



The Licensing Team
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APPLICATION FOR THE GRANT OF A HACKNEY CARRIAGE/PRIVATE HIRE DRIVER'S LICENCE

Form Ref: V/D1

Privacy Notice – privacy & data protection

North Devon Council, the Data Controller, collects personal information when you contact us for the licensing services we provide. We will use this information to provide these services, such as the granting of a licence, permit, registration or receipt of a notice.

We may need to share your information with other departments in North Devon Council or external/ third parties, where this is necessary to perform our public functions & services as provided by law.

For more information as a Data Subject regarding privacy & data protection, including how we manage your personal information, data retention and your rights, please see our Privacy Notice on the website: www.northdevon.gov.uk/privacy

Information With Respect of Enhanced Disclosure (to Accompany Application)

The purpose of gaining a copy of your DBS Enhanced Disclosure is solely to ascertain whether you are a fit and proper person to drive a hackney/carriage private hire vehicle. The copy of your DBS Enhanced Disclosure will not be used for any other purpose.

Further information detailing how North Devon Council handle, use, store and dispose of DBS Disclosure Information is available in the Code of Practice available under the taxi and private hire toolkit found at www.northdevon.gov.uk/licensing

If you require this document in an alternative format, please contact us.

**APPLICATION FOR THE GRANT OF A
HACKNEY CARRIAGE/PRIVATE HIRE DRIVER'S LICENCE
LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976**

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST: If you are completing this form by hand, please write legibly in block capitals using ink. Use additional sheets if necessary (marked with the number of relevant questions). You may wish to keep a copy of the completed form for your records. Fees arising from driver applications which are unsuccessful will not be refunded.

Part 1. Applicant Details			
<i>[please give as many contact details as possible in case we need to contact you]</i>			
1. I HEREBY APPLY to North Devon Council for the grant of the following driver's licence (<i>same fees apply for all</i>):	Private Hire		<input type="checkbox"/>
	Hackney Carriage and Private Hire		<input type="checkbox"/>
2. For the period of:	One year		<input type="checkbox"/>
	Three years		<input type="checkbox"/>
3. By law the standard duration of a hackney carriage/private hire driver application is three years. The Council is however able to issue a licence for a period of one year based upon circumstances of an individual case. For those drivers wishing to gain a licence for a period of one year please indicate under what personal circumstances you would wish to be considered for a one year licence (personal financial circumstances will be accepted):			
4. Title: Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Dr <input type="checkbox"/> Other <i>[please specify]</i>			
Surname:			
Other name(s):			
Home Address:			
Postcode:			
5. Telephone:		Daytime:	
		Mobile:	
		Evening:	
6. Email Address <i>[see below]</i> :			
7. National Insurance Number:			
8. Date of birth:			
9. Place of birth:			
10. DVLA Driving Licence Number:			
11. Time DVLA Driving Licence held for:			
12. DVLA Check Code – to provide this information go to: www.gov.uk/view-driving-licence <i>[See notes below]</i>			
13. Have you the right to work in the UK? <i>[See notes below]</i>			YES/NO*

Part 2. Further Details

14. I AM/AM NOT* a proprietor.

15. I WAS LAST/AM IN* the employment of _____, for a period of _____ years, employed as _____.

16. If granted a licence I shall be employed by _____.

17. I HAVE/HAVE NOT* previously held a North Devon Council driver's licence.

18. If licensed elsewhere, please state where: _____.

Part 3. Previous Address(es)19. State previous address(es) for the last 5 years. *[continue on a separate sheet if necessary]***Part 4. Details of Previous Convictions, Cautions, Orders etc.***This information will be used only for the processing of your application and for no other purpose.*

20. Have you ever been found guilty or convicted of **ANY** offence, or been made the subject of an Order, by a court in the UK or abroad? This means all offences not solely motoring endorsements (including fixed penalties) however long ago they happened. If no, insert **'NONE'** in the table below.

See notes below and continue on a separate sheet if necessary. Under the Rehabilitation of Offenders Act 1974, holders of hackney carriage / private hire drivers licences are classified as exempted posts and all convictions (whether 'spent' or not) must be declared. Failure to declare all convictions may affect the outcome of your application.

Date	Court	Offence	Result

21. Have you ever been cautioned in relation to any offence in the UK? YES/NO* If YES please provide details below:	
Part 5. Pending Prosecutions	
22. Are there any prosecutions pending against you?	YES/NO*
If YES, please state the alleged offence, and the date of the court hearing:	
Offence:	
Date of court hearing:	
Part 6. Licence History	
23. Have you ever been refused a Hackney Carriage/Private Hire Driver's Licence? If YES, please give details:	YES/NO*
24. Have you ever had a Hackney Carriage/Private Hire Driver's Licence suspended or revoked? If YES please give details:	YES/NO*
Part 7. Checklist Required before Licence is granted (please tick)	
25. I enclose my driving licence (held for minimum 12 months) with this application. [Non UK applicants must register their non-UK driving licences with the DVLA in order that a UK licence can be issued.]	<input type="checkbox"/>
26. I have paid the appropriate fee for a one year licence (£228) or three year licence (£401). Please contact Customer Services on 01271 388870 to make a card payment or pay by BACS: Account No: 03956504, Sort Code: 60-02-03	<input type="checkbox"/>
27. I have paid a fee of £50.00 , being the deposit fee for a driver's lapel badge (which will be refundable on return of the badge in good order).	<input type="checkbox"/>
28. An Enhanced Disclosure from the Disclosure and Barring Service is required. North Devon Council's current provider of such disclosures is First Advantage Online Disclosures. In order to apply for an electronic disclosure with this provider you will be required to register with them. You will then receive an email containing instructions on how to apply. Once your Enhanced DBS Certificate has been issued you will be required to join the DBS Update Service within 30 days of your certificate being issued. Sign In - Online Criminal Records Check Online Disclosures	
30. I have either: [See notes below]. provided an Enhanced DBS Disclosure and signed up to the DBS Update Service OR applied for an Enhanced DBS Disclosure and will sign up to the DBS Update Service DBS Update Service - GOV.UK (www.gov.uk)	<input type="checkbox"/> <input type="checkbox"/>
I hereby give permission for North Devon Council to receive up-to-date information (within the meaning of section 116A of the Police Act 1997) in relation to my criminal record DBS Certificate for the purposes of asking an exempted question within the meaning of section 113B of the Police Act 1997.	<input type="checkbox"/>
31. I enclose a medical examination certificate from my doctor showing a DVLA Group 2 standard of medical fitness. [See notes below]	<input type="checkbox"/>
32. I enclose my Hackney Carriage and Private Hire Driving Assessment Test Certificate (or equivalent or higher qualification).	<input type="checkbox"/>

33.	I enclose my BTEC Intermediate Award in Transporting Passengers by Taxi and Private Hire Test Certificate (or equivalent or higher qualification).	<input type="checkbox"/>
34.	I understand that I must undertake and pass a written Council test in local geography, numeracy, Council Policy, and Highway Code.	<input type="checkbox"/>
35.	I have supplied a DVLA access code to enable the Council to check for endorsements. <i>[See notes below]</i>	<input type="checkbox"/>
36.	I have not been resident in any country (other than the UK, Channel Islands, and Isle of Man) for any length of time since the age of ten (see Section 4.5 of the Council's Policy for further details and interpretation of 'resident').	<input type="checkbox"/>
37.	If unable to tick box 36, I have provided Certificate(s) of Good Conduct or equivalent documents from the appropriate Embassy or High Commission of the country/countries in which I have lived in accordance with Section 4.5 of the Council's Policy.	<input type="checkbox"/>
38.	I confirm that I have read the HMRC guidance on what is required for me to be properly registered for tax in the future. Confirm an applicant's tax responsibilities for taxi, private hire or scrap metal licence applications - GOV.UK (www.gov.uk)	<input type="checkbox"/>
Part 9. Declaration		
	I DECLARE that I have checked the information given on this application form and to the best of my knowledge and belief it is correct.	<input type="checkbox"/>
	I understand that a false statement may render me liable to prosecution.	<input type="checkbox"/>
Part 10. Signature of applicant		
	Signature:	
	Date:	

* *Delete as appropriate.*

NOTES

- Any absence of any documentation may delay your application.
- Any change in circumstances of the applicant must be immediately reported to the Licensing Team, Environmental Health and Housing Services, North Devon Council.
- All applicants will need to demonstrate that they are authorised to work in the UK. The Licensing Authority operate its application procedures in line with guidance issued by the UK Border Agency on Prevention of Illegal Working and its associated Code of Practice. Further information can be obtained from <https://www.gov.uk/browse/visas-immigration/work-visas> or <https://workpermit.com/> Identification documents may be scanned and forwarded to the Home Office for verification.
- Please see Page 1 of this form for information on how your Enhanced Disclosure will be used. A criminal record may not necessarily lead to refusal. Individual applications will be treated according to their own circumstances and may, as part of their determination, be referred to a Licensing Sub Committee

Further information on the consideration of applications and relevance of convictions is available in the Council's Hackney Carriage and Private Hire Licensing Policy

Further information about DBS Enhanced Disclosures can be found on the BS website: <https://www.gov.uk/government/organisations/disclosure-and-barring-service/about>
- A medical certificate is required before a licence may be granted, irrespective of the age of the applicant. A DVLA Group 2 standard of medical fitness for professional drivers is required certificates must be completed by an applicant's GP or a GP from their registered practice, who has access to the applicant's medical records. The Council holds specified medical examination forms, these are available for applicants to present to their GP.

Any applicant must be medically examined every five years, whilst individuals of 65 years and over must be examined annually. Licence holders must immediately advise the Council of any deterioration of their health that may affect their driving capabilities and which may negate their ability to pass a Group 2 medical standard examination. Where there is any doubt as to the medical fitness of an applicant, the Council may require the applicant to undergo and pay for a further medical examination by a Doctor appointed by the Council.

- 6 Obtain a DVLA Check Code – to provide this information go to: www.gov.uk/view-driving-licence and follow the on-line instructions to create a licence 'check code'. You will need your driving licence number, National Insurance number and the postcode on your driving licence. Click the get your check code box on the right hand side of the screen then click get code. You can then print this information and forward it to licensing@northdevon.gov.uk or submit it with your grant application. As the check code is only valid for 21 days please ensure this information is returned as soon as the check is made. This then authorises us to make the check on your DVLA driving licence using the code provided.
- 7 The Licensing Authority will review all applications for new licences against the National Register of Revocations and Refusals. If an applicant has been refused/revoked by another Authority, this may not debar an applicant from holding a licence, however, the Licensing Authority, will give weight to the decision made by that authority in considering the application. Additionally, if an applicant has had another licence refused/revoked, which is not declared on an application form, this will raise concerns about the honesty and integrity of the applicant and is likely to lead to refusal.