

RENEWAL

APPLICATION FOR COMBINED HACKNEYCARRIAGE AND PRIVATE HIRE DRIVERS LICENCE.

IMPORTANT INFORMATION FOR APPLICANTS - PLEASE READ CAREFULLY.

This application is for the renewal of a combined Hackney Carriage and Private Hire drivers licence.

Please ensure you have enclosed all the accompanying documents (check list is on the last page of the application form) before finally submitting it to the Council.

Medical examinations are required at initial application and then when reaching the age of 45, 50, 55 and 60 years. Medical checks are required annually after your 60th birthday. Please mention this, if it is applicable to you, when submitting your application form in order that the appropriate fee can be paid and an appointment made, the time, date and location for which will be sent to your home address.

Further information can be found on the Councils website at:

<http://www.rushcliffe.gov.uk>

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. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

For further information, see

<http://www.rushcliffe.gov.uk/doc.asp?cat=8266&doc=9086>

or contact the Licensing Service.

OBTAINING INFORMATION RELATING TO PREVIOUS CONVICTIONS FROM THE CRIMINAL RECORDS BUREAU

In order to make sure that the licensing process runs smoothly and that your licence is issued as quickly as possible could you please ensure that the relevant CRB and proof of identity documents form accompany your application. Failure to do so will result in the application being delayed.

Without the information it is not possible for the Council to determine whether or not you are a fit and proper person under the Local Government (Miscellaneous Provisions) Act 1976.

You can now check the progress of your CRB check online by going to the CRB web site at www.disclosure.gov.uk/tracking when you will enter the unique reference number from the CRB application form you have completed and filling in the section for your date of birth.

You should also be aware that **MOTORING CONVICTIONS** will continue to be checked through the DVLA at Swansea.



**APPLICATION FOR RENEWAL OF A
HACKNEY CARRIAGE/
PRIVATE HIRE
DRIVERS LICENCE**

PUBLIC HEALTH ACT 1875
TOWN POLICE CLAUSES ACT 1847 AND 1889
LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976

PLEASE COMPLETE IN **BLOCK CAPITALS** AND USE **BLACK INK**

| | | | | |
|------------|---|----------------------|--|-----------|
| 1 | Name of Applicant | | | |
| 2 | Date of Birth | | | 19 |
| 3 | Place of Birth | | | |
| 4 | Home address | | | |
| | | | | |
| | | | | |
| | | Post Code | | |
| | | Contact Phone Number | | |
| 5 | National Insurance No | | | |
| 6 | Email Address | | | |
| 7 | Current Licence No | CD | | |
| 8 | Expiry Date of Licence | | | 20 |
| | | | | |
| 9 | Name of Operator/Company | | | |
| 10 | Have you previously held a licence to drive a Private Hire or Hackney Carriage vehicle with any other Local Authority? | YES / NO | | |
| 10a | If yes, for how long, which Authority issued it and what was its date of expiry? | | | |
| 11 | Have you ever been refused a Private Hire / Hackney Carriage Driver's Licence or had a licence suspended or revoked by another Local Authority? | YES / NO | | |
| 11a | If YES please give full details, including reasons for suspension or revocation: | | | |

| | | |
|----|---|---|
| 12 | Have you any offence / incident that is pending with another Authority? If YES please provide details | YES / NO |
| 13 | Have you ever been convicted, cautioned or warned for any offence (including motoring convictions, Fixed Penalty Notices, ASBO), or do you have any cases pending? (Please read the guidelines relating to previous convictions at www.rushcliffe.gov.uk or at the Councils customer service centre) | YES / NO. (If YES please give details below and on a separate piece of paper if necessary.) Date of conviction...../...../..... Court..... Date of offence...../...../..... Nature of offence..... Sentence or order..... |

DECLARATION BY APPLICANT

I confirm that I have read and understand all the requirements of the form.
I understand that I may be liable to prosecution if I have knowingly or recklessly made a false statement or omitted any material particular from this application which could be detrimental to the application.

I further give my consent for Rushcliffe Borough Council to obtain information from any local authority that I have previously or presently held a licence to drive with.

| |
|---------------------------|
| Signed |
| Date /...../20..... |

DECLARATION BY OPERATOR

I confirm that should the applicant be granted a licence, I intend to use him/her as a Hackney Carriage / Private Hire vehicle driver and I will ensure that his / her licence remains current, and is deposited with the company until he / she is no longer working with us.

Signature

Position:

Office Stamp:

Notes for guidance

Please read the notes before filling in this form.

- 1 This form should only be filled in to confirm an individual's entitlement to drive. It must be filled in and signed in all cases by the driver. Forms without a signature will not be accepted.
- 2 If the details on your driving licence are not up to date, return it to us and tell us what changes are needed. It is a legal requirement that you tell us immediately of a change to your permanent address or name. You could be fined up to £1000 if you do not notify us of these changes.
- 3 If you are a bus or lorry driver and have passed driver certificate of professional competence (CPC) initial test modules, or completed periodic training since 10 September 2008 (for bus drivers), or 10 September 2009 (for lorry drivers) and you need these details included in your response please fill in section 3 with your driver qualification card (DQC) number if known. **Please do not fill in section 3 if you do not hold a CPC qualification. The driver CPC information will be sent to the company separately from your driver record details.**
If you have any queries regarding driver CPC please contact the Driving Standards Agency in the following ways:
 - Phone 0300 200 1122
 - Email customer.services@dsa.gsi.gov.uk (referring to 'Driver CPC Enquiry')
- 4 In some instances, the company requesting details of your driver record may be making the request on behalf of the company you have a relationship with.
- 5 DVLA has a duty under the Data Protection Act 1998 to protect personal information. To ensure adequate protection, DVLA require the specific consent of the driver before releasing information. This information will only be released for the purpose of confirming entitlement to drive and will be held in accordance with the Data Protection Act 1998.
- 6 If you wish to withdraw consent you may do this at anytime under the Data Protection Act 1998. Check with your employer whether they would prefer your withdrawal of consent verbally or in writing. It is your responsibility to obtain acknowledgement of your withdrawal of consent.
- 7 If you leave your current employer **or cease to drive in connection with the named company** your consent becomes automatically invalid. If you are re-employed by the same company a new consent form will be required.

Warning

Failure to provide sufficient information about your company or the driver you are enquiring about, or failure to sign the declaration will result in your application being rejected.

It is a criminal offence under section 55 of the Data Protection Act 1998 to unlawfully obtain or disclose (or procure the disclosure of) personal data from Data Controllers without the data subject's consent. It is also an offence to sell personal data that is illegally obtained. Convictions for offences are punishable in a Magistrates Court by a fine up to £5000 or by an unlimited fine in a Crown Court.

Any legitimate complaints received from a driver whose details have been obtained unlawfully may be passed to the Information Commissioner to consider prosecution. If we have evidence that information has been obtained or used inappropriately we may refuse future applications.

PLEASE MAKE SURE YOU ENCLOSE THE FOLLOWING DOCUMENTS TO SUPPORT YOUR APPLICATION.

| Document check list | For Office Use ONLY | |
|---|----------------------------|----------|
| Current DVLA drivers licence (both card and paper counterpart) | YES / NO | YES / NO |
| Four colour passport size photographs: | YES / NO | YES / NO |
| Current Rushcliffe Drivers Badge | YES / NO | YES / NO |
| DVLA mandate form (D795) | YES / NO | YES / NO |
| CRB application form: (together with relevant proof of identity as per guidance booklet). | YES / NO | YES / NO |
| Medical fee (if age related policy applies – see page 1) | YES/NO | YES/NO |
| The appropriate fee | YES / NO | YES / NO |