



**APPLICATION FOR HACKNEY CARRIAGE/PRIVATE HIRE
DRIVER'S LICENCE**

All applicants are advised to read the Council's Hackney Carriage and Private Hire Car Licensing Policy before completing this form.

The information requested in this form will be used by the Council to assess whether the Applicant is a 'fit and proper person' to be granted a combined Hackney Carriage/Private Hire Driver's Licence. Applicants should take care to ensure that their answers to all questions are complete and accurate. If a question is answered falsely or recklessly the Council will take this into account in considering the application and may consider criminal prosecution.

Please answer all questions. If this application is for the renewal of a licence please note that, for Data Protection reasons, the Council does not retain details of previous applications

Applicants must make an appointment with the Licensing Section to check this form and complete DVLA and CRB forms. Appointments are only available on Tuesdays and Thursdays between 10:00 and 12:00 and 14:00 and 16:00

PERSONAL DETAILS	
<p>1 Surname or Family name</p> <p>.....</p> <p>Any previous Surname or Family name</p> <p>.....</p>	<p>2 Forename or Personal name</p> <p>.....</p> <p>Any previous Forename or Personal name</p> <p>.....</p>
<p>3 Title</p> <p>Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other <input type="checkbox"/></p> <p>If Other please state</p> <p>.....</p>	<p>4 Date of Birth</p> <p>.....</p> <p>5 National Insurance Number</p> <p>.....</p>
<p>6 Current Permanent Address</p> <p>.....</p> <p>.....</p> <p>.....Postcode.....</p>	<p>7 If you have been resident at the address at 6 less than 12 months please give previous address</p> <p>.....</p> <p>.....Postcode.....</p>
<p>8 Telephone Number(s) and e-mail address</p>	

DRIVING EXPERIENCE	
<p>17 Have you been entitled to drive a motor vehicle in the United Kingdom for at least 12 months (Provisional entitlement is not relevant) If issued outside UK, Country of Issue</p> <p>Licence Number</p> <p>Date of Issue</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>18 Do you hold a current licence to drive a Passenger Carrying Vehicle(PCV) or Large Goods Vehicle (LGV)</p> <p>If YES:</p> <p>Which licence do you hold</p> <p>Licence Number</p> <p>Date of Issue</p> <p>Date of last medical examination for a PCV or LGV Driver's Licence</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p style="text-align: center;">PCV/LGV*</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>NOTE: The Council will carry out a check with DVLA or any other Licence Issuing Body to confirm your entitlement to drive and the content of any record held in your name by that body. Please complete Form 1. Where your licence is in a language other than English you must provide, at your own expense, a translation certified by the embassy or consulate of the issuing country.</p>	

* - delete as appropriate

REFERENCES (New Applicants only)	
<p>19 Please give details of two persons willing to provide a reference to the Council; they should be persons who are well known to you (<u>not</u> family members or persons for whom you will be working as an ambulance driver) and who hold a position of responsibility – preferably previous employers</p>	
<p>Name</p> <p>Address</p> <p>.....</p> <p>Postcode.....</p> <p>Position</p>	<p>Name</p> <p>Address</p> <p>.....</p> <p>Postcode.....</p> <p>Position</p>

21 Are you currently under investigation for any criminal offence	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If YES please give details		
22 Are you currently awaiting trial for any criminal offence	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If YES please give details		

If necessary please use a separate sheet of paper

HEALTH		
23 Please answer the following questions as fully as possible. The Council will require ALL new applicants to undergo a medical examination. Applicants for a renewed licence will be asked to have a medial examination on the renewal after their 45 th birthday and thereafter every renewal application until they attain the age of 65 and thereafter every year.		
a. Do you have any physical infirmity that might prevent you from assisting passengers with luggage? If YES please give details	Yes <input type="checkbox"/>	No <input type="checkbox"/>
b. Do you now or have you ever suffered from epilepsy or any other condition involving fainting fits or blackouts If YES please give details	Yes <input type="checkbox"/>	No <input type="checkbox"/>
c. Do you now or have you ever suffered from diabetes or diabetic condition If YES please give details	Yes <input type="checkbox"/>	No <input type="checkbox"/>
d. Are you being treated or taking any medication which might affect your ability to drive If YES please give details	Yes <input type="checkbox"/>	No <input type="checkbox"/>

DECLARATION

- 1 I hereby request Newark and Sherwood District Council to grant me a licence to act as the driver of a ambulance licensed by the said Council on the basis of the foregoing information and in connection with this, I enclose the following:
- a the Licence fee of £190.00 (new licence) £125 (renewal). £50.00 (annual licence for persons over 65 years of age). Payment can be made online at: <https://www.civicaepay.co.uk/newarkEstore/estore/default/Catalog/Index?fundcode=96>
 - b my current driving licence, which I understand will be returned to me immediately after checking.
 - c completed medical certificate, if applicable, on the Council's approved form
 - d completed authorisation (Form D796 - attached to this application) enabling the Council to check the details of driving records.
- 2 I hereby warrant that the information and statements contained in this application are true and correct and I am aware that this application is subject to a check of Disclosure and Barring Service and DVLA records.
- 3 I have read and understood the attached notes for applicants and the conditions of licence currently in force. (Note: if you do not already hold a current copy of the conditions of licence, copies may be obtained from the Licensing Section).
- 4 I understand that I am liable to prosecution if I have knowingly or recklessly made a false statement or omitted any material particulars from this application.
- 5 I authorise the Council to make such enquiries as they, at their sole discretion, may deem to be reasonably necessary in respect of my application.
- 6 If a licence is granted to me, I will verify with my employing proprietor/operator before I commence work that Public Hire Motor Insurance Cover has been affected on my behalf.
- 7 There have been no changes in my medical circumstances since I was last examined by the Council's Occupational Health Physician. (*This applies only to applications for a second or subsequent licence*).
- 8 I understand that I must include any conviction which would otherwise be "spent", as taxi drivers do not have the protection afforded under the Rehabilitation of Offenders Act 1974 and accordingly full disclosure is required.
- 9 I understand that, in pursuance of the prevention or detection of crime, personal details may be released to Government agencies such as the Benefits Agency and the Inland Revenue.
- 10 I hereby confirm that if I arrange for a medical examination and for knowledge and ability tests before the return of the DBS/DVLA checks and if subsequently a licence is not granted for any reason the fees for the medical, knowledge and ability tests are not refundable.

Signed..... Date

General Data Protection Regulation (GDPR) 2016 Privacy Notice

The personal information you provide will only be used by Newark and Sherwood District Council, the Data Controller, in accordance with General Data Protection Regulation 2016 to:

process your application

or

undertake a statutory function

The basis for processing this information is to enable the council to undertake a public task or to provide the service that you are requesting.

Your personal information will be shared with statutory bodies in connection with the above purpose. Some of your personal information will be included in a public register in accordance with our statutory responsibility. Such public information may also be disclosed if requested under the Freedom of Information Act 2000 or the Environmental Information Regulations 2004

Your personal data will be kept in accordance with the Council's retention policy and schedule. Details of which can be found on in the council's asset register on our website:

<http://www.newark-sherwooddc.gov.uk/yourcouncil/makingarequestforinformation/re-useofpublicsectorinformationregulations/>

In accordance with GDPR you have a right to:

have a copy of the personal information that we hold about you. Details of how to obtain this are

<http://www.newark-sherwooddc.gov.uk/dataprotection/>

Complain to the Information Commissioner if you feel that your information is not being handled appropriately <https://ico.org.uk/>

You may also have a right

- to prevent automated processing and profiling
- to erasure (also known as the right to be forgotten)
- to stop processing

to data portability

For further details about how you information may be used or about your rights under this legislation and any subsequent data protection legislation, please contact the Council's Information Governance Officer on 01636 655216 or via email on freedom@nsdc.info

NOTES FOR GUIDANCE

1. It is an offence to drive a Hackney Carriage/Private Hire vehicle unless and until a Licence is granted. Merely submitting an application form for the grant of a licence does not entitle you to start or continue work.
2. It is an offence to knowingly make any false statement or to omit any material particular in giving information in connection with this application. Any person who commits such an offence will be liable, on summary conviction, to a fine not exceeding level 3 on the standard scale (with effect from 1st October 1992, up to 10 times the offender's disposable weekly income or £1000, whichever is less)
3. Details of all convictions must be disclosed under the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 2002. This includes any conviction which would otherwise be "spent", as taxi drivers do not have the protection afforded under the Rehabilitation of Offenders Act 1974 and accordingly full disclosure is required.
4. You should be aware that the grant of a licence is subject to a Disclosure and Barring Service check in accordance with the provisions of Section 47 of the Road Traffic Act 1991.
5. The Council has adopted guidelines which it uses in considering applications for driver's licences. A copy of these guidelines and a statement of the Council's policy about relevant convictions can be found on the council's website: <http://www.newark-sherwooddc.gov.uk/taxilicence/>
6. If a licence is granted to you, it will be subject to the conditions of licence, a copy of which may be obtained on request and any additional conditions which the Council deems necessary.
7. Failure to complete this form adequately and sufficiently will inevitably lead to a delay in determination of the application.
8. Any false or misleading statement made in connection with this application may render you liable to criminal proceedings.
9. The Council must be notified of any change in the particulars on the application form.
10. Applicants who have previously held a licence with this Council should note that if the forms are not returned in time to allow for the renewal of the Licence it will lapse and cannot be renewed. In that event the Driver will have to make a fresh application and be subject to a medical exam, the Knowledge test and a driving ability test. The only exception to this will be if a CRB check was requested in sufficient time to be in the hands of the Council before the renewal date and has not been received because of delays at the CRB. In this case a conditional licence will be issued expiring one month after issue. Once a clear CRB check has been received the Licence will be converted to a full licence.



Notes for guidance

Please read the notes before you fill in this form.

- 1 Only the driver should fill in and sign this form to confirm their current entitlement to drive and licence status. We will not accept forms if they haven't been signed.
- 2 If the details on your driving licence are not up to date, return it to DVLA and tell us the changes we need to make. You must by law, tell us immediately if you change your permanent address or name. You could be fined up to £1000 if you don't tell us about these changes.
- 3 If you require information on Driver Certificate of Professional Competence (CPC) please contact the Driving & Vehicle Standards Agency:
 - phone 0300 123 7721
 - email cpcrc@dvs.gov.uk (referring to 'Driver CPC Enquiry').Full Driver Qualification Card (DQC) information and periodic training information can be accessed via the following link: www.gov.uk/check-your-driver-cpc-periodic-training-hours For drivers' hours and tachograph enquiries e-mail enquiries@vosa.gov.uk or telephone 0300 123 9000
- 4 In some instances, the company requesting details of your driver record ('the enquirer') may be requesting this information for a company you have a relationship with. The enquirer should fill in detail of all the companies who will get this information in Section 1.
- 5 DVLA has a duty under the Data Protection Act 1998 to protect personal information. To ensure adequate protection, DVLA requires the explicit consent of the driver before releasing information. This information will only be released to confirm an entitlement to drive and will be held in accordance with the Data Protection Act 1998.
- 6 If you wish to withdraw consent you may do this anytime under the Data Protection Act 1988. Check with the enquirer or the company you have a relationship with (shown in Section 1) whether they would prefer your withdrawal of consent verbally or in writing. It is your responsibility to obtain acknowledgement of your withdrawal of consent.
- 7 If you cease to have a relationship with the company or companies named in Section 1, your consent becomes automatically invalid, but you still need to withdraw consent. If you have a new relationship with the company or companies named in Section 1 in the future you will need to fill in a new consent form.

Warning

Failure to provide sufficient information or failure to sign the declaration will result in the application being rejected. We will carry out checks we feel are necessary to verify the information you provide.

It is a criminal offence under Section 55 of the Data Protection Act 1998 to knowingly or recklessly obtain or disclose (or procure the disclosure of) personal data without the consent of the data controller. It is also an offence to sell personal data that is illegally obtained. Convictions for offences are punishable in a Magistrates Court by a fine of up to £5,000 or by an unlimited fine in a Crown Court.

Any legitimate complaints received from a driver whose details have been obtained unlawfully may be passed to the Information Commissioner. If we have evidence that information has been obtained or used inappropriately we may refuse future applications.

Find out about DVLA's online services

Go to: www.gov.uk/browse/driving

If you wish to view or share your driver record you can also use the following link
www.gov.uk/view-driving-licence

Important: Please read the guidance notes before you fill in this form. Please write clearly in **black** ink using CAPITALS.

1 Name and address of the company who has a contract with DVLA to make an enquiry on your driver record

Company name and address (the company):

Newark and Sherwood District Council
Castle House
Great North Road
Newark, Nottinghamshire
Postcode: NG24 1BY

Account number:

Reference number:

Are you making an enquiry on behalf of a different company?

Yes No

If yes, name the company you are conducting the check for.

2 Driver details (to be filled in by the driver):

Surname:

First name: Middle name(s)

Date of birth: Drivers email address

Driver number:

Current address:

Line 1
Line 2
Line 3
Post town
Postcode

Address on licence (if different):*

Line 1
Line 2
Line 3
Post town
Postcode

* You must tell DVLA of any changes to your address. If you don't you could be fined up to £1,000

3 Driver declaration (to be filled in by the driver)

Important: Please read the notes over the page before signing this form. Do not sign if Section 1 is not completed.

Declaration:

Being the person referred to in section 2 above, I authorise the company or companies listed in Section 1 above to ask DVLA for my driver record information as and when they require, at a frequency they shall determine. I authorise and direct DVLA to disclose to the company or companies in Section 1, all relevant information relating to my driver record from the computerised register of drivers maintained by DVLA. This includes personal details; driving entitlements; valid endorsements; and/or disqualifications (if relevant); photo images (where appropriate). Medical information is not to be provided.

This authority will expire when I cease to drive in connection with the company(s) stated in section 1 or on the resolution of the claim in relation to motor insurance and in any case three years from the date of my signature.

Signature: _____ Date: _____

Disclosure and Barring Service

Applicant Guidance - Documents the applicant must provide

The person going through a DBS check - 'the applicant' - must give their employer original documents proving their identity. The applicant **MUST** try to provide documents from **ROUTE 1** first.

- Applicants must not provide documentation printed from the internet e.g. internet bank statements
- Applicants must declare all previous name changes, and provides documentary proof to support the change of name.
- Applicants must provide a full and continuous address history covering the last five years. Where possible you should provide documentation to confirm this address history

Route 1

The applicant must be able to show:

- one document from Group 1, below
- 2 further documents from either Group 1, or Group 2a or 2b, below

At least one of the documents must show the applicant's current address.

Route 2

Route 2 can only be used if it's impossible to process the application through Route 1.

If the applicant isn't a national of the UK or the EEA and is applying for voluntary work they can't use Route 2.

If the applicant doesn't have any of the documents in Group 1, then they must be able to show:

- one document from Group 2a
- 2 further documents from either Group 2a or 2b

At least one of the documents must show the applicant's current address. The organisation conducting their ID check must then also use an appropriate external ID validation service to check the application.

EEA nationals who've been resident in the UK for 5 years or less may need to be fingerprinted if they can't show these documents.

Route 3

Route 3 can only be used if it's impossible to process the application through Routes 1 or 2.

EEA nationals who've been resident in the UK for 5 years or less can't use Route 3.

For Route 3, the applicant must be able to show:

- a birth certificate issued after the time of birth (UK, Isle of Man and Channel Islands) and
- one document from Group 2a and
- 3 further documents from Group 2a or 2b

At least one of the documents must show the applicant's current address. If the applicant can't provide these documents they may need to be fingerprinted.

Group 1: Primary identity

Document	Notes
Passport	Any current and valid passport
Biometric residence permit	UK
Current driving licence photocard - (full or provisional)	UK/Isle of Man/Channel Islands and EEA. From 8 June 2015, the paper counterpart to the photocard driving licence will not be valid and will no longer be issued by DVLA
Birth certificate - issued within 12 months of birth	UK & Isle of Man and Channel Islands - including those issued by UK authorities overseas, for example embassies, High Commissions and HM Forces
Adoption certificate	UK and Channel Islands

Group 2a: Trusted government

Documents	Notes
Current driving licence photocard - (full or provisional)	All countries outside the EEA (excluding Isle of Man and Channel Islands)
Current driving licence (full or provisional) - paper version (if issued before 1998)	UK, Isle of Man, Channel Islands and EEA
Birth certificate - issued after time of birth	UK, Isle of Man and Channel Islands
Marriage/civil partnership certificate	UK and Channel Islands
Immigration document, visa or work permit	Issued by a country outside the EEA. Valid only for roles whereby the applicant is living and working outside of the UK. Visa/permit must relate to the non EEA country in which the role is based
HM Forces ID card	UK
Firearms licence	UK, Channel Islands and Isle of Man

Group 2b: Financial and social history documents

Document	Notes	Issue date and validity
Mortgage statement	UK or EEA	Issued in last 12 months
Bank or building society statement	UK and Channel Islands or EEA	Issued in last 3 months
Bank or building society statement	Countries outside the EEA	Issued in last 3 months - branch must be in the country where the applicant lives and works
Bank or building society account opening Confirmation letter	UK	Issued in last 3 months
Credit card statement	UK or EEA	Issued in last 3 months
Financial statement, for example pension or endowment	UK	Issued in last 12 months
P45 or P60 statement	UK and Channel Islands	Issued in last 12 months
Council Tax statement	UK and Channel Islands	Issued in last 12 months
Letter of sponsorship from future employment provider	Non-UK or non-EEA only - valid only for applicants residing outside of the UK at time of application	Must still be valid
Utility bill	UK - not mobile telephone bill	Issued in last 3 months
Benefit statement, for example Child Benefit, Pension	UK	Issued in last 3 months
Central or local government, government agency, or local council document giving entitlement, for example from the Department for Work and Pensions, the Employment Service, HMRC	UK and Channel Islands	Issued in last 3 months
EEA National ID card	-	Must still be valid
Cards carrying the PASS accreditation logo	UK, Isle of Man and Channel Islands	Must still be valid
Letter from head teacher or college principal	UK - for 16 to 19 year olds in full time education - only used in exceptional circumstances if other documents cannot be provided	Must still be valid