

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
- DVLA Check Code – Obtained from www.gov.uk/view-driving-licence
- ONE Colour Passport Photograph* (required on renewal at same time as the DBS check)
- Documents and Consent for Disclosure & Barring Service Check
- Licence Fee
- *Photographs to be taken with no head coverings, other than those worn for religious purposes.*

1. Applicant Details

All questions must be complete or specified 'N/A' or 'Nil'

| | | | |
|---------------------------|----------------------|------------|---|
| Title: | <input type="text"/> | Sex: | <input type="text" value="Male / Female"/> |
| Surname: | <input type="text"/> | | |
| Forenames: | <input type="text"/> | | |
| Home Address: | <input type="text"/> | | |
| Post Code: | <input type="text"/> | Tel No: | <input type="text"/> |
| Email Address (mandatory) | <input type="text"/> | | |
| | | | Email is our preferred method of contact |
| Date of Birth: | <input type="text"/> | Mobile No: | <input type="text"/> |
| Place of Birth: | <input type="text"/> | NI Number: | <input type="text" value="__ / __ / __ / __ / __"/> |

Please give details of all addresses where you have lived during the last 5 years:

(Continue on an additional sheet if necessary)

Above Address Since:

| | | | |
|-------------------|----------------------|-------|----------------------|
| Previous Address: | <input type="text"/> | | |
| Post Code: | <input type="text"/> | From: | <input type="text"/> |
| | | To: | <input type="text"/> |
| Previous Address: | <input type="text"/> | | |
| Post Code: | <input type="text"/> | From: | <input type="text"/> |
| | | To: | <input type="text"/> |

| | | | |
|-------------------------|---|--|---|
| Applying as: | New Applicant <input type="checkbox"/> | *Renewal <input type="checkbox"/> | Additional Licence <input type="checkbox"/> |
| Type of Licence: | *Hackney Carriage <input type="checkbox"/> | *Private Hire <input type="checkbox"/> | *Both <input type="checkbox"/> |
| | | | *Restricted PH <input type="checkbox"/> |
| | * Type of Restricted PH (see policy for details) <input style="width: 150px;" type="text" value="School Transport / Ambulance Hire"/> | | |

(Office Use Only)

| | | | | | | | |
|-------------|---|-----------------|--|----------------|--|---------------|--------------|
| Licence Fee | £ <input style="width: 80px;" type="text"/> | Receipt Number: | <input style="width: 120px;" type="text"/> | Payment Method | <input style="width: 120px;" type="text"/> | Cost Centre: | Income Code: |
| | | Auth Code: | <input style="width: 120px;" type="text"/> | Date Paid: | <input style="width: 120px;" type="text"/> | NEL002 | 9002 |

2. General Information (BLOCK CAPITALS)

Have you held your **FULL** DVLA or EU Driving Licence for at least 1 year? Yes No

Licence Number:

Issuing Authority: Expiry Date (full licence):

DVLA Check Code: Write the code as it appears, underlining any capital letters – example: **kF bM 4a vi**

Do you have the Right to Work in the UK? Yes No

Have you lived only in the UK since you were born? Yes No If 'no', state the countries where you have lived and the dates:

Country From To

Country From To

Continue on a separate sheet if required – **Note:** A criminality record from these countries may be required.

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 or renewed, 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.
*Failure to declare a previously held licence in **any** local authority area, not just NLC, may affect your application.*

Name of Licensing Authority:

Licence Number: Expiry Date:

3. Proof of Identity (NEW APPLICANTS ONLY)

Provide one passport style photo, endorsed by a current or previous employer, or from a person of Professional Standing, i.e., Doctor; Justice of the Peace; Teacher; Social Worker; Solicitor or Minister of Religion. The person endorsing the photograph must have known the applicant for at least three years.

The person of professional standing shall not include: a relative of the applicant, a prospective employer, another hackney carriage or private hire vehicle driver, proprietor or operator; or a Member or Officer of the Council.

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 or Pending Convictions, Cautions or Endorsements

You are to declare any (pending or previous) convictions or adult cautions (simple or conditional) you may have that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020. As an applicant for a hackney carriage or private hire vehicle driver's licence you must declare spent convictions in accordance with the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 and the Amendment Order 2002.

Failure to declare any conviction or adult caution (spent or unspent) that is not protected 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.

Do you have any pending convictions? Yes No

Alleged Offence

Date of Court Hearing / Notice

4a. Details of previous convictions

All convictions must be declared; including motoring and criminal, whether spent or unspent.

**Date of Conviction or
Caution**

Offence

**Sentence (including suspended
sentences and fixed penalties)**

Do not leave this section blank – If you hold no convictions of any sort, please enter “Nil”

5. Consent for DBS Data Processing & DBS Update Service

All applicants for a Disclosure and Barring Service check must agree with the below data processing declaration before their enhanced check application can be submitted to the DBS.

“I have read the Standard / Enhanced Check Privacy Policy for applicants at <https://www.gov.uk/government/publications/dbs-privacy-policies> and I understand how DBS will process my personal data and the options available to me for submitting an application.”

Applicant Signature:

Date:

Additionally, drivers' records will be checked on a regular basis. To facilitate this, drivers must register on the DBS Update Service with their application reference or certificate number on <https://www.gov.uk/dbs-update-service> no later than 28 days. You must provide evidence that you are registered before a licence may be issued, and consent must be given to allow Licensing to check your certificate on the Update Service.

By signing the below, you give consent to Licensing to check your certificate on the DBS Update Service.

Applicant Signature

Date

6. HMRC Tax Registration guidance and Tax Check

Applicants for a licence to drive a licensed vehicle must evidence their understanding of their tax responsibilities, or provide a tax check code from HMRC.

New Applications

If you are a new applicant and have not held a valid taxi / PH driver licence with another authority in the last year, then you are required to confirm your understanding of your tax obligations.

Please review the following links to HMRC guidance about:

- PAYE information: www.gov.uk/income-tax/how-you-pay-income-tax
- registering for Self Assessment: www.gov.uk/register-for-self-assessment
- Corporation Tax information: www.gov.uk/corporation-tax

By signing, you hereby confirm you are aware of the content of HMRC guidance relating to your tax registration obligations.

Applicant Signature:

Date:

Renewal Applications

As a renewal applicant, or as an applicant who holds a licence in another local authority, or has held a licence that was valid up to one year ago, you are expected to be registered for tax and must complete the tax check.

Please go to <https://www.gov.uk/guidance/complete-a-tax-check-for-a-taxi-private-hire-or-scrap-metal-licence> to complete a tax check and enter the 9-digit code given into the box below.

Tax Check Code:

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.

7. Applicant Declaration

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 Disclosure and Barring Service, 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. I also agree and consent to any such information to be shared with other local authorities regarding the status of my licence, and any previously held licences. 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 understand that as part of my application, a search will be conducted on the National Register of Refusals, Revocations and Suspensions (NR3S) operated by the National Anti-Fraud Network (NAFN) for any entries relating to previous licence applications. I also understand that my information will also be placed on the register for up to 11 years should my new application or renewal be refused, or if a licence is granted and is later revoked or suspended. I am also aware that I may contact or make a complaint to North Lincolnshire Council's Data Protection Officer at informationgovernanceteam@northlincs.gov.uk, the Information Commissioner at ico.org.uk, and NAFN Data and Intelligence at www.nafn.gov.uk.

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:

8. Applicant Checklist and Criteria Declaration

Your application will be processed in accordance with the Taxi Licensing Policy, and certain information or actions will be required to determine your fitness and propriety to drive a licensed vehicle.

A checklist of the requirements is provided for your reference below; for further information regarding any of these criteria, please review the Taxi Licensing Policy.

All documents supporting this application must be supplied within three working days, otherwise the application may be deemed incomplete and be rejected. **Your application will not be processed until all information has been received.**

You may wish to make a copy of this page for future reference before submitting the application to Licensing.

- Complete Application Form**
- Application Fee**
- Passport Style Photograph** Photograph endorsed by the person in Section 3 (New Applicants)
- EU / DVLA Driving Licence** – Held for at least 1 year at the time of application
- Medical Certificate** – Required every 5 years, or annually for drivers 65 or over
Blank medical certificates are available on www.northlincs.gov.uk
It must be completed by your GP or by a doctor who has access to your medical records
- Knowledge Test** – for New Applicants or Additional Licences
Review the Study Guide available on www.northlincs.gov.uk for more information
Contact the Technical Hub on 01724 297750 or licensing@northlincs.gov.uk to book a session
- Practical Taxi Driving Assessment*** – Required under certain circumstances
- Proof of right to work in the UK**
See <https://www.gov.uk/government/publications/right-to-work-checklist> for a list of accepted documents
- Proof of ability to converse, read and write in **English**
- Attended the **Safeguarding & CSE Awareness** course
Details of course dates are available at www.northlincs.gov.uk
Contact the Technical Hub on 01724 297750 to book a place and make payment.
- Overseas Criminal Report** (Certificate of Good Conduct) – **Required** if lived outside the UK.
See <https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants>
- Enhanced Disclosure & Barring Service** check
Attend a DBS Drop-in session in person at Church Square House
Details of days and times are available on www.northlincs.gov.uk
The DBS Data Processing declaration on this application form must be made
- Identity documents** for Enhanced Disclosure check
The check requires three original documents, including but not limited to: DVLA photocard, current passport, utility bills or bank statements dated no older than 3 months
A full list is available at:
<https://www.gov.uk/government/publications/dbs-identity-checking-guidelines>
- HMRC Tax Check**

I confirm that I can meet the criteria needed to obtain a licence and that should any matters be omitted that it will impact on my application. I understand it is my responsibility to make sure that all required information is submitted and that it is complete and correct.

Applicant Signature:

Date: