



# 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.

<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>	E-mail:
Post Code:	Telephone No:

<b>Maiden name/Previous names</b>	<b>Sex</b> MALE / FEMALE
<b>Date of Birth</b>	<b>Place of Birth</b>
<b>All Present Employment</b>	<b>Current Badge No</b> PD

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

<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>	<b>Date: showing From/To:</b>	
(continue on separate sheet if necessary)		

<b>2. Convictions, cautions and impending prosecutions (including spent convictions)</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?		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>

<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>

**5. This section relates to previous taxi applications and licences you have held, including both Hackney Carriage and Private Hire. Taxi application refusals, suspensions and revocations are recorded on a National Database called NR3. Authorities perform mandatory checks of the database for each taxi applicant to verify the information provided. Authorities are also required to keep it updated with any refusals, suspensions or revocations that are made. More details on how your information will be used can be found at the end of this application form in the Data Protection Notice.**

<b>5a. Have you ever been refused a licence application to drive a Motor Hackney Carriage or Private Hire Vehicle? If 'YES' please state details below.</b>	YES / NO

<b>5b. Have you ever had a Motor Hackney Carriage or Private Hire Driver Licence suspended? If 'YES' please state details below.</b>	YES / NO

<b>5c. Have you ever had a Motor Hackney Carriage or Private Hire Driver Licence revoked? If 'YES' please state details below.</b>	YES / NO

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

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

<b>10. Are you of sober and temperate habits?</b>	YES / NO
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<b>11. Do you or have you ever suffered from:</b>	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

<b>12. CERTIFICATE OF CHARACTER</b>			
<p>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.</p>			
Signature of person recommending	Name and Address of person recommending	Period that such person has known the applicant	
		From (year)	To (year)

<b>13. Name and address of previous employer (to whom reference may be made)</b>	
Post Code:  E-mail:	Telephone No:  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
<b>Signed:</b>	<b>Date:</b>

## 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](http://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

- HMRC requires authorities to carry out tax registration checks (Tax Checks) for Private Hire and Hackney Carriage licence applications and renewals. As a new applicant you must make yourself aware of your tax responsibilities by visiting: <https://www.gov.uk/guidance/confirm-your-tax-responsibilities-when-applying-for-a-taxi-private-hire-or-scrap-metal-licence> and reading the guidance there. You may also wish to consult an accountant.

Do you confirm you are aware of your tax responsibilities?

YES / NO

If you have held a taxi licence in the past year, you need to show you are registered with HMRC for Tax and Self Assessment, if necessary, by obtaining a Tax Check code from <https://www.gov.uk/guidance/complete-a-tax-check-for-a-taxi-private-hire-or-scrap-metal-licence>.

My Tax 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](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 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.

### **Data Protection: National Register of Taxi/Private Hire Licence Refusals and Revocations (NR3)**

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/ private hire drivers 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/private hire driver's licence, therefore:

- Where a Hackney/ Private Hire Drivers 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 a 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. The information recorded on NR3 itself will be limited to:

- Name
- Date of birth
- Addresses and contact details
- National insurance number
- Driving licence number
- Decision taken
- The date of the decision
- The date the decision was effective from.

Information will be retained on NR3 for a period of 25 years.

This is a mandatory part of applying for and or being granted a Hackney/ Private Hire Drivers Licence. This authority has a published data protection policy on the approach it will take to requests by other authorities for further information about entries on NR3 and about the use it will make of any further information provided to it. Information will be processed in accordance with the Data Protection Act (DPA) and General Data Protection Regulation (GDPR). Any searches, provision or receipt of information of or under NR3 are necessary to the authorities statutory licensing functions of ensuring that all drivers are fit and proper to hold the applicable licence. It is not intended that any NR3 data will be transferred out of the United Kingdom. If you wish to raise any issue related to the data protection legislation, including by relying on any of the rights afforded to data subjects under the GDPR, you can do so to the authorities Data Protection Officer, Blackdown House, Border Road, Honiton EX14 1EJ. This includes submitting a subject access request form. You always have the right to make a complaint to the Information Commissioners Office (ICO). Advice on how to raise a concern about handling data can be found on the ICO's website.

Any personal or special information you provide will be held by the Council on computerised and manual files. Processing of the data will be necessary in order to fulfil its official functions. The data may also be disclosed to other departments within the Council or other organisations, but only to ensure compliance with relevant legislation or for identification purposes or to prevent and detect fraud or a crime.

East Devon District Council is a Data Controller in accordance with Data Protection legislation. The data may also be processed by third parties who provide services on behalf of the Council.

More details may be found in the Privacy Notice on the Council's website:

<https://eastdevon.gov.uk/access-to-information/data-protection/privacy-notice/>



**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 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:**

**By signing this document I agree to the terms and conditions outlined and 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.**

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

**Right to work in the UK**

Hackney carriage drivers, private hire drivers and private hire operators can prove their right to work in the UK in one of two ways:

- 1) by providing us with copies of a document/s from the list below to demonstrate their entitlement to work in the UK as per information published on gov.uk and in guidance. We will then contact you to arrange the view the original document in your presence. This may be done by video call.

**Documents which demonstrate entitlement to work in the UK**

<b>LIST A: If you have an indefinite right to remain and work in the UK you will need to provide us with an original document/s from the list below:</b>	
<b>1.</b>	A passport (current or expired) showing the holder is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.
<b>2.</b>	A passport or passport card (in either case, whether current or expired) showing that the holder is an Irish citizen.
<b>3.</b>	A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man, which has been verified as valid by the Home Office Employer Checking Service, showing that the holder has been granted unlimited leave to enter or remain under Appendix EU(J) to the Jersey Immigration Rules, Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 or Appendix EU to the Isle of Man Immigration Rules.
<b>4.</b>	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.

5.	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.
6.	A birth or adoption certificate issued 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.
7.	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.
8.	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: Group 1 – if you have a temporary right to remain and work in the UK you will need to provide us with 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 document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man, which has been verified as valid by the Home Office Employer Checking Service, showing that the holder has been granted limited leave to enter or remain under Appendix EU(J) to the Jersey Immigration Rules, Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 or Appendix EU to the Isle of Man Immigration Rules.
3.	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, 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.
<b>LIST B: Group 2 – if you have a temporary right to remain and work in the UK which lasts for six months, you will need to provide us with an original document from the list below:</b>	
1.	A document issued by the Home Office showing that the holder has made an application for leave to enter or remain under Appendix EU to the immigration rules (known as the EU Settlement Scheme) on or before 30 June 2021 <b>together with</b> a Positive Verification Notice from the Home Office Employer Checking Service.
2	A Certificate of Application (digital or non-digital) issued by the Home Office showing that the holder has made an application for leave to enter or remain under Appendix EU to the immigration rules (known as the EU Settlement Scheme), on or after 1 July 2021, together with a Positive Verification Notice from the Home Office Employer Checking Service.
3	A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man showing that the holder has made an application for leave to enter or remain under Appendix EU(J) to the Jersey Immigration Rules or Appendix EU to the Immigration Rules (Bailiwick of Guernsey) Rules 2008, or Appendix EU to the Isle of Man Immigration Rules <b>together with a Positive Verification Notice</b> from the Home Office Employer Checking Service.
4	An Application Registration Card issued by the Home Office stating that the holder is permitted to take the employment in question, <b>together with a Positive Verification Notice</b> from the Home Office Employer Checking Service.

<b>5</b>	A Positive Verification Notice issued by the Home Office Employer Checking Service to the employer or prospective employer, which indicates that the named person may stay in the UK and is permitted to do the work in question.
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- 2) by providing their 'share code' to enable the licensing authority to carry out a check using the Home Office online right to work checking service (see below).

### **Home Office online right to work checking service.**

As an alternative to providing a copy of original documents, applicants may demonstrate their right to work by allowing the licensing authority to carry out a check with the Home Office online right to work checking service.

To demonstrate their right to work via the Home Office online right to work checking service, applicants should include in this application their share code, provided to them upon accessing the service at <https://www.gov.uk/prove-right-to-work> which, along with the applicant's date of birth, will allow the licensing authority to carry out the check.

In order to establish the applicant's right to work, the check will need to indicate that the applicant is allowed to work in the United Kingdom and is not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity.

An online check will not be possible in all circumstances because not all applicants will have an immigration status that can be shared digitally. The Home Office online right to work checking service sets out what information and/or documentation applicants will need in order to access the service. Applicants who are unable to obtain a share code from the service should submit copies of documents as set out above.

Your right to work will be checked as part of your licensing application and this could involve us checking your immigration status with the Home Office. We may otherwise share information with the Home Office. Your licence application will not be determined until you have complied with this guidance.