



The Licensing Team
Environmental Health & Housing
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APPLICATION FOR THE GRANT OF A HORSE DRAWN HACKNEY CARRIAGE/PRIVATE HIRE DRIVER'S LICENCE

Form Ref: HD1

Data Protection

North Devon Council is the Data Controller.

Your personal information will be held and used in accordance with the requirements of the Data Protection Act 1998. We will use the information you have provided in connection with the administration of Licensing.

We may lawfully disclose information to other public sector agencies to:

- prevent or detect fraud and any other crime;
- support national fraud initiatives;
- protect public funds;
- progress your request for service.

We may also use basic information about you, e.g. name and address, in other areas of service provision at North Devon Council if this: -

- helps you to access our services more easily;
- promotes the more efficient and cost-effective delivery of services;
- helps us to recover monies that you owe us.

We will not use your personal information in a way that may cause you unwarranted detriment.

For further information regarding the National Fraud Initiative, please visit the Council's website – www.northdevon.gov.uk/fairprocessingnotice

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

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 the relevant questions). You may wish to keep a copy of the completed form for your records.

**APPLICATION FOR THE GRANT OF A
HORSE DRAWN HACKNEY CARRIAGE AND PRIVATE HIRE DRIVER'S LICENCE**

LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976

I HEREBY APPLY to the North Devon Council for the Grant of a hackney carriage and private hire driver's licence, solely to drive a horse-drawn carriage.

Fees arising from driver applications which are unsuccessful will not be refunded.

Part 1 – Applicant Details		
1. 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):		
2. Home Address:		
Postcode:		
3. Telephone:	Daytime:	
	Mobile:	
	Evening:	
4. Email Address:		
<i>[please give as many contact details as possible in case we need to contact you]</i>		
5. Date of birth:		
6. Place of birth:		
7. DVLA Driving Licence Number:		
8. Time DVLA Driving Licence held for:		
<i>[a driving licence held for a minimum of 12 months must accompany this application. Non UK applicants must register their non-UK driving licences with the DVLA in order that a UK counterpart can be issued.]</i>		

Part 2 – Further Details
9. I AM/AM NOT* a proprietor.
10. I WAS LAST/AM IN* the employment of _____, for a period of _____ years, employed as _____.
11. If granted a licence I shall be employed by _____.
12. I HAVE/HAVE NOT* previously held a North Devon Council driver's licence.
13. If licensed elsewhere, please state where:

Part 3 – Previous Address(es)
14. State previous address(es) for the last 5 years. <i>[continue on a separate sheet if necessary]</i>

Part 4 – Prosecutions	
15. Are there any prosecutions pending against you? YES/NO*	
16. If so, please state the alleged offence, and the date of the court hearing:	
Offence:	
Date of court hearing:	
Part 5 – Details of Previous Convictions	
17. Details of previous convictions (see notes below) – ALL PREVIOUS CONVICTIONS, WHETHER MOTORING OR CRIMINAL, MUST BE DECLARED. If none, insert 'NONE'	
<i>[continue on a separate sheet if necessary]</i>	
Part 6 – Checklist (please tick)	
Required on Application	
18. I enclose a medical examination certificate from my doctor showing a DVLA Group 2 standard of medical fitness for professional drivers. (Holders of current PSV or HGV licences – see notes)	<input type="checkbox"/>
19. I enclose a sum of £57.50 (cheques should be made payable to North Devon Council). This being the licence fee in force (which is not refundable).	<input type="checkbox"/>
20. And 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"/>
21. I also enclose the sum of £59.00 (£44.00 fee and £15.00 administration costs) for an enhanced Disclosure from the Criminal Records Bureau. (see notes below).	<input type="checkbox"/>
22. Have you ever been refused a Hackney Carriage/Private Hire Driver's Licence?	YES/NO*
23. If YES, please give details below:	
Part 7 – Checklist (please tick)	
Required before Licence is Granted	
24. I enclose certification acquired through the British Driving Society or the Heavy Horse Training Committee demonstrating that I am suitably qualified and experienced to drive a horse drawn hackney carriage.	<input type="checkbox"/>
25. I understand that I must undertake and pass written Council tests in, numeracy, council policy, and highway code.	<input type="checkbox"/>
Part 8 – Declaration	
26. 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"/>
27. I understand that a false statement may render me liable to prosecution.	<input type="checkbox"/>
Part 9 – Signature	
28. Signature of applicant	
Signature:	
Date:	
<i>[Where the application is to be submitted in an electronic form, the signature should be generated electronically and should be a copy of the person's written signature.]</i>	

* Delete or select as appropriate.

NOTES

- 1 Any change in circumstances of the applicant must be immediately reported to the Licensing Service, Environmental Health and Housing Services, North Devon Council.
- 2 A request for a medical examination, which may be presented to the applicant's GP, is obtainable from the Licensing Office. The applicant shall be responsible for paying the fee for the examination to the relevant surgery. Holders of current PSV and/or HGV Licences, where the holder is able to produce proof of current medical examination shall not be required to undergo a further medical examination.
- 3 All convictions must be disclosed. Spent convictions (as defined below) need not be included.

SENTENCE	BECOMES SPENT AFTER
Imprisonment of up to six months	Seven Years
Imprisonment of between six months and two and a half years	Ten Years
Borstal training	Seven Years
A fine or other sentence not otherwise covered by this table	Five Years
Absolute discharge	Six Months
Probation order, conditional discharge or bind over	One year or until order expires
Detention Centre order	Three Years
Remand home, attendance centre or approved school order	The period of the order + one year
Hospital order under the Mental Health Act	The period of the order + two years
Cashiering, discharge with ignominy or dismissal with disgrace from the Armed Forces.	Ten Years
Dismissal from the Armed Forces	Seven Years
Detention	Five Years
NOTE: A sentence of more than two and a half years imprisonment can never be spent. If under 17 years on the date of the conviction then halve the period in the right hand column	

Important Note – Criminal Records Bureau

Please note that as part of the determination of your application (or renewal where appropriate), it will be necessary for the Council to carry out an enhanced Disclosure check with the Criminal Records Bureau (CRB).

By signing the application form, you are giving your consent to the Disclosure check being made.

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 Regulatory Committee. All information will be used fairly. The Council has a Code of Practice regarding the handling, storage and use of Disclosure information. A copy is available on request.

Further information can be obtained from the CRB website: www.crb.gov.uk OR www.disclosure.gov.uk – CRB Helpline: 0870 90 90 811