



## HACKNEY CARRIAGE/ PRIVATE HIRE DRIVER APPLICATION

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

V.1.6.25

**Important: If your application is not complete we will reject it. It may take us up to 14 days to review your application you are therefore advised not to submit until you have ensured you have all the required documentation (a checklist is at the end of the application form) to submit. A fee is payable upon submission and it not refunded if your application is invalid or refused. If you are unable to complete this application yourself the Council may be able to assist you at a cost of £100.00 for an hour.**

Write in **BLOCK CAPITALS** and answer **ALL** questions. Use a separate sheet if you need to provide more information.

WHAT TYPE OF LICENCE DO YOU REQUIRE			
Private Hire Driver	<input type="checkbox"/>	Hackney Carriage Driver	<input type="checkbox"/>
New <input type="checkbox"/>	1 Year - £280 <input type="checkbox"/>	3 year - £385 <input type="checkbox"/>	
Renewal <input type="checkbox"/>	1 Year - £180 <input type="checkbox"/>	3 year - £290 <input type="checkbox"/>	Licence No:

YOUR DETAILS											
Forename(s):	Surname:										
Date of birth: <table border="1" style="display: inline-table; border-collapse: collapse; text-align: center; width: 100px;"><tr><td>D</td><td>D</td><td>MM</td><td>YY</td><td>YY</td></tr></table>	D	D	MM	YY	YY	Place of Birth:					
D	D	MM	YY	YY							
Tel/Mob: <table border="1" style="display: inline-table; border-collapse: collapse; text-align: center; width: 100px;"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>											E-mail:
NI Number: <table border="1" style="display: inline-table; border-collapse: collapse; text-align: center; width: 100px;"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>											Do you have the right to work in the UK <input type="checkbox"/>
<b>Address:</b>											
<b>Town:</b>	<b>Postcode:</b> <table border="1" style="display: inline-table; border-collapse: collapse; text-align: center; width: 100px;"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>										
Have you lived at your current address for the last 5 years? Yes <input type="checkbox"/> No <input type="checkbox"/>											
In the last 3 years have you spent more than 6 months in any Country outside of the UK? Yes <input type="checkbox"/> No <input type="checkbox"/>											
If you have resided in another country for 6 or more months in the last 3 years you require a certificate of good conduct from that Country. You can obtain further advice about this here: <a href="https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants">https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants</a>											

Section 1: YOUR IDENTITY	
You are asked to provide 2 documents from Section 1A below and 1 document from Section 1 B. If you cannot provide at least 2 documents from 1A refer to Section 1C.	
Section 1A: Primary identity documents check list. Please tick to confirm enclosed.	
DVLA Driving Licence number:	Issue date: <input type="checkbox"/>
Passport number:                      Nationality:	Expiry date: <input type="checkbox"/>
Biometric residency permit (if held) number:	Issue date: <input type="checkbox"/>
Section 1B: Additional required documents - Please tick to confirm enclosed.	
Dated in the last 3 months: Gas or electric bill, bank statement/credit card statement <input type="checkbox"/>	
Dated in the last 12 months: Mortgage, Council tax, pension/endowment or P45/ P60 <input type="checkbox"/>	
Section 1C: Alternative identity documents – Please tick to confirm enclosed.	
<b>ONLY IF</b> you are unable to provide at least <u>2</u> of the documents in section 1A you should provide as many of the following documents as you can.	
National Identity Card <input type="checkbox"/>	Immigration document issued by the Home Office <input type="checkbox"/>
British/Irish birth certificate <input type="checkbox"/>	Driving Licence issued by another Country <input type="checkbox"/>

**Section 2: Right to Work in the UK**

The Council is required by the Immigration Act 2016 to check that you have the right to work in the UK and the self-employed occupation of a private hire or hackney carriage driver is within any work restrictions applicable to you.

Are you a citizen of Britain or Ireland?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Complete section 2A
Are you an EU or EEA citizen who has, or is applying for, settled status?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Complete section 2B

All other applicants must complete Section 2C.

**Section 2A: British and Irish Citizens**

You must provide one of the following:  
 Passport  Birth or Adoption Certificate  Certificate of registration or naturalisation

**Section 2B: EU, EEA Citizens under EU settlement scheme**

No additional documents are needed but you must obtain a right to work share code from <https://www.gov.uk/view-prove-immigration-status> and enter it in the box below:

Right to work share code	<input type="text"/>
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**Section 2C Right to Work in the UK – All other applicants**

You may obtain a right to work share code from <https://www.gov.uk/view-prove-immigration-status> and enter it in the box below and/or provide any of the following documents:

Biometric Residence permit/ card  EVisa (points-based)  Immigration status document   
 British National Overseas (BNO) Visa  passport (endorsed by home office)  Other

Right to work share code	<input type="text"/>
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**Section 3: Driving Licence Details**

DVLA Driving Licence No:	<input type="text"/>
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**DVLA Shared driving Licence Code**

Please go to <https://www.gov.uk/view-driving-licence> and follow the instructions to obtain the relevant code. The code is valid for 21 days and can only be used one. Please enter this legibly below.

DVLA CHECKING CODE NUMBER:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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How long have you held your DVLA licence?	Less than 3 years <input type="checkbox"/> More than 3 years <input type="checkbox"/>
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**Section 4: Enhanced DBS disclosure – proving your criminal record**

Are you on the DBS update service?	Yes <input type="checkbox"/> No <input type="checkbox"/>
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If not, do you have an enhanced DBS certificate issued within the last calendar month?	Yes <input type="checkbox"/> No <input type="checkbox"/>
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If yes to any of the above please confirm:

**DBS Certificate number:**  **DBS Issue date:**

If you do not have a current DBS or have registered on the update service a new DBS is needed. Do you wish to apply for one?	Yes <input type="checkbox"/> No <input type="checkbox"/>
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It will be a condition of your licence to register an enhanced DBS certificate on the DBS update service and give consent to the Council to check this every 6 months. Do you agree to this condition?	Yes <input type="checkbox"/> No <input type="checkbox"/>
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## Section 5. Criminal record and character

### IMPORTANT WARNING

**You must declare ALL previous convictions. This includes cautions.**

The occupation of a private hire or hackney carriage driver is exempt from the Rehabilitation of Offenders Act 1974 and you must declare all convictions, cautions, bind overs, conditional or unconditional discharges, motoring offences, fixed penalties, reprimands and warnings. It does not matter how long ago the offence was or whether it is considered spent. Failure to declare this to us is a criminal offence and may result in prosecution and the refusal of your application. Even if you are renewing your licence, or hold a licence with another authority, you must **declare all convictions**. Answers such as "As on the attached DBS", "As previously advised" etc. will not be accepted.

Section 5A: Driving Offences		
Have you been convicted of any driving offences?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you been disqualified from driving?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
What is the current number of penalty points on your DVLA licence?		
Please state all Driving convictions, endorsements, fines etc. that you have received.		
Date <i>(i.e. 1/1/11)</i>	Offence <i>(i.e. SP30 – speeding)</i>	Sanction <i>(i.e. Fine, 3 pts)</i>

Section 5B: Criminal Convictions		
Have you been found guilty or convicted of a Criminal offence? Yes <input type="checkbox"/> No <input type="checkbox"/>		
If yes, was this in the UK or overseas? UK <input type="checkbox"/> Overseas <input type="checkbox"/> (Country _____)		
If yes, what was the sanction you received:		
Custodial sentence (imprisonment) <input type="checkbox"/> Fine <input type="checkbox"/> Caution <input type="checkbox"/> Bound over <input type="checkbox"/>		
Conditional or absolute discharge <input type="checkbox"/> Community sentence <input type="checkbox"/> Other <input type="checkbox"/>		
If you have been convicted of an offence please provide further details below:		
Date <i>(i.e. 1/1/11)</i>	Offence <i>(i.e.) Theft</i>	Sanction/sentence <i>(i.e. 3 years)</i>

<b>Section 5C: Civil and other sanctions</b>	
Have you received any civil sanctions or punishments issued by a Court, Police or other regulatory body (such as a Council)?                      Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes, what was the sanction you received: Fixed Penalty Notice <input type="checkbox"/> Reprimand <input type="checkbox"/> Warning <input type="checkbox"/> Enforcement/improvement notice <input type="checkbox"/> Non-molestation order <input type="checkbox"/> Behaviour order/injunction <input type="checkbox"/> civil injunction <input type="checkbox"/> restraining order <input type="checkbox"/>	
Please provide further details:	

<b>Section 5D: Licensing History:</b>				
Have you previously applied for, held, or currently hold, a licence to drive, operate or own a private hire or hackney carriage vehicle granted by any other authority? If yes please confirm the details of the licence(s) below				Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>IMPORTANT! If we later discover you have applied for or held a licence with an authority that you have not disclosed we will refuse your application.</b>				
Type of licence	Licence Number	Issuing authority	Date Granted	Expiry Date
Have you had a licence to drive, operate or own a private hire or hackney carriage vehicle refused, suspended or revoked?				Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you had an application for a licence (including renewals) to drive, operate or own a private hire or hackney carriage vehicle refused, suspended or revoked?				Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you previously held, or currently hold, any other kind of licence?				Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you previously had any other licence or application refused?				Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes. Please provide further details.				

<b>Section 5E: Pending matters</b>	
Pending matters relate to any action or investigation currently being carried out in respect to you that you are expected to be reasonably aware of occurring. For instance, if you have been arrested, charged, bailed, questioned under caution or voluntarily interviewed about a matter that has not yet been concluded you should declare it. You should also declare any letter by a regulatory body that you have received indicating action may be taken or the receipt of any pending civil action against you.	
Are you aware of any pending matter against you?                      Yes <input type="checkbox"/> No <input type="checkbox"/>	
Please provide further detail.	
Do you agree that should you become aware of any pending matter against you, if you are arrested, charged, bailed, questioned under caution or voluntarily about any matter you shall notify the Council?	
Yes <input type="checkbox"/> No <input type="checkbox"/>	



## Section 8: Supporting documents checklist

**NOTE: INCOMPLETE APPLICATIONS WILL BE REFUSED**

<b>Application For: Private Hire Driver</b> <input type="checkbox"/> <b>Hackney Carriage Driver</b> <input type="checkbox"/> <b>Both</b> <input type="checkbox"/>			
New <input type="checkbox"/>	1 Year - £280 <input type="checkbox"/>	3 year - £385 <input type="checkbox"/>	
Renewal <input type="checkbox"/>	1 Year - £180 <input type="checkbox"/>	3 year - £290 <input type="checkbox"/>	<b>Licence No:</b>
How to pay – use this link: <a href="https://www.civicaepay.co.uk/HertsmereEstore/estore/default/Catalog/Index?catalogueItemReference=E0000206&amp;showSingleProduct=True&amp;recurringOnly=False">https://www.civicaepay.co.uk/HertsmereEstore/estore/default/Catalog/Index?catalogueItemReference=E0000206&amp;showSingleProduct=True&amp;recurringOnly=False</a>			
Or, visit <a href="http://www.hertsmere.gov.uk">www.hertsmere.gov.uk</a> , select “pay it”, then Licensing and then “private hire/hackney carriage driver.” Follow the onscreen instructions to complete your details and make the payment. Then take a screenshot of the confirmation page or write the receipt number in the box below:			
Receipt attached	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Receipt Number:

### All applicants must provide:

Completed application form	<input type="checkbox"/>	All questions must be answered.
2 current passport sized photographs	<input type="checkbox"/>	Must show your head and face clearly
Identification documentation	<input type="checkbox"/>	Passport, diving licence and utility bill preferred. See section 1
Proof of your right to work	<input type="checkbox"/>	Passport, Biometric residents permit preferred, see section 2.
Driving Licence	<input type="checkbox"/>	UK DVLA driving licence.
Shared DVLA driving Licence code	<input type="checkbox"/>	<a href="https://www.gov.uk/view-driving-licence">https://www.gov.uk/view-driving-licence</a>

### All Applicants – Criminal Record check

Enhanced DBS certificate	<input type="checkbox"/>	If registered on the DBS update service.
DBS update service registration	<input type="checkbox"/>	If provided with an enhanced DBS.
Apply for a new enhanced DBS through Hertsmere Borough Council	<input type="checkbox"/>	If a new applicant and not on update service tick here. We will make arrangements with you.

### New Applicants only

Group 2 Medical certificate	<input type="checkbox"/>	Completed by your GP in the last month.
Certificate of good conduct (if applicable)	<input type="checkbox"/>	If you have resided in another country in the last 3 years.
Safeguarding training course certificate	<input type="checkbox"/>	You can book this here: 1. Blue Lamp trust: <a href="https://www.bluelamptrust.org.uk/safeguarding-classroom/">https://www.bluelamptrust.org.uk/safeguarding-classroom/</a> 2. Green Penny <a href="https://www.greenpenny.co.uk/taxi-driver-safeguarding/">https://www.greenpenny.co.uk/taxi-driver-safeguarding/</a>
Advanced Taxi driving test pass certificate	<input type="checkbox"/>	You can book this by either contacting 1. green penny: <a href="https://www.greenpenny.co.uk/taxi-assessment-booking-form/">https://www.greenpenny.co.uk/taxi-assessment-booking-form/</a> 2. Diamond advanced meriting. <a href="https://advancedmotoring.co.uk/taxi-tests/">https://advancedmotoring.co.uk/taxi-tests/</a>

### Renewal Applicants and those licensed by another authority:

HMRC Tax share code		You can get this from this website: <a href="https://www.gov.uk/guidance/complete-a-tax-check-for-a-taxi-private-hire-or-scrap-metal-licence">https://www.gov.uk/guidance/complete-a-tax-check-for-a-taxi-private-hire-or-scrap-metal-licence</a>
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How to submit the application: You can email the completed application with all documents to: [licensing.taxis@hertsmere.gov.uk](mailto:licensing.taxis@hertsmere.gov.uk)

Or drop it in to our offices marked for the attention of licensing – you do not need to see anyone or make an appointment to drop it off. If you drop a document off please ask the receptionist to provide you with a receipt.

## Section 9 – IMPORTANT – DECLARATION.

**Prior to submission please read the following:**

Policy and conditions that you will be bound by:	
<p>The Council's Taxi Licensing Policy can be read here <a href="https://www.hertsmere.gov.uk/Business/Licensing/Private-hire--Hackney-Carriage-Licensing/Hackney-Carriage-Private-Hire-Licensing-Policy.aspx">https://www.hertsmere.gov.uk/Business/Licensing/Private-hire--Hackney-Carriage-Licensing/Hackney-Carriage-Private-Hire-Licensing-Policy.aspx</a> and includes the conditions that will apply to your licence. By making this application you are confirming that you are aware of the Council's Policy and licence conditions and where you can read them. It is your responsibility to do this. If you have any difficulty in understanding the conditions or Policy you should contact the Council. Your attention is specifically drawn to the requirement that you notify the Council:</p> <ul style="list-style-type: none"> <li>• Within 48 hours of any grant of bail, conviction or allegation made against you that relates to a sexual, violent or dishonesty offence.</li> <li>• Within 7 days of any grant of bail, arrest or conviction made against you that relates to any other criminal or motoring offence.</li> <li>• Within 7 days of any change to your name or address.</li> </ul>	
National Register of Taxi and Private Hire Licence Revocations & Refusals (NR3)	
<p>By submitting your application you consent to the Council checking the NR3 register for any entry in respect to you. Should your application be refused, or any licence suspended or revoked, your details will be recorded on the NR3 register and may be viewed by other Licensing Authorities.</p>	
Your data, your consent to how we use it and your rights.	
<p>Hertsmere Borough Council is a Data Controller under the Data Protection Act 2018 which incorporates the UK General Data Protection Regulations (UK GDPR). The Council must collect your personal data to process and grant your application and has a legal basis to do so under the provisions of the Local Government (Miscellaneous Provisions) Act 1976 and/or the Town Police Clauses Act 1847. If a licence is granted to you the Council has a lawful purpose and duty to retain your data in order to effectively administer and carry out its enforcement obligations to protect the public. Your data shall be kept no longer than is reasonably necessary as set out in the Councils retention policy. It may be necessary that the Council shall always keep a record that you have held a licence and any decision made in respect to it. Your personal data will not be shared with any third parties save for any lawful or exempt purpose set out in the Data Protection Act 2018 or UK GDPR, such as to prevent or detect crime or protect public funds. Your data may be shared with other enforcement agencies such as the Police, internal Council departments or other regulatory bodies to achieve these aims.</p>	
<p>To further understand your rights you can read the Council's full privacy notice on our website, contact the licensing team or the Data Protection Controller at Hertsmere Borough Council, Civic Offices, Elstree Way, Borehamwood, Hertfordshire WD6 1WA.</p>	

### Your declaration

I, the undersigned, have read and understood all the questions asked of me on this form and declare the information that I have provided is true and correct. I understand that if I have knowingly or recklessly made a false statement or omitted any relevant information I may be prosecuted, my application refused or any licence granted may be suspended or revoked.

I have read the information provided above and understand the conditions and policy applicable to me and how my data will be used.

I consent to the Council making and keeping copies of all documents provided by me now or in the future in order to determine my application, to ensure compliance with any condition or term of that licence and to ensure that I remain eligible to hold any licence granted.

I consent to the retention and use of the data provided by me on this form by the Council in order to confirm my identity, criminal record, driving history, medical history and to use this data to determine if am fit and proper to be granted a licence and, if a licence is granted, to retain such data at all times that I hold the licence, or any other licence, including renewals, that the Council may grant to me.

I confirm the documents I am submitting with my application on the supporting documents check list.

<b>Signed</b>			
<b>Print Name</b>		<b>Date</b>	

