



# DRIVER'S LICENCE APPLICATION FORM

Please tick appropriate boxes

**DUAL (HC & PH)**

**GRANT (NEW)**

**PRIVATE HIRE ONLY**

**RENEWAL**

If the application is a **renewal** please indicate the length of the licence you require – **1, 2 or 3 years**

## Office use only

Licence No:

Expiry Date:

Date of Issue:

Receipt Number:

- **PLEASE READ THE WHOLE FORM AND DRIVER CONDITIONS BEFORE COMPLETING. USE THE CHECK LIST AT THE REAR OF THE FORM.**
- **COMPLETE THIS FORM IN YOUR OWN HANDWRITING IN BLOCK CAPITALS.**

### 1 YOUR DETAILS

Full Name ..... (Mr, Mrs, Miss, Ms)

Home Address .....

..... Post Code .....

Tel No ..... Email .....

Date of Birth ..... National Insurance No. (required).....

2 How long have you held a full UK driving licence? (minimum requirement is 12 months) .....

DVLA Driving Licence Share Code (only valid for 21 days from issue date) .....

3 Will you also do any other sort of NON HC or PH work? **YES / NO**

If **YES**, please give details:

Name and address of employer .....

.....

Type of Job .....

(If driving, give type of vehicle – light, heavy or public service)

4a Have you ever held a Hackney Carriage or Private Hire Driver's licence before, either by this Council or any other Council?

**YES / NO**

If **YES**, please give details:

• Name of Council .....

• Type of Licence (HC or PH) .....

• Period during which licence held .....

4b Have you ever had a Hackney Carriage or Private Hire Driver's Licence refused, suspended or revoked?

**YES / NO**

If **YES** please give details:

- Name of Council .....
- Type of Licence (HC / PH) .....  
 Refused     Suspended     Revoked
- Date refused / suspended / revoked .....
- Reason for refusal / suspension / revocation .....

**5a PRIVATE HIRE DRIVERS ONLY**

Which company do you intend to work for?

Name of Company .....

Address of Company .....

.....

Name of private hire operator .....

Signature of licensed private hire operator .....

**5b DUAL HACKNEY CARRIAGE / PRIVATE HIRE DRIVERS**

Will you be attached to any Hackney Carriage or Private Hire business?

If **YES**, please give details:

Name of company .....

Address of company .....

.....

**6 CONVICTIONS**

You are requested to declare any convictions, cautions and fixed penalty notices you may have received for, either, criminal or road traffic offences. As you are applying to be a licensed driver any convictions, cautions or fixed penalty notices, you may have, are not to be considered as 'spent'. The law states you must declare any and all of your previous convictions. The information you give will be treated in confidence and will only be taken into account in relation to your application.

You should note that any failure to disclose or attempt to mislead is an offence and may result in prosecution.

The disclosure of a criminal record or other information will not, necessarily, debar you from gaining a licence unless the authority considers that the conviction renders you unsuitable. In making this decision the authority will consider its own 'Fit and Proper Person' policy as well as the nature of the offence, how long ago and your age at the time of the offence and any other factors which may be relevant.

If you would like to discuss what effect a conviction might have on your application please contact the Licensing Team for an interview appointment.

Have you any convictions, cautions or been served with a fixed penalty notice?

**YES / NO**

Please give details below. Use a separate sheet if necessary.

Date of Conviction	Offence	Court
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....

**7 DETAILS OF YOUR ETHNIC ORIGIN**

(This section is not compulsory) (Please tick the correct box)

Asian or Asian British	Indian <input type="checkbox"/>	Bangladeshi <input type="checkbox"/>
	Pakistani <input type="checkbox"/>	Any other Asian background <input type="checkbox"/>
Black or Black British	Caribbean <input type="checkbox"/>	Any other Black or Black British background <input type="checkbox"/>
	African <input type="checkbox"/>	
Chinese	Chinese <input type="checkbox"/>	
Mixed or Dual Heritage	White and Black Caribbean <input type="checkbox"/>	White and Asian <input type="checkbox"/>
	White and Black Africana <input type="checkbox"/>	Any other mixed background <input type="checkbox"/>
White	British <input type="checkbox"/>	Any other white background <input type="checkbox"/>
	Irish <input type="checkbox"/>	
Other ethnic group	Polish <input type="checkbox"/>	Gypsy/Traveller <input type="checkbox"/>
	Eastern European (please specify) .....	Other (please specify) .....

**8 DETAILS OF DISABILITY**

(This section is not compulsory)

Do you consider that you have a disability? **YES / NO**

**RIGHT TO WORK IN UK**

Your right to work in the UK will be checked as part of your licence application, this could include the licensing authority checking your immigration status with the Home Office. We may otherwise share information with the Home Office. You must therefore provide a document or document combination that is stipulated as being suitable for this check. The list of documents is set out on our web site. You must provide the original document(s), such as your passport or biometric residence permit, as indicated in the published guidance, so that the check can take place. The document(s) will be copied and the copy retained by the licensing authority. The original document will be returned to you. Your application will not be considered valid until all the necessary information and original document(s) have been produced and the relevant fee has been paid.

If there are restrictions on the length of time you may work in the UK, your licence will not be issued for any longer than this period. In such circumstances the check will be repeated each time you apply to renew or extend your licence, If, during this period, you are disqualified from holding a licence because you have not complied with the UK's immigration laws, your licence will lapse and you must return it to the licensing authority. Failure to do so is a criminal offence.

The licensing authority provides information to the National Register of Taxi Licence Refusals and Revocations (NR3), a mechanism for licensing authorities to share details of individuals who have had a Hackney Carriage or Private Hire Driver's licence revoked, or an application for one refused. This is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the licensing authority – that is, assessing whether an individual is a fit and proper person to hold a Hackney Carriage or Private Hire Driver's licence. Further details can be found in the Council's Hackney Carriage / Private Hire Driver's Fit and Proper Person Policy.

Therefore:

- Where a Hackney Carriage / Private Hire Driver's licence is revoked, or an application for one refused, the authority will automatically record this decision on NR3.
- All applications for a new licence or licence renewal will automatically be checked on NR3. If a search of NR3 indicates a match with an applicant, the authority will seek further information about the entry on the register from the authority which recorded it. Any information received as a result of an NR3 search will only be used in respect of the specific licence application and will not be retained beyond the determination of that application.

## **DECLARATION**

Please read this section carefully – only sign it if you understand it and it is true.

1. I declare that the answers given in this application are correct.
2. I understand that any licence will be subjected to the provisions of:
  - (i) The Town Police Clauses Act 1847.
  - (ii) The Local Government (Miscellaneous Provisions) Act 1976.
  - (iii) The Council's byelaws and licence conditions and to any other relevant laws, byelaws or regulations which come into force.
3. Data Protection Act 2018

The Council has a statutory obligation to participate in the National Fraud Initiative which is run every two years by the Audit Commission.

With regard to the Data Protection Act 2018, the Council has a duty to protect the public funds it administers, and to this end may use the information that you provided in respect of your licensing application and the data held within the authority or the prevention and detection of fraud. Where required, it may also share this information with other bodies administering public funds and other organisations solely for these purposes. Under Article 6(1)(e) of the GDPR, we are permitted to use data for our tasks.

Signed .....

I authorise North West Leicestershire District Council to generate a DVLA 'share' code and access my DVLA driving licence record.

Signed .....

Dated .....

## Application Check List

The completed application form with the below documentation should be forwarded to **Licensing Section, North West Leicestershire District Council, Whitwick Road, Coalville, Leicestershire LE67 3FJ**. The application fee is NOT required until the licence has been granted. Cheques should be made payable to 'NWLDC'. Cash cannot be accepted. Payment can be made on-line.

Please tick each box to show that you have enclosed the items which are required in support of your application. The application will not be determined until we are in receipt of the below documents.

The following are required for an **INITIAL** application:

Fully completed application form.

2 Passport size photographs.

Full current DVLA driving licence and DVLA 'check' code. Check code can be obtained by using the following link: <https://www.gov.uk/view-driving-licence>

DVLA driver licensing records mandate form.

Completed Group 2 DVLA medical questionnaire. This form can be downloaded from: <http://www.nwleics.gov.uk/taxis/home.asp>

Completed Disclosure & Barring Service disclosure application form, fee and supporting documentation for Immigration Act.

Practical driving assessment pass certificate. This certificate can be produced at any time during the application process but a driver's licence will not be issued until the driving assessment has been passed. Currently the Blue Lamp Trust is the Council's preferred provider of this assessment. Please contact the Blue Lamp Trust directly at:

[https://www.bluelamptrust.org.uk/Driver\\_Training/taxi\\_driver\\_assessment.php](https://www.bluelamptrust.org.uk/Driver_Training/taxi_driver_assessment.php)

The following are required for **RENEWAL** applications:

Fully completed application form.

2 Passport size photographs.

DVLA 'check' code. Check code can be obtained by using the following link: <https://www.gov.uk/view-driving-licence>

Every 3 years up to the age of 65 years or annually for 65 years and over a completed Group 2 DVLA medical questionnaire. This form can be downloaded from: <http://www.nwleics.gov.uk/taxis/home.asp>

Every 3 years a completed Disclosure & Barring Service disclosure application form, fee and supporting documentation for Immigration Act.