APPLICATION FOR A LICENCE TO DRIVE A HACKNEY CARRIAGE AND PRIVATE HIRE VEHICLE

North Lincolnshire Council is under a duty to protect the public funds it administers and to prevent and detect crime, and to this end may use the information you have provided on this form within this authority for the prevention and detection of fraud or crime. It may also share this information with other bodies administering public funds solely for these purposes. Applications will be determined in accordance with our Hackney Carriage and Private Hire Licensing Policy.

When submitting your Application for a Hackney Carriage and/or Private Hire Vehicle Driver's Licence you will be required to produce the following:

DVLA Driving Licence (Paper and Photo ID Card as applicable)
ONE Colour Passport Photograph* (required on renewal at same time as the CRB check)
Documents for Criminal Records Bureau Check
Licence Fee
(New Applicants and Application to Renew every 3 Years)
**Photographs to be taken with no head coverings, other than those worn for religious purposes.*

1. Applicant Details (BLOCK CAPITALS)

Title:		Sex:	Male/Female
Surname:			
Forenames:			
Home Address:			
Post Code:		Tel No:	
Date of Birth:		Mobile No:	
Place of Birth:		NI Number:	_ _ / _ _ / _ _ / _ _ / _
Height:		Eye Colour:	

I have lived at the following address(es) during the last 5 years (Continue on an additional sheet if necessary)

Address:					
Post Code:		From:		To:	
Address					
Post Code		From:		To:	

Type of Licence applied for: *Hackney Carriage ☐ Private Hire ☐ *Both ☐

Licence Fee £ Receipt Number: Cost Centre: **NEL002** Income Code: **9002**

***Knowledge Test (if applicable)** **Y/N** Applicant Informed about Study Guide Y/N

K/T Fee £ Receipt Number: Cost Centre: **NEL002** Income Code: **9002**

2. General Information (BLOCK CAPITALS)

Give the details of DVLA or European Union Driving Licence (To be produced on application)

Have you held your **FULL** DVLA Driving Licence for at least 1 Year? Yes ☐ No ☐

Licence Number:		Expiry Date:	
Issuing Authority:			
Current or most recent employer:			
Length of employment:	(months/years)	Job Title:	

Are you the proprietor of a vehicle: Yes ☐ No ☐

If the licence is granted state the name of your employer:

If you currently or have ever held a Hackney Carriage or Private Hire Vehicle Driver's Licence please give the details

Name of Licensing Authority:			
Licence/Badge Number:		Expiry Date:	

3. Proof of Identity (NEW APPLICANTS ONLY)

Provide one passport style photo, which needs to be endorsed by a current or previous employer, or from a person of Professional Standing, such as a Doctor; Justice of the Peace; Teacher; Social Worker; Solicitor or Minister of Religion. Police Officers should not be used. The person endorsing the photo must also complete the following:

Details of Person endorsing photograph

Name:			
Address:			
Post Code:		Occupation:	
Number of years known:		Relationship:	

Please remember to endorse the photograph with the following wording **"I certify that this is a true likeness of *'name of applicant'* ".** Please sign and date the photograph

Signed:		Date:	

4. Declaration of Current Convictions

You are to declare any previous convictions or cautions you may have under the Rehabilitation of Offenders Act 1974. As an applicant for a hackney carriage or private hire vehicle driver's licence you are exempt from the provisions of the said Act of 1974 in accordance with the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 and the Amendment Order 2002.

Failure to declare any conviction (whether normally spent or un-spent) may harm your application. All information will be treated in confidence and will only be taken into account in relation to your application.

Disclosure of a criminal record or other information will not automatically debar you from obtaining a licence, unless the Authority considers that the conviction(s) render you unsuitable. In making this decision, the Authority will consider; the nature of the offence; the time lapsed and your age at the time of conviction; and any other relevant factors.

Yes ☐ No ☐

Alleged Offence	Date of court hearing

4. Details of previous convictions (All convictions must be declared – motoring and criminal)

Date of conviction	Offence	Sentence (including suspended sentences)
		(If no convictions, please enter "Nil")

I declare that I have checked the information given on this application and to the best of my knowledge and belief it is correct. I agree to the Council making any necessary enquiries in order to check the information with the Criminal Records Bureau, the Police and other Services of the Council.

I understand and consent to the information provided being used for the prevention and detection of crime, the apprehension or prosecution of offenders and to prevent or detect fraud. The Council may also share this information for the same purposes with other organisations that handle public funds. My consent shall endure notwithstanding the expiration, suspension or refusal of a licence, for a period of 6 years following any of these events.

I will immediately inform the Council's Licensing Division, in writing, of any changes that may affect my eligibility to act as driver of a hackney carriage or private hire vehicle.

Applicant Signature: Date:

FOR OFFICIAL USE ONLY

	Date	Officer
Application Received:		
DVLA Driving Licence Received:		
Category B Issued:		
Licence Expiry:		
Has DVLA licence been held for 12 months?	**Yes** ☐ **No** ☐	
Medical Certificate Received:		
Disclosure Requested:		

Authorised for Licensing

Licence Number:	**TD**	
Date of Issue:		
Notified by Telephone/Post:		

Actions Outstanding/Taken	Officer	Date