

DRIVER'S LICENCE APPLICATION



GUIDANCE NOTES

Before completing this form please read the following notes: -

Data Protection - We will use the information you provide in this form and in any supporting documents to process and determine your application for a licence. The information will be held on internal databases and electronic document management systems, and included in such public registers as the Council may be required, or reasonably choose, to maintain.

The information supplied to us may be passed to other bodies, including law enforcement agencies and government departments, as allowed by law. We may check information you have provided, or information about you that another person has provided, with other information we hold. We may also obtain information about you from, or provide information to, organisations such as government departments, law enforcement agencies, other local authorities, and private sector organisations such as banks, insurance companies or legal firms, to:

- Verify the accuracy of information,
- Prevent or detect crime,
- Protect the public

The information we use, why we use it and what we do with it is detailed in a 'privacy statement' that can be found at https://www.hartlepool.gov.uk/downloads/download/882/privacy_notices. You should read this privacy statement before proceeding with your application.

In addition, this authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

For further information, see

https://www.hartlepool.gov.uk/info/20032/access_to_information/500/access_to_information/6 or contact Mr Noel Adamson, Head of Audit and Governance on 01429 523173.

Schedule 23 to Finance Act 2011 (Data Gathering Powers) and Schedule 36 to Finance Act 2008 (Information and Inspection Powers), grant HMRC powers to obtain relevant information from third parties. This includes licensing authorities being required to provide information about licence applicants.

For new applicants only – You are advised to visit the following websites for important information relating to your tax obligations: -

- PAYE information: www.gov.uk/income-tax/how-you-pay-income-tax
- Registering for Self Assessment: www.gov.uk/register-for-self-assessment
- Corporation Tax information: www.gov.uk/corporation-tax

1. You can apply for a 1 year or 3 years driver's licence.
2. **The full fee must be paid at the time of application. A refund of part of your fee will be made if your licence is not granted.**
3. A **full** driving licence must have been held for at least 12 months in order to obtain a Hackney Carriage/Private Hire/Dual driver's licence.
4. You must be able to provide proof of your right to work in the UK if requested (UK full birth certificate, current passport, residence permit, etc).
5. Criminal records checks and medical certificates must be less than six months old when you make your application. If they are not, a new DBS disclosure and/or medical certificate will be required before the application can proceed.
6. Where a licence is granted, you will be provided with an appropriate Hartlepool Borough Council Driver's badge, which must be worn at all times when working. This badge will remain the property of the Council.
7. Any application for a renewal of your licence must be made at least two weeks before the date of expiry.
8. Licences will not be renewed until all procedures have been completed and payment received. Where payment is made by a cheque which is subsequently dishonoured, any licence issued will be null and void. An administration fee will also be charged for any returned cheques.
9. Any person who knowingly or recklessly makes a false statement or omits any material in relation to an application for a licence shall be guilty of an offence (Local Government (Miscellaneous Provisions) Act 1976, Section 57). It is essential that any convictions (including driving offences) are detailed. Failure to do so may result in a delay/refusal of your application and possible prosecution. If you are unsure whether to disclose a conviction please contact the Licensing Team for advice.
10. The Licence shall only be deemed to be granted once all aspects of the process are complete, including medical certificate, DBS check, knowledge test, CSE training, DVLA licence check and tax check (if applicable). **Applicants are reminded that they are not a licensed driver until their badge has been issued and collected.**
11. There may be occasions where the Council needs to consider whether enforcement action should be taken against you – which may include, in the most serious cases, suspending or revoking your licence. The Council has a number of policies and procedures for dealing with these matters when, for example, it receives a complaint or when there are concerns about your fitness to be licensed as a driver. We recommend you read these policies and procedures, which can be found at www.hartlepool.gov.uk/licensing, so that you can understand what the Council can do and how it makes its decisions.
12. The completed application form should be submitted to: The Licensing Team, Hartlepool Borough Council, Civic Centre, Victoria Road, Hartlepool, TS24 8AY



DRIVER'S LICENCE APPLICATION

- PRIVATE HIRE
 - HACKNEY CARRIAGE
 - DUAL/DUALLING UP CURRENT BADGE
- (Please tick appropriate box)

OFFICIAL USE ONLY

Badge No: _____

- 1 Year Licence Required
- 3 Year Licence Required
(Please tick appropriate box)

Mr / Mrs / Miss / Ms (Please delete as appropriate)

Surname: _____ Address: _____

Forename(s): _____ Town: _____

Date of Birth:

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 Postcode:

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Tel No. (Home) _____ Email Address: _____

Mobile No. _____ National Insurance No.

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DVLA Driver No.

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 DVLA Expiry Date: _____

Printed counterparts of your DVLA driving licence have been abolished and, instead, endorsements are now recorded electronically by the DVLA. In order to confirm your driving record you are required to access your record by logging onto www.gov.uk/view-driving-licence (then click on 'Share your licence information'). Enter the 8-character code below. This code will be a combination of capital letters, lower case and numbers.

The code is valid for 21 days and the service is free and should be used by both paper and photo card driving licence holders. **We will be unable to process your application until confirmation of your DVLA licence has been supplied.**

DVLA Check Code (you must write **exactly** as shown on screen)
e.g.

J	j	Z	z	2	3	Q	s
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Date Check Code Generated

Tax Check Code - Before the council can **renew** your drivers licence it must confirm that you are registered for tax with HMRC. This is done by you providing the Council with a 'Tax Check Code' which you get from the HMRC (or their website). **You must have obtained this code within the last 120 days.**

Tax Check Code (Not required for new applicants)

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To be completed by Private Hire Operator (for Private Hire or Dual Licence applications) OR Hackney Carriage Vehicle Owner (i.e. proposed employer)

Name _____ Company Stamp _____

Address _____

Postcode _____

Tel No. _____

I am the holder of a Private Hire Vehicle Operators Licence/ Hackney Carriage Vehicle Licence and if the applicant is granted a licence by the Council I confirm that **the above person has the Right to Work in the UK** and I will operate/employ such driver.

Signed: _____ Date _____

Print Name: _____

PLEASE COMPLETE ALL QUESTIONS:

- 1 If you are making a new application, have you held a HC/PH/D driver's licence previously with this, or any other, Local Authority? **Renewal / YES / NO**
If YES, please give details below
- 2 Have you ever been REFUSED a HC/PH/D driver's licence or had a HC/PH/D driver's licence SUSPENDED or REVOKED with this, or any other, Local Authority? **YES / NO**
If yes, please give details below
- 3 Do you have any CONVICTIONS, CAUTIONS, reprimands or final warnings that are not 'protected' as defined by the Rehabilitation of Offenders (Exemptions) Order 1975 (as amended in 2013)? (Renewal Drivers: SINCE YOUR LAST APPLICATION?) **YES / NO**
If yes, please give details below. (NOTE: Convictions should not be regarded as 'Spent')
- 4 Have you ever been CAUTIONED or CONVICTED of any MOTORING offence? (Renewal Drivers: SINCE YOUR LAST APPLICATION?) **YES / NO**
(i.e. speeding points) If yes, please give details below.
- 5 Are there any MOTORING or CRIMINAL PROCEEDINGS PENDING against you, or are you currently under Police investigation? **YES / NO**
If yes, please give details below.
- 6 Renewal Drivers: Has there been any change in your medical circumstances since submitting your last medical certificate? **YES / NO**
If yes, please give details below.

Details of answers to Questions 1 – 6

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Driver Declaration - Must be signed by the applicant

I certify that all details on this form are true to the best of my knowledge and belief.

I certify that I have read and understood the guidance notes attached to this application form.

Convictions etc - I understand that I must notify the Licensing Authority as soon as I am arrested in connection with an alleged offence, or charged with, or convicted of, any criminal offence (including motoring offences) or if I am given a Police Caution, Reprimand or Warning.

Disclosure & Barring Service (DBS) - I understand that it is a pre-licensing requirement to allow the Local Authority to have sight of my DBS certificate in order to make a decision based on all relevant information.

I accept that should a DBS certificate be required, Hartlepool Borough Council (HBC) may take a copy of the certificate to enable an HBC Countersignatory to approve the certificate in accordance with HBC licensing checks. I accept that if my certificate includes relevant information, that a copy of my certificate will be retained and stored for a period not exceeding six months, in accordance with the DBS policy on Storage and Retention of Disclosure information and the Data Protection Act 1998 to enable a licensing decision to be made.

If I am enrolled in the DBS Update Service, I agree to HBC Licensing Officers contacting the DBS in order to verify my criminal records status. I understand that this will be done on an annual basis but may be more frequent should the Council have reason to suspect that my criminal records status may have changed.

Medical Fitness – I certify that to the best of my knowledge and belief there are no medical reasons to prevent me being licensed as a HC/PH/D driver. I understand that I must notify the Licensing Section immediately of any condition which may affect my driving.

I confirm that I am legally entitled to work in the UK and understand that I may be required to prove at any time that I have this entitlement

DVLA licence - I hereby give my consent to HBC to check the details contained on my driving licence by using the DVLA online checking service using the 8 digit code I have supplied. I understand that should there be any further points/convictions displayed on my driving licence at the time of inspection, then my Hackney Carriage/Private Hire/Driver's application/renewal may be subject to consideration at the next Licensing Committee.

I give my consent for HBC to pass on any details concerning my application, and my licence, to other transport licensing authorities, law enforcement agencies and other bodies concerned with the licensing or authorisation of public transport if, in the opinion of HBC, to do so would be appropriate for the protection of the public. This includes, but is not restricted to; information provided by me at the time of my application, complaints, disciplinary action and enforcement action taken against me.

I have read the Disclosure & Barring Service (DBS) Enhanced Check Privacy Policy for applicants found at <https://www.gov.uk/government/publications/standard-and-enhanced-dbs-check-privacy-policy> and I understand how DBS will process my personal data and the options available to me for submitting an application.

I confirm that I have read the Council Policy in relation to Hackney Carriage/Private Hire Licensing and certify that I will comply with all terms and conditions therein. The Council Policy can be found at www.hartlepool.gov.uk/licensing.

Signed: _____ Date: _____

Print Name: _____

Also, for new applicants only

I confirm that I am aware of the content of HMRC guidance (detailed earlier in this document) relating to my tax registration obligations

Signed: _____ Date _____

Print Name: _____

FOR OFFICIAL USE ONLY

Surname: **Forename(s)** **Date of Birth:**

Medical Certificate required: Yes No Last Medical

Next Medical

Police Check required: Yes No Last Police Check

Next Police Check

CSE training required: Yes No Date training completed.....

Knowledge Test required: Yes No Date test completed.....

DVSA Test required: Yes No Date test completed

Evidence of "Right to Work" Yes No Document produced.....

Receipt Details: Date: _____ Amount (£): _____ CAN No. _____

DVLA Licence checked: Yes No

Points (copy taken) No points date & Initials _____

Tax Check Code (Less than 120 days old) Yes No

Authorisation: _____ Date: _____

Signature: _____ Badge Issued: _____

Licence Start Date: _____ Expiry Date: _____