



The Licensing Team
Environmental Health & Housing
North Devon Council
PO BOX 379, Barnstaple, Devon,
EX32 2GR

Contact Details:
Tel: 01271 388870
Email: licensing@northdevon.gov.uk
Web: www.northdevon.gov.uk/licensing

APPLICATION FOR THE RENEWAL OF A HACKNEY CARRIAGE/PRIVATE HIRE DRIVER'S LICENCE

Form Ref: V/D2

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 RENEWAL 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 tick]</i>
<i>[please give as many contact details as possible in case we need to contact you]</i>		<i>[Please tick]</i>
1. I HEREBY APPLY to North Devon Council for the renewal 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 a 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>)		
5. Surname:		
6. Other name(s):		
7. Home Address:		
8. Postcode:		
9. Telephone:	Daytime:	
	Mobile:	
	Evening:	
10. Email [<i>see below</i>]:		
11. National Insurance Number:		
12. Date of birth:		
13. Place of birth:		
14. DVLA Driving Licence Number:		
15. Time DVLA Driving Licence held for:		
16. DVLA Check Code – to provide this information go to: www.gov.uk/view-driving-licence [<i>See notes below</i>]		

17. 9-character tax check code – to obtain this go to:
www.gov.uk/guidance/complete-a-tax-check-for-a-taxi-private-hire-or-scrap-metal-licence

Part 2 – Further Details

18. If employed by a proprietor please complete the following:

19. Full company name:

20. Full Business address:

21. Postcode:

22. Telephone number:

Part 3 – Work Particulars

23. If you are applying for a Hackney Carriage Drivers Licence enter in full particulars of any other work (except for Private Hire work). If not engaged in any other work, enter 'NONE'.

Part 4 – Details of Convictions, Cautions, Orders Etc.

24. Have you ever been found guilty, or convicted of **ANY** offence, or been made the subject of an order 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**'.

See notes below and continue on a separate sheet if necessary. Under the Rehabilitation of Offenders Act 1974, holders of hackney carriage / private hire driver's 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

25. Have you ever been cautioned in relation to any offence in the UK? If YES please provide detail:	YES/NO *
Part 5 – Pending Prosecutions <i>*delete as appropriate</i>	
26. Are there any prosecutions pending against you? If YES please state the alleged offence, and the date of the court hearing: Offence: Date of court hearing:	YES/NO*
Part 6 – Licence History	
27. Have you had a Hackney Carriage/Private Hire Driver's Licence refused, revoked or suspended?	YES/NO*
If YES, please give details below:	
Part 7 – Checklist <i>(please tick)</i>	
28. I enclose my driving licence with this application.	<input type="checkbox"/>
29. I have paid the appropriate fee for a one year licence (£138) or a three year licence (£301). 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"/>
30. As required by the Hackney Carriage/Private Hire Policy, I have either: 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"/>
31. 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. <i>[See notes below]</i> .	<input type="checkbox"/>
32. I have supplied a DVLA access code to enable the Council to check for endorsements. <i>[See notes below]</i>	<input type="checkbox"/>
33. I have provided a 9-character tax check code <i>[See notes below]</i>	<input type="checkbox"/>
34. Where appropriate: I enclose a medical examination certificate showing a DVLA Group 2 standard of medical fitness. <i>[See notes below]</i>	<input type="checkbox"/>
Part 8 - Declaration	
35. 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"/>
36. I understand that a false statement may render me liable to prosecution.	<input type="checkbox"/>
Part 9 – Signature of applicant	
37. Signature:	
38. Date:	

NOTES

- 1 Any absence of any documentation may delay your application.
- 2 Any change in circumstances of the applicant must be immediately reported to the Licensing Team, Environmental Health and Housing Services, North Devon Council.
- 3 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.
- 4 Applicants wishing to renew a driver's licence are required to sign up to the DBS Update Service. If you are not already signed up then you will be required to provide a new enhanced DBS certificate with your renewal application and then sign up to the Update Service within 30 days from the certificate issue date. Applications can be made via www.fadv.onlinedisclosures.co.uk 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 DBS website: <https://www.gov.uk/government/organisations/disclosure-and-barring-service/about>
- 5 Applicants wishing to renew a driver's licence may be required to provide a medical certificate irrespective of the age of the applicant. Any applicant must be medically examined every five years, whilst individuals of 65 years and over must be examined annually. A DVLA Group 2 standard of medical fitness for professional drivers is required. Certificates must be completed by a GP from their registered practice, or a Doctor currently registered with the General Medical Council and approved to conduct driver medicals by North Devon Council who has access to the applicant's medical records. The Council holds specified medical examination forms, these are available for applicants to present to the examining Doctor. 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 bring it with your renewal paperwork. 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. Obtain a Tax Code Check – As from 4 April 2022 you are required to provide a 9-character tax check code. Your licence will not be renewed if you do not provide a tax check code. To provide this information go to: www.gov.uk/guidance/complete-a-tax-check-for-a-taxi-private-hire-or-scrap-metal-licence
8. 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.

North Devon Council will record all decisions to refuse and revoke a driver's licence on the National Register, and will provide details of the reasons for each decision to another licensing authority upon receipt of a suitable data protection request.