



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.

1. To be completed by the applicant

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.

Signed:	Date:

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

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

Surname	All Forenames (Please specify Mr/Mrs/Miss/Other)
Address	
 	E-mail:
Post Code:	Telephone No:

Maiden name/Previous names	Gender	
	MALE <input type="checkbox"/>	FEMALE <input type="checkbox"/>
	PREFER NOT TO SAY <input type="checkbox"/>	
Date of Birth	Place of Birth	

Present Employment	Badge No	
	PD	
Previous addresses in last 5 years (continue on separate sheet if necessary)	Date: From	To

Have you lived outside the UK for more than 3 months at any time?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
--	------------------------------	-----------------------------

If YES, please give the address or addresses where you lived and the dates (continue on separate sheet if necessary)	Date From:	To:

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, since your last renewal date?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
---	------------------------------	-----------------------------

Date	Offence	Court/Police Force

(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 <input type="checkbox"/>	NO <input type="checkbox"/>
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 <input type="checkbox"/>	NO <input type="checkbox"/>
Date	Offence	Penalty	

4. Have you ever been convicted of a 'Drink/Drive' offence? If 'YES' please complete box below.		YES <input type="checkbox"/>	NO <input type="checkbox"/>
Date	Offence	Penalty	

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.

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.		YES <input type="checkbox"/>	NO <input type="checkbox"/>

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

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

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

7. Are you employed on a full-time or part-time basis?	FULL <input type="checkbox"/>	PART <input type="checkbox"/>
---	----------------------------------	----------------------------------

8. How many years have you had a full DVLA driving licence?	years
--	-------

9. Have you previously held a Hackney Carriage or Private Hire driving licence? If 'YES' please give dates and authority.		YES <input type="checkbox"/>	NO <input type="checkbox"/>
Date	Authority	Hackney / Private Hire	

10. Are you of sober and temperate habits?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
---	------------------------------	-----------------------------

11. Do you or have you every suffered from:		
(a) Epilepsy	YES <input type="checkbox"/>	NO <input type="checkbox"/>
(b) Diabetes. If so how treated:	YES <input type="checkbox"/>	NO <input type="checkbox"/>
(c) Any disease which has affected or might affect your ability to drive	YES <input type="checkbox"/>	NO <input type="checkbox"/>
(d) Are you physically disabled in any way	YES <input type="checkbox"/>	NO <input type="checkbox"/>

12. Has there been any change in your medical circumstances since your previous application or medical report form?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
If YES please give details below:		

13. Right to work in the UK

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.

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.

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.

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 <input type="checkbox"/>	NO <input type="checkbox"/>
(b) A right to work in the UK until a specified expiry date	YES <input type="checkbox"/>	NO <input type="checkbox"/>
If Yes to (b) please state the date your right to work in the UK expires:	Expiry Date:	
Signed:	Date:	

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. 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

- HMRC requires authorities to carry out tax registration checks (Tax Checks) for Private Hire and Hackney Carriage licence applications and renewals. 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>. We will not be able to process your renewal without this code.

My Tax Check Code is:

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

FEES PAYABLE	
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 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.

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-notices/>

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 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

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.

Signed:	Date:

Right to work in the UK

The Immigration Act 2016 requires us to check your right to work in the UK.

If you have a UK Visas and Immigration Account, status under the EU Settlement Scheme or a Biometric Residence Card or Permit, you can use the Home Office online service to prove your right to work in the UK. [Prove your right to work to an employer - GOV.UK \(www.gov.uk\)](https://www.gov.uk). This will generate a code which you can share with us to give us permission to view your status. You will not need to provide any further identification documents.

Not all individuals will have an immigration status that can be checked online and can prove their right to work in the UK by producing an original document that complies with List A or List B Group 1 or 2 below:

LIST A: If you have an indefinite right to remain and work in the UK we will need to see an original document from the list below:	
1.	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.
2.	A passport or passport card (in either case, whether current or expired) showing that the holder is an Irish citizen.
3.	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.
4.	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.
5.	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.
6.	A birth or adoption certificate issued 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. (see note 1)
7.	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.
8.	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: Group 1 – if you have a temporary right to remain and work in the UK you will need to provide us with a 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. (see note 2)
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 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.

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 a document from the list below:	
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 together with 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 together with a Positive Verification Notice 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, together with a Positive Verification Notice from the Home Office Employer Checking Service.
5	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.

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.