



Office Use:

**Local Government (Miscellaneous Provisions) Act 1976
Town Police Clauses Act 1847**

**APPLICATION FOR A DUAL HACKNEY
CARRIAGE/PRIVATE HIRE DRIVER'S LICENCE**

Please refer to the Guidance Notes when completing this form – It is an offence to knowingly or recklessly make a false statement or to fail to provide information required in this form. Failure to complete this form accurately or with sufficient detail may well result in your application being delayed. You will be required to sign a Declaration at the end of this form.

Please complete legibly in Block Letters and delete as applicable. Where any answer box is not applicable please write N/A in the box/column to show you have read and considered the question.

If you require this document in an alternative format, please contact us.

Data Protection and Antifraud Statement

The information that you have provided will be held by South Gloucestershire Council and will be used to process your application. It will be held securely at all times in accordance with current Data Protection legislation. We must also have a duty to protect public funds, so we may use the information you have provided on this form to prevent and detect fraud. We may also share this information with other organisations that handle public funds. Information you provide may also be used to check the accuracy of records held elsewhere in the council. If you wish to see the personal data that the Council holds about you please complete a [Subject Access form available via our website](#) or contact us in person via one of our [One Stop Shops](#).

Enhanced Disclosure Information

The purpose of gaining a copy of your DBS Enhanced Disclosure Certificate (*a part of the Application Process*) is solely to ascertain whether you are a Fit and Proper person to drive a Hackney Carriage/Private Hire vehicle. The copy of your DBS Enhanced Disclosure will not be used for any other purpose.

Applicant's Statement of Application

I hereby make an application to South Gloucestershire Council for a Grant/Renewal of a Dual Driver's Licence and if the same is granted, I undertake to comply with the Acts, Byelaws and Regulations relating thereto and for the time being in force.

I further agree that if I infringe or neglect to comply with any of the conditions subject to which the Licence is issued or held, the same shall be liable to be revoked or suspended by the Council.

SECTION 1 - Applicant Details	
Licence being applied for:	<div style="display: flex; justify-content: space-between;"> <div style="text-align: center;">3 Year</div> <div style="text-align: right;"> <i>(indicate as appropriate)</i> Dual Hackney Carriage & Private Hire <input type="checkbox"/> or Private Hire <input type="checkbox"/> </div> </div>
Title:	Mr/Mrs/Miss/Ms/Other <i>(Please state)</i>
Surname/Family Name	
Forename/s:	
Date of Birth:	
Place of Birth:	
Full Address:	
Post Code:	
Tel No:	
Mobile Tel No:	
Email Address:	
Previous Address/s in last 5 years: Please provide full detail (include dates) and continue on a separate sheet if necessary.	
National Insurance No:	
Do you have Right to Work in the UK?	Yes <input type="checkbox"/> No <input type="checkbox"/> <i>Your right to work in the UK will be checked as part of your licence application, this could include the licensing authority checking your immigration status with the Home Office. We may otherwise share information with the Home Office. You must therefore provide a document or document combination that is stipulated as being suitable for this check. You must provide the original document(s), such as your passport or biometric residence permit, as indicated in the published guidance, so that the check can take place. The document(s) will be copied and</i>

the copy retained by the licensing authority. The original document will be returned to you. Your application will not be considered valid until all the necessary information and original document(s) have been produced and the relevant fee paid has been paid.

If there are restrictions on the length of time you may work in the UK, your licence will not be issued for any longer than this period. In such circumstances the check will be repeated each time you apply to renew or extend your licence, If, during this period, you are disqualified from holding a licence because you have not complied with the UK's immigration laws, your licence will lapse and you must return it to the licensing authority. Failure to do so is a criminal offence.

SECTION 2 - Driving Licence Details & Motoring Offences

- 1. a) Current DVLA / NI / EEA Driving Licence Number
(as used in this application)**
- b) Country of Issue of current Driving Licence
(as used in this application)**
- c) If the country in which you passed your driving test is different to your answer at Q1.b above, please state in which country you took that driving test initially.**
- (This is to cover the situation where a driving licence and pass-certificate issued in one country has later been exchanged for an EU licence in another county)***

2. How long have you held this Licence?

Years

Months

3. Have you ever been refused a DVLA Licence?		Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please give full details of when and why.			
4. Have you ever been Disqualified from Driving (<i>holding or obtaining a Driving Licence</i>) for any reason including accumulation of Penalty Points by any Court		Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please give full details of when, why, how long for and by which court.			
5. Are there any endorsements (<i>Penalty Points</i>) on this Licence? <i>N.B. Penalty Points though valid for 3 or 10 years remain on your Licence for 4 or 11 years</i>		Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please give full details. Failure to declare all endorsements/Penalty Points may affect the outcome of your application. Please provide full detail and continue on a separate sheet if necessary.			
Date of Offence	Date of Conviction	Court Name or if Fixed Penalty Notice	Offence	Number of Penalty Points	Fine

<p>6. Have you ever been cautioned or convicted of driving whilst under the influence of drugs or alcohol?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please give full details to include: date of offence, offence code, Court and sentence.</p>
<p>7. Do you suffer from Epilepsy or any other disability which may affect your ability to drive safely?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please give details</p>
<p>8. DVLA Licence Check Code <i>Obtainable from www.gov.uk/view-driving-licence</i></p>	<p>Code: _____ I give consent for South Gloucestershire Council to use this code as provided by me Signature _____</p>
<p>9. Have you ever been refused a Private Hire / Hackney Carriage Licence or had a licence revoked by this or any other Authority?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please give full details of the reason and when</p>
<p>SECTION 3 – Details of Previous Convictions, Cautions, Reprimands, Final Warnings, Penalty Notices for Disorder, Court Orders or outstanding Court Proceedings/Investigations</p>	
<p>10. Have you ever been cautioned, found guilty or convicted of ANY offence (other than a motoring offence) or been made the subject of an Order, by a court in the UK or abroad? This means ALL offences (motoring offences should be recorded at Questions 4 & 5 above)</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please give full details of the reason and when below</p>

N.B. Under the Rehabilitation of Offenders Act 1974, holders of Hackney Carriage / Private Hire Drivers Licences are classified as Exempted Posts and all convictions (whether “Spent” or not) must be declared.

The offence of Unlicensed Driver (*Plying for Hire*) is not deemed a “Motoring Offence” and should be declared below.

Failure to declare all convictions may affect the outcome of your application.

Please provide full detail and continue on a separate sheet if necessary.

Date of Offence	Date of Conviction	Court	Offence	Sentence
11. Do you have any pending Court proceedings or Investigations for any offences?		Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please give full details to include nature of offence/s, Court or Police area		

The Council shall not grant a Licence unless they are satisfied that the applicant is a fit and proper person to hold a Driver’s Licence for a Private Hire and/or Hackney Carriage Vehicle.

Failure to report any changes to the details or information given in this application form may result in the suspension or revocation of the Licence.

Where an e-mail address has been provided the Licensing Service may send licence renewal reminders through this communication method, it is therefore important that if you change your e-mail address that you must inform the Licensing Service at the earliest opportunity

SECTION 4 – Declaration and Consent

I hereby certify that all statements made in this application are true and correct and that I have not withheld any relevant information, and I confirm that I have read and had my attention drawn to the current South Gloucestershire Council Taxi Licensing Policy regarding the Relevance of convictions and cautions. Furthermore, I understand and consent that my information may be shared as described in the Data Protection and Antifraud Statement above.

1) Signed..... **Date**.....
 (Completion of form)

2) Signed..... **Date**.....
 (Submission of completion application)

NB: Section 57(3) of the 1976 Act provides that “if any person knowingly or recklessly makes a false statement or omits any material particular in giving information he or she shall be guilty of an offence”.

Should any statement made in this application subsequently be found not to be true or correct, any Licence issued on the basis of any answers given may be instantly revoked.

List of acceptable documents for right to a licence checks

The lists of documents (List A & List B) are based on those prescribed to show evidence of a right to work

(This is reproduced from: The Home Office Guidance For Licensing Authorities To Prevent Illegal Working In The Taxi And Private Hire Sector In England And Wales)

List A

1	A passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen of the UK and Colonies having the right of abode in the UK.
2	A passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic area country or Switzerland.
3	A Registration Certificate or Document Certifying Permanent Residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
4	A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.

5	A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
6	A current passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
7	A current Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
8	A full birth or adoption certificate issued in the UK which includes the name(s) of at least one of the holder's parents, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
9	A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
10	A certificate of registration or naturalisation as a British citizen, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

List B

1	A current passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question.
2	A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to do the work in question.
3	A current Residence Card (including an Accession Residence Card or a Derivative Residence Card) issued by the Home Office to a non-economic Area national who is a family member of a national of a European Economic area country or Switzerland or who has a derivative right of residence.
4	A current Immigration Status Document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK, and is allowed to do the type of work in question, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.