



Application for **Grant** of Private Hire Driver Licence

I make application for a licence to act as the driver of any Private Hire Vehicle licensed for within the East Devon District.

PART A To be completed by the applicant

1. I am aware that the grant of a private hire driver licence is subject to a Disclosure and Barring Service check. This has been explained to me and I understand that spent convictions may be considered by the licensing authority. I also understand that, if I am granted a licence, and I receive any conviction, caution, prosecution or an endorsement on my driving licence during the term of that licence, I must declare this to the licensing authority as soon as possible. I declare that the information given below is true.

Signed:

Date:

PLEASE BE AWARE THAT ALL PRIVATE HIRE DRIVER LICENCES WILL BE GRANTED FOR 1 YEAR ON INITIAL LICENSING IN LINE WITH OUR TAXI POLICY. ON RENEWAL YOU WILL HAVE THE OPTION TO APPLY FOR A 1 YEAR OR 3 YEAR DRIVER LICENCE.

Surname	All Forenames
Mr/Mrs/Miss/Other	
Address	
Post Code:	Telephone No:
E-mail:	Mobile No:

Maiden name/Previous names	Sex
	MALE / FEMALE
Date of Birth	Place of Birth
Present Employment	Badge No
	HD

Previous addresses in last 5 years	Date: showing From/To:	
(continue on separate sheet if necessary)		

Have you lived outside the UK for more than 3 months at any time?	YES/NO
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If YES, please give the address or addresses where you lived and the dates	Date: showing From/To:	
(continue on separate sheet if necessary)		

2. Convictions, cautions and impending prosecutions		
(a) Have you ever been convicted at a court or cautioned, for any offence, or been the subject of a fixed penalty notice or penalty notice for disorder issued by the police or have been given an anti social behaviour order?		YES/NO
Date	Offence	Court/Police Force

(b) Do you have any impending prosecutions?		YES/NO
If 'yes' provide details, including approximate date, the offence and the court or police force which dealt with you, or are dealing with you.		
Date	Offence	Court/Police Force

3. Have you any endorsement on your driving licence during the last three years? If 'YES' please complete box below.		YES / NO
Date	Offence	Penalty

4. Have you ever been convicted of a 'Drink/Drive' offence? If 'YES' please complete box below.		YES / NO
Date	Offence	Penalty

5. Have you ever been refused a licence to drive a Motor Hackney Carriage? If 'YES' please state details below.	YES / NO

6. Please state name and address of proprietor who will employ you if a licence is granted.
Post Code: _____ Telephone No: _____

7. Will you be employed on a full-time or part- time basis?	FULL / PART
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8. How many years have you had a full driving licence?	_____ years
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9. Have you previously held a Hackney Carriage or Private Hire driving licence? If 'YES' please give dates and authority.		YES / NO
Date	Authority	Hackney / Private Hire

10. Are you of sober and temperate habits?	YES / NO
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11. Do you or have you ever suffered from:	Please delete as applicable
(a) Epilepsy	YES / NO
(b) Diabetes. If so how treated	YES / NO
(c) Any disease which has affected or might affect your ability to drive	YES / NO
(d) Are you physically disabled in any way	YES / NO

12. CERTIFICATE OF CHARACTER

We, the undersigned, certify that
has been known to us personally and we have observed his/her conduct during the periods stated opposite our respective names. He/she is sober, honest and of good character, cleanly in person and civil in manner and behaviour. We recommend him/her to the Licensing and Enforcement Committee as a fit person to hold a licence as a driver of a Private Hire vehicle. We know nothing against his/her character. We believe him/her to be a careful and considerate driver.

Signature of person recommending	Name and Address of person recommending	Period that such person has known the applicant	
		From (year)	To (year)

13. Name and address of previous employer (to whom reference may be made)

Post Code:

Telephone No:

E-mail:

Mobile No:

14. Right to work in the UK

The Immigration Act 2016 requires us to check your right to work in the UK as part of your licensing application. This could include us checking your immigration status with the Home Office.

You will therefore need to provide us with proof of your right to work in the UK before we can accept your application. Please see the list of documents that we can accept on page 7 of this form. Please tick the box next to the form of identification that you will provide. You must bring the original document to your interview so that the check can take place. The document will be copied and the copy will be retained by us. The original document will be returned to you.

If there are any restrictions on the length of time you may work in the UK, your licence will not be issued for any longer than this period. 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 us, failure to do so is a criminal offence.

I DECLARE THAT I understand the above information relating to the Immigration Act 2016 and that I have:

(a) An indefinite right to work in the UK	YES / NO
(b) A right to work in the UK until (please state the date your right to work in the UK expires)	YES / NO
Signed:	Date:

15. Fees and documentation checklist

You must make an appointment for an initial interview when you are ready to submit your private hire driver's licence application. You will need to bring the following documents to this appointment:

- Fee (see below for fee payable)
- Your current photo driving licence card
- One recent passport size photograph
- Original document/s proving your right to work in the UK (see end of form)
- We carry out an enhanced criminal record check for each of our private hire drivers. You will need to start this online at <https://www.dbsassist.co.uk/ucheck/> and let us have the reference number so we can countersign your application. You will need to pay us the fee for this
- 3 original identification documents to enable us to countersign your DBS
- A Driving Licence Check Code generated from the government web site at www.gov.uk/view-driving-licence.

My DVLA Check Code is:

You must make it clear which letters are lower case and which are upper case

You will be given more information at your interview about the following requirements which must be completed before your application can be considered:

- Medical report to Group 2 Medical Standards for vocational drivers
- Taxi driving assessment
- Knowledge test
- If you have ever lived outside of the UK for more than 3 months (from the age of 10 onwards) you will need to provide us with a criminal convictions certificate or character certificate from each country in which you have lived

FEES PAYABLE	
1 Year Private Hire Drivers Licence Fee	£104 00
Badge Deposit Fee	£15.00
Disclosure And Barring Service Fee	£67.00

Please note – if any of the information provided in this form changes during the licence term, you MUST notify the licensing service as soon as possible, either by emailing licensing@eastdevon.gov.uk or writing to the Licensing Service, East Devon District Council, Knowle, SIDMOUTH, EX10 8HL.

Data Protection

Any personal information which you provide will be held and used by East Devon District Council for the purpose of the Licensing Service to process your private hire licence application(s) and administer any licence(s) which are granted. Your information may also be shared within East Devon District Council for the purposes of carrying out our lawful functions. Otherwise your personal information will not be disclosed to anybody outside East Devon District Council without your permission, unless there is a lawful reason to do so, for example disclosure is necessary for crime prevention or detection purposes. Your information will be held securely and will not be retained for any longer than is necessary. There are a number of rights available to you in relation to our use of your personal information, depending on the reason for processing. Further detail about our use of your personal information can be found in the relevant Privacy Notice which can be accessed online at <http://eastdevon.gov.uk/privacy>

We may lawfully disclose information to other public sector agencies to:

- prevent or detect fraud and any other crime;
- support national fraud initiatives;
- protect public funds;
- progress your request for service.

We may additionally disclosure information to other public agencies for the purpose of protecting public safety and we may also use basic information about you, e.g. name and address, in other areas of service provision at East Devon District Council if this: -

- helps you to access our services more easily;
- promotes the more efficient and cost-effective delivery of services;
- helps us to recover monies that you owe us.

East Devon District Council are required under Section 6 of the Audit Commission Act 1998 to participate in the National Fraud initiative (NFI) data matching exercise. This means that taxi and private hire licence data will be provided to the Audit Commission for NFI and will be used for cross-system and cross authority comparison purposes for the prevention and detection of fraud.

We will not use your personal information in a way that may cause you unwarranted detriment.

By signing the declaration at number 16 you confirm that your signature authorises East Devon District Council to carry out checks with the Disclosure and Barring Service and/or MG Care Executive (Trading as uCheck) via their on-line system until further notice. The purpose of gaining a copy of your DBS Certificate is solely to ascertain whether you are a fit and proper person for the purpose of granting and renewing a licence to drive a hackney/carriage private hire vehicle. The copy of your DBS Disclosure Certificate will not be used for any other purpose.

Your licence application will be valid for three months only from the date the Licensing Office receive the application. By signing the declaration at number 16 you confirm that you are aware that, if your application is not completed within three months (which must include payment of the application fee), your paperwork may be destroyed and you will be will be treated as a new applicant from there onwards.

When submitting an application for a licence to drive a hackney carriage or private hire vehicle you are required to declare any convictions or cautions you may have, **EVEN IF** they are regarded as “spent” under the Rehabilitation of Offenders Act 1974. The information you give will be treated in confidence and will only be taken into account in relation to your application.

16. Declaration of applicant:

I declare that the information provided in this form is true, complete and I understand that I may be liable to legal proceedings being taken against me or the revocation of any Hackney Carriage or Private Hire Licences which may be issued to me (or both) if my disclosures are found to be inaccurate or untrue.

Signed:

Date:

Right to work in the UK

The Immigration Act 2016 requires us to check your right to work in the UK. You must produce an original document that complies with List A or List B below.

LIST A: If there are no restrictions on your right to work in the UK we will need to see an original document from the list below:	
1.	A passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.
2.	A passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
3.	A Registration Certificate or Document Certifying Permanent Residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
4.	A Permanent Residence Card issued by the Home Office to the family member of a national a European Economic Area country or Switzerland.
5.	A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
6.	A current passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
7.	A current Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
8.	A full birth or adoption certificate issued in the UK which includes the name(s) of at least one of the holder's parents or adoptive parents, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
9.	A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
10.	A certificate of registration or naturalisation as a British citizen, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
LIST B: If there are restrictions on your right to work in the UK we will need to see an original document from the list below:	
1.	A current passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question.
2.	A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to do the work in question.
3.	A current Residence Card (including an Accession Residence Card or a Derivative Residence Card) issued by the Home Office to a non-European Economic Area national who is a family member of a national of a European Economic Area country or Switzerland or who has a derivative right of residence.
4.	A current Immigration Status Document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK, and is allowed to do the type of work in question, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
5.	A Certificate of Application issued by the Home Office under regulation 17(3) or 18A (2) of the Immigration (European Economic Area) Regulations 2006, to a family member of a national of a European Economic Area country or Switzerland stating that the holder is permitted to take employment which is less than 6 months old. Please note that we will also need to obtain verification from the Home Office Evidence and Enquiry Unit. In these cases, a licence may be granted for six months only from the date of the Certificate of Application.