



# DRIVER'S LICENCE APPLICATION FORM

Please tick appropriate boxes

**DUAL (HC & PH)**

**GRANT**

**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) .....  
DLVA 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)

4. 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 .....



<b>7.</b>	<b>DETAILS OF YOUR ETHNIC ORIGIN</b> (This Section is Not Compulsory) (Please tick the correct box)		
	Asian or Asian British	Indian	Bangladeshi
		Pakistani	Any other Asian background
	Black or Black British	Caribbean	Any other Black or Black British background
		African	
	Chinese	Chinese	
	Mixed or Dual Heritage	White and Black Caribbean	White and Asian
		White and Black African	Any other mixed background
	White	British	Any other White Background
		Irish	
Other ethnic group	Polish	Gypsy/Traveller	
	Eastern European (please specify)	Other (please specify)	

<b>8.</b>	<b>DETAILS OF DISABILITY</b> (This Section is Not Compulsory)		
	Do you consider that you have a disability?		<b>YES / NO</b>

**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 subject 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 for 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.

Signed .....

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

Signed.....

Dated .....

**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 paid 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.*

## 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**. Cheques should be made payable to 'NWLDC'.

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

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.

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
