


APPLICATION TO GRANT OR RENEW A COMBINED HACKNEY CARRIAGE / PRIVATE HIRE DRIVER LICENCE			
Which licence are you applying for (please tick)			
Grant (new)	Renewal	Existing Badge No. and expiry date if applicable:	

Please answer all questions. Failure to do so will result in the application being returned.

USE BLOCK CAPITALS

DETAILS OF APPLICANT

Forename(s)		Last Name		Mr/Mrs/Ms/Miss	
Home Address				Personal Contact Telephone No.	
				Date of Birth	
				National insurance number	
Post Code:					
E. mail					

DRIVING LICENCE DETAILS

Applicants must have held a full Licence for at least twelve months.	DVLA Driving Licence No.
Date of Issue:	Date of Expiry:
Have you previously been licensed as a Hackney Carriage or Private Hire Driver by Central Bedfordshire Council or any other local authority, if yes please state authority(s) and dates:	
Have you ever had a hackney Carriage / Private Hire Driver Licence refused / revoked / suspended by Central Bedfordshire Council or any other local authority? If yes, please give dates and brief details below:	
Do you give your permission for this authority to check your details with your previous authority YES / NO / N.A.	

Name & Address of Company for whom you will be driving	
If driving part time estimated weekly hours to be worked	Hrs

OTHER EMPLOYMENT DETAILS (If applicable)

What is the nature of your other employment	
Average weekly hours worked	
Are you required to drive?	YES/NO

NOTE: The Council is anxious to ensure that all drivers are acceptable to transport members of the public and may refuse to grant a licence to a person who is also employed in a full-time driving job.

CRIMINAL & MOTORING OFFENCES

Have you any cautions or convictions for:-

1. Motoring offences YES / NO
2. Non motoring offences YES / NO

If yes, please give details below:-

Date	Criminal Conviction/Caution	Court	Fine/Sentence
Date	Motoring Conviction/Caution	Court	Fine/Sentence

Are you currently the subject of any criminal investigation or prosecution? YES/NO

If necessary please provide details of any additional offences (including cautions) on a separate piece of paper. Please also record details of all criminal matters of which you are currently the subject to criminal investigation or prosecution. Failure to reveal all such matters will be taken into consideration when processing applications.

Right to Work

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. The list of documents are set out on the attached list. You must provide the original document(s) such as your passport or biometric residence permit, as indicated in order that the check can take place. The document(s) will be copied and 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 documents) have been produced.

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 your licence and badge to the licensing authority. Failure to do so is a criminal offence.

HAVE YOU INCLUDED (Tick)

- | | |
|-----------|--|
| 1. | One current colour passport type photographs size 1¼" x 1¼" (full face). |
| 2. | Current DVLA driving licence. |
| 3. | Up to date print out of driving licence information from DVLA website. See attached instructions on how to obtain this. |
| 4. | Passport or Birth Certificate & Proof of address

Applicants who do not hold a current European Economic Area or European Union passport will need to provide evidence that they are entitled to remain in this country and able to work before applying for a new or renewal licence. |
| 5. | DBS disclosure application, including supporting documentation as detailed on page 13 & 14 of the HC & PH Licensing Policy. |
| 6. | Pass Certificate from the DSA or CBC equivalent – Not required for renewals. |
| 7. | Duly certified Medical Certificate if required. |
| 8. | Knowledge Test Pass Certificate – Not required for renewals. |
| 9. | Your remittance MUST ACCOMPANY the completed form. Cheques payable to "Central Bedfordshire Council" |

DECLARATION

I hereby declare that having read the conditions that apply the information submitted on the application is to the best of my knowledge correct. It is an offence for any person knowingly or recklessly to make a false statement or to omit any material particular in giving information required in this form. I am aware that the grant of a driver's licence is subject to CRB and DVLA checks. This has been explained to me and I understand that spent convictions may be considered when determining this application

Signed

Date

You should be aware that information obtained from the application is held on computer and registered under the terms of the Data Protection Act.

Central Bedfordshire Council is registered under the Data Protection Act 1998 for the purpose of processing personal data in the performance of its legitimate business. Any information held by the Council will be processed in compliance with the eight principles of the Act. This authority is under duty to protect the public funds it administers, and to this end may use the information you have provided on this form within this authority for the collection of funds and the prevention and detection of fraud. It may also share this information with other bodies administering public funds solely for these purposes.