



# Application for **Renewal** of Private Hire Driver Licence

**I make application for renewal of a licence to act as the driver of any Private Hire vehicle licensed to with the East Devon District.**

**PART A To be completed by the applicant**

1. I am aware that the renewal of a private hire driver licence is subject to a Disclosure and Barring Service check every 3 years. 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 receive a conviction, caution, prosecution or an endorsement on my driving licence during the term of my licence, I must declare this to the licensing authority as soon as possible. I declare that the information given below is true.

<b>Signed:</b>	<b>Date:</b>

**Type of licence required (Please ensure you tick only one box below)**

I am applying for a <b>3</b> (three) year Private Hire driver's licence	<input type="checkbox"/> <b>3 Year</b>
I am applying for a <b>1</b> (one) year Private Hire driver's licence	<input type="checkbox"/> <b>1 Year</b>

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

<b>Maiden name/Previous names</b>	<b>Sex</b> Male Female
<b>Date of Birth</b>	<b>Place of Birth</b>
<b>Present Employment</b>	<b>Badge No</b>

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

<b>Have you lived outside the UK for more than 3 months at any time?</b>	Yes	No
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<b>If YES, please give the address or addresses where you lived and the dates</b> (continue on separate sheet if necessary)	<b>Date: showing From/To:</b>
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<b>2. Convictions, cautions and impending prosecutions</b>			
(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, since your last renewal date?		Yes	No
<b>Date</b>	<b>Offence</b>	<b>Court/Police Force</b>	

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

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

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

<b>5. Have you ever been refused a licence to drive a Motor Hackney Carriage? If 'YES' please state details below.</b>		Yes      No

<b>6. Please state name and address of proprietor who you are currently employed by.</b>	
Post Code:	Telephone No:

<b>7. Are you employed on a full-time or part-time basis?</b>	Full      Part-time
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<b>8. How many years have you had a full DVLA driving licence?</b>	years
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<b>9. Have you previously held a Hackney Carriage or Private Hire driving licence? If 'YES' please give dates and authority.</b>		Yes      No
<b>Date</b>	<b>Authority</b>	<b>Hackney / Private Hire</b>

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<b>10. Are you of sober and temperate habits?</b>	Yes	No
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<b>11. Do you or have you every suffered from:</b>		
(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

<b>12. Has there been any change in your medical circumstances since your previous application or medical report form?</b>	Yes
If YES please give details below:	No

<b>13. Right to work in the UK</b>
<p><b>If you have an indefinite right to work in the UK and you have already provided us with proof of this, you do not need to complete this section. Please go to section 14.</b></p> <p>If you have not previously provided proof of your 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.</p> <p>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 6 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.</p> <p>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.</p>
<b>I DECLARE THAT I understand the above information relating to the Immigration Act 2016 and that I have:</b>

(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
<b>Signed:</b>	<b>Date:</b>

**14. Fees and documentation checklist**

**You must include the following with your application:**

- Fee (see below for fee payable)

**You will only need to send any of the following documents if a separate letter is enclosed with your renewal:**

- A completed Disclosure and Barring Service check with the appropriate fee/administration charge
- Medical Certificate to Group 2 Medical Standards for vocational drivers
- A Driving Licence Check Code generated from the government web site at [www.gov.uk/view-driving-licence](http://www.gov.uk/view-driving-licence). You'll also need to send us a photocopy of your driving licence or tell us your driving licence number. Please do not send us your original driving licence

My Driving Licence Number is:

My DVLA Check Code is:

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

<b>FEES PAYABLE</b>	
3 Year Private Hire Drivers Licence Fee	£229.00
1 Year Private Hire Drivers Licence Fee	£104 00
Disclosure And Barring Service Fee (if required)	£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](mailto:licensing@eastdevon.gov.uk) or writing to the Licensing Service, East Devon District Council Blackdown House, Border Road, Heathpark Industrial Estate, Honiton, EX14 1EJ.**

**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 driver 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 15 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 15 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.

#### 15. Declaration

**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.

<b>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:</b>	
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 <b>current</b> 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 <b>current</b> 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 <b>current</b> 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, <b>together with</b> 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 <b>full</b> 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, <b>together with</b> 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, <b>together with</b> 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, <b>together with</b> an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
<b>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:</b>	
1.	A <b>current</b> 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 <b>current</b> 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 <b>current</b> 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 <b>current</b> 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, <b>together with</b> 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 <b>less than 6 months</b> old. Please note that we will also need to obtain <b>verification</b> 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.