

Hackney carriage/private hire drivers licence application (3 year)

Local Government Miscellaneous Provisions Act 1976

Please note:

- you must read the guidance notes and handbooks on westsuffolk.gov.uk/taxi before completing this application
- the application will not be accepted unless all sections have been completed, all supporting documents supplied and fee paid
- tick box(es) as appropriate

1. Application type	
New <input type="checkbox"/>	Renewal <input type="checkbox"/>
2. Licence Details (for renewal applications)	
Licence Number:	
Date of Expiry:	
3. Applicant	
Title:	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other_____
Surname:	
Forenames:	
Date of birth:	
National Insurance Number:	
Permanent Address: (This will be used for all correspondence)	
Post Code:	
Telephone Number (Home):	
Telephone Number (Mobile):	
Email:	

4. Do you have any convictions, cautions, reprimands or warnings recorded against you for any offence, including endorsable fixed penalty tickets?
<input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, please provide details below, if no, please continue to q.9)
If the answer to the above question is YES, please give full details in respect of each offence/caution. In the case of criminal convictions, please give details of the actual offence, the Court concerned and the date of conviction. In the case of cautions, please give details of the offence concerned, the relevant Police Force (and preferably the Police Station concerned) and the date(s) of the caution(s).
NOTE: This includes all criminal offences, whether they be for driving or motoring, or for something totally unconnected with driving/motoring. It includes being cautioned by the

Police and being given an Absolute or Conditional Discharge by a Court, being fined, being sent to prison, being ordered to carry out community service, being sent to a borstal or detention centre, being the subject of a Probation Order, being Bound Over, being the subject of a Care Order or being the subject of a Supervision Order.

IMPORTANT: The Rehabilitation of Offenders Act 1974 (Exceptions)(Amendment) Order 2002, allows the licensing authority to take into account all convictions recorded against an applicant or the holder of a private hire vehicle or hackney carriage driver's licence, whether spent or not. Therefore the licensing authority will have regard to all relevant convictions, particularly where there is a long history of offending or a recent pattern of repeat offending in accordance with the current Taxi and Private Hire Vehicle Criminal Convictions Policy.

5. Details of offences:

(Continue on a separate sheet of paper if necessary. Remember to put your name and date of birth at the top)

Date of Offence	Date of Conviction	Offence

6. Details of any Endorsements on your DVLA Driving Licence in the last 5 years
(complete relevant parts)

Date of Conviction	Date of Offence	Offence Code e.g. SP30	Fine	Disqualification Period	Penalty Points

7. Have these previously been reported to Licensing?

Yes No

8. Do you have any pending convictions or cautions?

Yes No

(If yes, please provide details below, if no, please continue to q.9)

Details of pending convictions or cautions: (Continue on a separate sheet of paper if necessary. Remember to put your name and date of birth at the top)	Date of Offence	Date of Conviction	Offence

9. Do you have any reason to believe that you are not medically fit to drive a vehicle?

Yes No

(If yes, please provide details below, if no, please continue to q.11)

10. Full details of reasons why you may be medically unfit to drive a vehicle

11. Are you currently a holder of a Hackney Carriage or Private Hire Drivers Licence with any other Authority?

Yes No

(If yes, please provide details below, if no, please continue to q.13)

12. Licence details

Issuing Council:	Badge No:	Issue Date:	Expiry Date:

13. Have you ever been refused a licence, or had a licence suspended or revoked by this or any other authority?

Yes No

(If yes, please provide details below, if no, please continue to q.15)

Your personal information will be checked with other agencies in accordance with our privacy statement including a national database of revoked/refused drivers

14. Previous licences and/or applications

Issuing Council:	Badge No:	Issue Date:	Expiry Date:

15. Are you entitled to work in the UK?

Yes No

(If yes, please provide proof e.g. Passport/birth certificate/right to work)

16. If you intend to, or currently work for a Hackney Carriage Proprietor or a Private Hire Operator, please provide:

Trade Name of Proprietor and Licence Number:
Operator Licence Number (PHV):
Vehicle Licence Number:

17. Declarations (please read and tick each box)

I have read and understood the Private Hire/Hackney Carriage Driver Licence Conditions which are available at www.westsuffolk.gov.uk and agree to abide by them.	<input type="checkbox"/>
I understand that it is an offence to drive a licensed Hackney Carriage or Private Hire Vehicle without a valid licence or whilst the licence is suspended.	<input type="checkbox"/>
I have not lived in a country other than the United Kingdom for a continuous period of one year or more in the last five years (if you have, you will need to enclose a Certificate of Good Conduct)	<input type="checkbox"/>
I understand that before the Council can issue a Hackney Carriage or Private Hire Drivers Licence it must be satisfied that applicants are "fit and proper" persons to convey members of the public and to this end the information you provide us with may be validated with third parties – see Privacy Notice. The Council will not be responsible for any costs incurred if an application is refused for any reason.	<input type="checkbox"/>

18. Enclosures (New Application)	
Appointment with a licensing officer made via 01284 758050	<input type="checkbox"/>
Payment of the fee (cash not accepted)	<input type="checkbox"/>
West Suffolk College Theory Assessment Certificate	<input type="checkbox"/>
1 passport size colour photograph (wearing glasses if you need them to drive)	<input type="checkbox"/>
Full DVLA driving licence	<input type="checkbox"/>
Completed DVLA Validation Check Code Results Page	<input type="checkbox"/>
Evidence of an approved practical Driving Assessment	<input type="checkbox"/>
Current passport or birth certificate	<input type="checkbox"/>
Group 2 Medical	<input type="checkbox"/>
DBS certificate dated within the last month	<input type="checkbox"/>
West Suffolk College Level 2 certificate 2 day course (or Btec equivalent)	<input type="checkbox"/>
Certificate of Good Conduct issued by the relevant non UK country (where less than five years UK residency)	<input type="checkbox"/>
19. Enclosures (Renewal Application)	
Payment of the fee (cash not accepted)	<input type="checkbox"/>
1 passport size colour photograph (wearing glasses if you need them to drive)	<input type="checkbox"/>
Full DVLA driving licence	<input type="checkbox"/>
Completed DVLA Validation Check Code printed Results Page	<input type="checkbox"/>
Current passport or birth certificate	<input type="checkbox"/>
DBS certificate dated within the last month (for drivers not on the online update service)	<input type="checkbox"/>
DBS online update service – please attach your most recent DBS certificate and tick this box	<input type="checkbox"/>
Privacy Notice	
<p>West Suffolk Council is a Data Controller and can be contacted at: West Suffolk House, Western Way, Bury St Edmunds, Suffolk, IP33 3YU. Tel: 01284 763233. The Data protection Officer is Leah Mickleborough and can be contacted at the same address.</p> <p>We are collecting your personal information in order to process your application under the Local Government Miscellaneous Provisions Act 1976.</p> <p>Your data will not be shared with third parties unless used for Council purposes, in order to enquire and receive information relating to your licence, prevent or detect crime, to protect public funds or where we are required or permitted to share data under other legislation.</p> <p>Your data will be kept for 7 years post licence expiry/surrender in line with our retention policy.</p> <p>You have the right to access your data and to rectify mistakes, erase, restrict, object or move your data in certain circumstances. Automated decision making and processing is not used during this application. Please contact the Data Protection Officer for further information or go to our website where your rights are explained in more detail. If you would like to receive an explanation of your rights in paper format please contact the Data Protection Officer.</p> <p>Any complaints regarding your data should be addresses to the Data Protection Officer</p>	

in the first instance. If the matter is not resolved you can contact the Information Commissioner's Office at: Wycliff House, Water Lane, Wilmslow, Cheshire, SK9 5AF Tel: 0303 123 1113.

If you do not provide the information required on the application form then we will not be able to process application for a licence. Your data must be kept up to date in accordance with the conditions of your licence.

For further information on our Data protection Policies please go to our website: [How we use your information](#) or email: data.protection@westsuffolk.gov.uk

21. Declaration and Signature

The information I have provided will be held by the Council on computerised and manual files (data will be made available on a public register as required by relevant legislation).

I hereby declare that the information given in this form is true, complete and correct.

I understand that it is an offence to make a false statement in this application or to omit relevant details.

Signature:

Date:

Print Name:

Your renewal application should now be submitted with all supporting documents to the licensing department or licensing officer at your appointment:

West Suffolk House
Western Way
Bury St Edmunds IP33 3YU

Council Offices
College Heath Road
Mildenhall IP28 7EY

Phone: 01284 758050

Email: licensing@westsuffolk.gov.uk