

## Driver Licence Application Form

**TOWN POLICE CLAUSES ACT 1847  
LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976**

**PLEASE ENSURE YOU READ AND UNDERSTAND EACH SECTION OF THIS FORM  
THE FORM MUST BE COMPLETED IN FULL BEFORE IT WILL BE ACCEPTED.  
INCOMPLETE FORMS WILL BE REJECTED**

<p>All information provided on this form, along with the other aspects of the application process, will be used to satisfy Huntingdonshire District Council that you are a 'fit and proper person' to hold a Hackney Carriage/Private Hire Drivers Licence</p> <p>All applications will be considered on their own merits. Any convictions will be assessed in line with Huntingdonshire District Council's Convictions Policy</p> <p>This information may also be used if there is a complaint or legal challenge relevant to this process.</p>	
<b>1. APPLICATION TYPE</b>	
<b>Renewal Driver</b>	
Driver Badge Number: <b>D</b> _____ (example D123)	
Expiry Date:        /        / <b>APPLICATIONS SUBMITTED AFTER THE EXPIRY DATE WILL BE TREATED AS A NEW APPLICATION</b>	
<b>New Driver</b> – Please specify the licence type you wish to apply for	
<b>Dual Driver</b> - <input type="checkbox"/> (covering both Hackney Carriage & Private Hire)	
<b>Private Hire Driver</b> <input type="checkbox"/>	
<b>2. NAMES</b>	
Title: Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other (please state): _____	
Forenames:	
Surname:	
<b>2a. Please specify any other names you have previously been legally known by (including maiden names):</b>	
Full Name:	Date from:
	Date to:
Full Name:	Date from:
	Date to:



**DVLA Share Code:**

Please provide us with a share code to enable us to check your DVLA status. The code is available from the website [View or share your driving licence information - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

Information submitted in Section 6 will be used to check the current status of your driving licence as part of the application process.

I agree to the checking of the status of my driving licence for the purpose of applying for a driver licence with Huntingdonshire District Council

**SIGNED:** \_\_\_\_\_

**DATED:** / /

**6a. DVLA ENDORSEMENTS**

**Do you have any endorsements on your DVLA Licence?** Yes  No

If yes please give details, (continue on separate sheets if necessary)

**You must include all driving licence endorsements which are 4 years old or less.**

**Failure to disclose any information could result in the refusal of the grant or renewal of your licence.** The disclosure of driving licence endorsements will not necessarily disbar you from obtaining or holding a Hackney Carriage or Private Hire drivers licence

The information that you provide will be cross referenced with the information released by the DVLA as part of the application process.

Date received	Offence	Endorsement

**7. CURRENT AND PREVIOUS LICENCES**

Are you currently licenced or have you previously held a licence to drive a Hackney Carriage and/or a Private Hire vehicle?

Yes  No

(If answering 'yes' please give details below)

**Name of Issuing Authority:**

**When was the licence held:**

(continue on separate sheets if necessary)

**7a. HISTORY**

The information that you provide will be cross referenced with the information released by the NAFN database check as part of the application process.

Have you ever had a licence Refused Revoked or suspended?

**Yes**  **No**  If answering 'yes' please give details below

**Name of Issuing Authority:**

**Date Action was taken:** (please mark as applicable)

**Refusal**  **Revocation**  **Suspension**

**For what reason(s) was this action taken?**

(continue on separate sheets if necessary)

### **8. CONVICTIONS, CAUTIONS, AND FINAL WARNINGS**

Please ensure you read the information set out below before answering this section

Please note that the role of Hackney Carriage and Private Hire Driver is exempt from the Rehabilitation of Offenders Act 1974. This means that ALL convictions, cautions (including youth cautions, reprimands and warnings) recorded on the Police National Computer (PNC) will appear on your Enhanced Disclosure and Barring Service (DBS) certificate and will be considered in line with our Convictions Policy.

In addition, the Enhanced certificate may also include information taken from Police records that a Chief Officer of a Police Force considers relevant to the application and/or details of whether an individual is included on one or both of the two lists barring individuals from working with children and/or vulnerable adults.

**Have you ever received a conviction, caution or warning?** Yes  No

### **8a. ONGOING CONVICTIONS, CAUTIONS, AND FINAL WARNINGS**

Are you currently under any criminal investigation or have any pending court cases Including motoring offences

**Yes**  **No**

If answering 'yes' please give details below

(continue on separate sheets if necessary)

### **8b. DBS UPDATE SERVICE CONSENT**

Are you on the Update Service?

**Yes**  **No**

**If answering 'YES' you must provide your original DBS Certificate used for the update service when submitting your application.**

**Level of DBS Check must be enhanced. We do not accept basic level DBS checks**

DBS Certificate Number:

Workforce:

(example 'Child and Adult')

**Signed:** \_\_\_\_\_

**Date:**     /     /

As per the Policy updated Jan 2022, all drivers must be on the update service as we are obliged to carry out a DBS status check every six (6) months.  
I confirm I give my authority to the authorised officer of Huntingdonshire District 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 113A of the Police Act 1997; or in relation to my enhanced criminal record DBS certificate for the purposes of asking an exempted question for a prescribed purpose within the meaning of section 113B of the Police Act 1997.

### 9. RIGHT TO WORK IN THE UK

Do you have the right to work in the UK?                      **Yes**  **No**

Which document can you provide as evidence?  
(You will need to produce this document when submitting your application)

British Passport     Birth Certificate (UK)

Another Document: (Please specify below)

Do you have any restrictions or time limits on your eligibility?    **Yes**  **No**   
If answering 'yes' please give details below

### 10a. Tax Check

**Must be completed for all applications submitted from 4<sup>th</sup> April 2022**

#### Renewal Applications

Your tax check code is only valid if issued in the last 120 days.  
Applications submitted with an invalid tax check code will not be processed.  
If you need a new tax check code, please visit the HMRC website to obtain one.  
Please note that as the licensing authority, we will only receive confirmation from HMRC that you have completed the tax check and will not have access to information about your tax affairs.

Tax Check Code:

#### New Applications

Please note that as a new applicant you may need to provide a tax check code as part of your application.  
Are you applying for the same type of licence that you have previously held, which has ceased to be valid less than a year ago? **Yes**  **No**

If yes, please supply a tax check code:  
If no, please complete section 10b – Tax Registration

### 10b. Tax Registration

**Must be completed for all applications submitted from 4<sup>th</sup> April 2022**

You do not need to supply a tax check code as part of this application; however you must confirm that you have read and understood the guidance regarding your tax registration obligations.

Please click on the link below that relates to your employment status:

- if you're an employee, find information on Pay As You Earn (PAYE):

[www.gov.uk/incometax/how-to-pay-income-tax](http://www.gov.uk/incometax/how-to-pay-income-tax)

- if you're self-employed, find information on registering for Self-Assessment:

[www.gov.uk/register-for-self-assessment](http://www.gov.uk/register-for-self-assessment)

- if you operate through a company, find information on Corporation Tax:

[www.gov.uk/corporation-tax](http://www.gov.uk/corporation-tax)

I confirm that I have read and understood the guidance regarding my tax registration obligations

Signed: \_\_\_\_\_ Date: / /

**11. OPERATOR DECLARATION (this section must be completed by the applicants prospective company that will provide pre-booked work**

I (*print name*) \_\_\_\_\_ declare that should the applicant obtain a licence I intend to provide work as a Hackney Carriage/Private Hire vehicle driver.

Signed: \_\_\_\_\_ Date: / /

**Company or Business Name and Address:**

**OR I declare that I am NOT CURRENTLY WORKING but wish to retain my licence**  
*Renewal Drivers Only*

Signed: \_\_\_\_\_ Date: / /

**12. APPLICANTS DECLARATIONS AND SIGNATURE**

1. I understand that any licence issued will be subject to the provisions of:

- the Town Police Clauses Act 1847
- the Local Government (Miscellaneous Provisions) Act 1976
- the Council's licence conditions

2. I accept that any licence issued to me will remain the property of Huntingdonshire District Council, and if lost or damaged, I will be liable for the cost of

replacement.

3. I understand that any criminal convictions, cautions, civil convictions and/or motoring endorsements must be notified to the Licensing Officer within 14 days of the date of conviction.
4. I understand that any changes to any information detailed in this application must be notified in writing to the Licensing Officer within 14 days of the change.
5. I understand that it is an offence under the terms of the Local Government (Miscellaneous Provisions) Act 1976, Section 57(3) to knowingly or recklessly make a false statement or to omit any information required in this form. A person is to be treated as making a false statement if they produce, furnish, sign or otherwise makes use of a document that contains a false statement. To do so could result in prosecution and a fine of an unlimited amount.
6. I confirm I am aware and understand the current Taxi/PH Licensing Policy – January 2022 and agree to abide by the conditions and processes stated within this document.

**By signing below, you confirm that you have read and agree to the statements above.**

Signed \_\_\_\_\_

Date: / /

#### **Privacy Notice**

All personal information that you provide us is managed in accordance with our Privacy Policy. Please visit the Privacy Notice for Community - Regulation and Enforcement on our website where you can find out information about how we handle your information and your rights of access

#### **Important Note**

Fully completed renewal applications must be received before the expiry date of the current licence. Renewal applications received after the current expiry date will be rejected and will not be renewed.