b>Date of Conviction</b>
		<b>Offence</b>

<b>12.</b>	<b>Have these offences (as listed above at 11a) previously been reported to licensing? (For renewal applicants)</b>
<input type="checkbox"/> Yes, by application / DBS <input type="checkbox"/> Yes, by notification <input type="checkbox"/> No	

<b>13.</b>	<b>Do you have any Motoring Convictions issued within the last 4 years?</b>		
___Yes                      ___No			
<b>Date of Offence</b>	<b>Date of Conviction</b>	<b>Offence</b>	

<b>14.</b>	<b>Do you have any pending convictions or cautions, of any type, from any organisation including motoring?</b>		
___Yes ( <i>If yes, please provide details below</i> )                      ___No			
<b>Details of convictions or cautions:</b> ( <i>Continue on a separate sheet of paper if necessary. Remember to put your name and date of birth at the top</i> )			
<b>Date of Offence</b>	<b>Date of Hearing (if known)</b>	<b>Offence</b>	

<b>15.</b>	<b>Medically, has there been a change of circumstances since your last application? (<i>For renewal applicants</i>)</b>		
___Yes ( <i>If yes, please provide details below</i> )                      ___No			

<b>16.</b>	<b>Do you have any reason to believe that you are not medically fit to drive a vehicle or any reason why you might be prevented from assisting passengers, as a driver?</b>		
___Yes ( <i>If yes, please provide details below</i> )                      ___No			

<b>17.</b>	<b>Are you currently a holder of a Hackney Carriage or Private Hire Drivers Licence with any other Authority?</b>		
___Yes ( <i>If yes, please provide details below</i> )                      ___No			
<b>Issuing Council:</b>	<b>Badge No:</b>	<b>Issue Date:</b>	<b>Expiry Date:</b>

<b>18.</b>	<b>Have you ever been refused a licence, or had a licence suspended or revoked by this or any other authority?</b>		
___Yes (If yes, please provide details below) ___No			
<b>Issuing Council:</b>	<b>Badge No:</b>	<b>Issue Date:</b>	<b>Expiry Date:</b>

<b>19.</b>	<b>If you intend to, or currently work for a Hackney Carriage Proprietor or a Private Hire Operator, please provide:</b>	
<b>Trade Name of Proprietor/Operator:</b>	<b>Licence Number:</b>	

<b>20.</b>	<b>At the time of this application, do you intend to carry out school transport work in Denbighshire?</b>
___Yes ___No	
If yes please provide details of the company / contractor you will working for below:	

<b>21</b>	<b>Tax Check</b>								
The Finance Act 2021 introduced tax checks as part of applications to renew licences for taxi and private hire drivers and private hire operators.									
<b>This section is only applicable if you are making an application on or after 4 April 2022, and if you are doing any of the following:</b>									
<ul style="list-style-type: none"> <li>renewing a licence; or</li> <li>applying for the same type of licence you previously held, that ceased being valid less than a year ago; or</li> <li>applying for the same type of licence you already hold with another licensing authority</li> </ul>									
<b>Tax Check Code</b>									

<b>22.</b>	<b>Enclosures – I enclose (please read and tick each box)</b>	
Payment of the fee (Card payments on site only); or Receipt number (if already paid): _____ Date Paid: _____		
1 passport size colour photograph (wearing glasses if you need them to drive) ( <b>for new applications and renewals where applicable</b> )		
DVLA driving licence		
Right to work in the UK ID Documents ( <b>for new applicants only</b> )		
Medical form ( <b>for new applications and renewals where applicable</b> )		
Certificate of Good Conduct issued by the relevant non UK country ( <b>for new applicants only</b> )		

22.	<b>Declarations (please read and tick each box)</b>	
	I have read and understood the obligations in respect of the offences outlined above (in section 11a) in this application and confirm I have listed all convictions, irrespective of the time elapsed since convicted.	
	I have read and understood the Private Hire/Hackney Carriage Driver Licence Conditions which are available at <a href="http://www.denbighshire.gov.uk">www.denbighshire.gov.uk</a> and agree to abide by them.	
	I understand that it is an offence to drive a licensed Hackney Carriage or Private Hire Vehicle until my application has been determined and a licence granted.	
	I have <b>not</b> lived in a country, <u>other than the United Kingdom</u> , for a continuous period of one year or more in the last five years ( <i>if you have, you will need to enclose a Certificate of Good Conduct</i> )	
	I have applied for a DBS check with GBG Online Disclosure Service and understand my licence will not be granted until the DBS certificate has been verified and considered by a Licensing Officer.	
	I understand that I will need to complete an online e-consent for a DVLA driving licence check with GBG Know Your People Service ( <i>further information will be available during the application process</i> ).	
	I have read and understood the 'Statement of Policy Regarding the Suitability of Applicants and Licensees in the Hackney Carriage and Private Hire Trades' issued with my application pack.	
	I am aware that my right to work in the UK will be checked as part of the application process. This may include checking my immigration status with the Home Office. I am aware that if there are restrictions on the length of time I may work in the UK, my licence (if granted) will not be issued for any longer than this period. I understand that if I am later disqualified from holding a licence because I have not complied with the UK's immigration laws, my licence will lapse and I must return it to the Council.	
	<p><b>Tax Check (where applicable)</b></p> <p>The Finance Act 2021 introduced tax checks as part of applications to renew licences for taxi and private hire drivers and private hire operators.</p> <ul style="list-style-type: none"> <li>- I confirm that I have read the <a href="#">guidance</a> by HMRC on registering my tax check.</li> <li>- By providing my HMRC tax check code I am consenting to the Council confirming with HMRC that I have carried out a tax check.</li> <li>- I understand that I will not be granted a licence if I do not provide a tax check code.</li> </ul>	

<b>24. Signature and authority to collect information</b>
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The information I have provided will be held by the Council on computerised and manual files and will be used as outlined in the Privacy Notice that accompanied your application pack. Data will be made available on a public register as required by relevant legislation.

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 and to prevent/detect crime. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes. For further information on how your data is managed please see:

<https://www.denbighshire.gov.uk/en/resident/legal/privacy.aspx>

I hereby declare that the information given in this form is true, complete and correct and that I have no objections to and hereby authorise the council to make such enquiries as may be necessary to check the truth of that information, which will include requesting information from other services and Government departments including, but not limited to, Police forces across the UK, Immigration, social services, the Home Office and the DBS Update Service. I authorise the Council to enquire and receive information from any relevant organisation in support of this application.

**I understand that it is an offence to make a false statement, or to omit relevant details, in this application and to do so can carry heavy penalties if convicted. Additionally my application may be refused, or my licence subsequently revoked, if statements are found to be incorrect.**

**I would prefer to receive correspondence in (please tick):**

English  Welsh

<b>Signature:</b>	
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<b>Print name:</b>	
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<b>Date:</b>	
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