

**Application form for a Grant (New) Licence To Drive A  
Hackney Carriage and Private Hire Vehicle**

It is an offence under Section 57(3) of the Local Government (Miscellaneous Provisions) Act 1976 for any person to knowingly or recklessly make a false statement or omit any material particulars in giving the required information.

We must protect the public funds we handle and so may use the information you have provided on this form to prevent and detect fraud. We may also share this information for the same purposes, with other organisations which handle public funds.

Completing this Form	For Help
<p>Write in <b>black ink</b> inside the boxes. If you need to give more information, use additional sheets and sign and date these.</p> <p><b>Please read the guidance notes before completing this form.</b></p>	<p>Telephone the Contact Centre on 01509 634562 or email at <a href="mailto:licensing@charnwood.gov.uk">licensing@charnwood.gov.uk</a> or go to our website at <a href="http://www.charnwood.gov.uk">www.charnwood.gov.uk</a> where the Councils Hackney Carriage/Private Hire Licensing Policy can be viewed.</p>

Before submitting your application for a **Grant (NEW) Combined Drivers Licence**, you **MUST** have completed the following list and ticked each box.

1. Provided proof of '**Right to Licence**' at attendance of **FIRST** Knowledge Test.
2. Have obtained the relevant **Certificate of Good Conduct(s)** if needed (translated into English and no more than 3 months old at time of presentation to the Council).
3. Have passed your **verbal and written knowledge test** (Valid for 2 years from date of pass).
4. Have satisfactorily passed the **Safeguarding Vulnerable Passenger Training** Course via the Councils current provider (Valid for 12 months from date of test).
5. Have satisfactorily passed your **practical driving assessment**. (Valid for 12 months from date of test)
6. Satisfactorily passed a **Group 2 Medical Form** (must be dated no more than 3 months old at time of presentation to the Council).
7. Have obtained an Enhanced Disclosure Barring Service
8. **DBS** certificate through Taxi Plus (must be dated no more than **3 months old** at time of presentation to the Council) and completed a **DVLA Licence Check** through Taxi Plus.
9. Completed a Charnwood Borough Council **DBS Update Service Consent Form** following registration to the DBS update Service via Taxi Plus.
10. Completed and signed the **HMRC Declaration** on your completed application form.

**Once** you have ticked **all** the boxes above, you will be ready to submit your correct and completed application form with all documents (**the Enhanced DBS Certificate must be the original**) and 1 passport photograph (Please print your full name on the rear of the photograph).

## How to Apply

Your Grant Combined Driver's Licence application form **MUST** be posted to the Council with all accompanying documents at the same time.

You can post your full application to Licensing, Charnwood Borough Council, Southfields Road, Loughborough, LE11 2TX or drop the full application (by hand) in the Council's letter box, enveloped and addressed to Licensing.

Please **do not email** these documents.

## Licence Fee

Once your application form has been received and accepted as correct and complete, a member of the Licensing Section will contact you to take payment over the telephone by Debit or Credit card. **Please make sure that the Licensing Section has your correct contact details, i.e., email, telephone number.**

Your application will **not be** considered valid until all the correct necessary information and document(s) have been produced and the relevant fee has been paid.

### 1. Your Details

Title	Mr / Mrs / Miss / Ms/other (please state)
Surname	
Forename(s)	
Date of Birth	
Address (Including post code)	
Daytime Tel No	
Evening Tel No	
Mobile Tel No	
E-mail	

How long have you held your DVLA driving licence for? .....

DVLA driving licence number.....

Have you, been convicted or cautioned for any offence that is not spent under the terms of the Rehabilitation of Offenders Act 1974 (**Note – this includes all offences including motoring ones**) If yes please give details below

NAME	DATE OF CONVICTION	OFFENCE	NAME OF COURT	PENALTY

(Please continue with a separate sheet if necessary.)

National Insurance Number .....

### 2. NR3 – National Register of Taxi Licence refusals and Revocations

All applications for a new licence or 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 because 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.

Have you ever held a hackney carriage/private hire driver’s licence or vehicle licence before?

Driver	Y/N	Vehicle	Y/N
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If you have held a licence previously, please give details of the licence number when you held the licence, how long you held it for and which Council granted it to you.

Have you ever had an application for a licence refused/suspended/revoked? Please give details

### 3. Right to Licence

This should have been completed and verified on attending your first knowledge test appointment. If this has not already been completed, please contact the licensing section [licensing@charnwood.gov.uk](mailto:licensing@charnwood.gov.uk) urgently

#### 4. Certificate of Good Conduct

Any driver who has lived abroad will be required to provide a Certificate of Good Conduct from the embassy of **every** country where they have lived, other than the UK (after the age of 10 years old). (Please refer to policy).

Have you ever resided outside the UK since the age of 10 years old? (Excluding time in the HM Forces)

Yes

No

A licence will not be granted in the absence of a current Certificate of Good Conduct(s).

If yes, please give details of the period of residency spent outside the UK, giving dates to and from, full address, Country, and occupation?

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#### 5. Employer

Name & address of proposed Operator (private hire only) or Hackney Carriage Firm.	
Post Code	
Tel no	

#### 6. HMRC – Tax Check Code

- I confirm that I am aware of the content of HMRC guidance relating to my/our (delete as appropriate) tax registration obligations.

Important: Please visit the GOV.UK website for HMRC guidance about tax registration obligations:

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

Signed .....

Print Full Name.....

## 7. Declaration

**Please carefully read the declarations before signing.**

**It is an offence to knowingly or recklessly make a false statement or to omit any material particular in completing this application.**

I declare that:

I have read and agree to comply with the Council's Policy and Conditions in respect to drivers of Hackney Carriages and Private Hire vehicles.

The answers I have given are correct as far as I know.

I have already completed the proof of my right to work in the United Kingdom or my share code issued by the Home Office online right to work checking service.

I have made the Council aware of all previous convictions, cautions, fixed penalty notices and pending convictions if they have not otherwise been declared on my DBS disclosure or driving licence.

I will bring with me, on collection of my combined driver's Licence and badge, my current DVLA licence which I will produce to you, at the time of collection

Signed..... Date.....

Print name.....

## Application Check List

Your Grant Combined Driver's Licence application form **MUST** be posted to the Council with all accompanying documents at the same time.

You can post your full application to **Licensing, Charnwood Borough Council, Southfields Road, Loughborough, LE11 2TX** or drop the full application (by hand) in the Council's letter box, enveloped and addressed to Licensing.

Please **do not email** these documents.

**Please tick each box to show that you have enclosed the items which are required in support of your application.**

The application form **will not be accepted** until we are in receipt of **ALL** the (applicable) documents below.

- |  |                          |
|--|--------------------------|
| Fully completed application form   | <input type="checkbox"/> |
| 1 Passport size photograph<br>(Please write your Full name on the rear)  | <input type="checkbox"/> |
| Safeguarding Pass Certificate  | <input type="checkbox"/> |
| Practical Driving Test Certificate   | <input type="checkbox"/> |
| <b>Original</b> Enhanced DBS (Disclosure & Barring Service) Certificate<br>(No more than 3 months old from date of issue)        | <input type="checkbox"/> |
| Completed and signed DBS Update Service Consent Form   | <input type="checkbox"/> |
| A Certificate of Good Conduct, if required<br>(Translated into English and no more than 3 months old<br>at time of presentation) | <input type="checkbox"/> |
| Completed Council Group 2 medical form<br>(No more than 3 months from date Doctor signed it)                                     | <input type="checkbox"/> |
| Completed declaration for HMRC responsibilities<br>(included in application form)  | <input type="checkbox"/> |

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

The Council is obligated to provide **public register(s)** in relation to (drivers/Hackney/PH vehicles) and a designated vehicles list. To provide better customer service, the council's registers include all the data fields which are available across the different registers – for example operator information is shown on the designated vehicles list, and will also be shown on the driver register. This allows the public to only visit one register for the information required, rather than several registers.

**The Air Quality (Taxi and Private Hire Vehicles Database) Regulation 2019** requires all licensing authorities in England and Wales to submit certain information about their licensed taxis/PHVs to the database.

Since the introduction of **The Air Quality (Taxis and Private Hire Vehicles Database) (England and Wales) Regulations 2019**, the Council is required to provide vehicle data to Defra following all issues, renewals, suspensions or refusals of licences. The data shared will include vehicle registration mark, start and end date of license, whether Taxi or PHV, licence plate number, and whether the vehicle is wheelchair accessible.

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 Carriage or Private Hire Driver's 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 Carriage or Private Hire Driver's licence.

Therefore:

- Where a Hackney Carriage / Private Hire Driver's 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 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

Charnwood Borough Council collects personal information when you contact us for any services we provide and we will use this information to provide these services. We may need to share your information with service providers and other departments within Charnwood Borough Council to ensure that you receive the best possible service, and this will be made clear in our privacy notice. We will not share your information with third parties for marketing purposes or any other reason unless required to do so by law.

For information about how & why we may process your personal data, your data protection rights or how to contact our data protection officer, please view our Privacy Notice [www.charnwood.gov.uk/pages/privacynotice](http://www.charnwood.gov.uk/pages/privacynotice)

**Charnwood Borough Council Equality Monitoring Form**

Please help us ensure we are providing a fair service and fill in the following details. All the questions are optional but answering them will help us ensure our services meet the needs of all our communities.

**Gender**

**Are you male or female?**

- Male                                       Female                                       Prefer not to say

**AND**

**Do you identify as transgender?** ( For the purposes of this question 'Transgender' is defined as an individual who lives, or wants to live, full time in the gender opposite to that they were assigned at birth.)

- Yes                                       No                                       Prefer not to say

**Age**

**How old are you?**

- Under 16  
 16 to 19 years  
 20 to 29 years       30 to 44 years  
 45 to 59 years                       60 to 74 years  
 75 years and over  
 Prefer not to say

**Health, illness & disability**

**Do you consider yourself to be disabled or do you have a long term limiting illness or condition?**

- Yes                                       No                                       Prefer not to say

**If yes, please give further details below by ticking all boxes that apply.**

- Physical or mobility impairment (such as difficulty using your arms or mobility issues which means using a wheelchair or crutches)
- Sensory impairment (such as being blind / having a serious visual impairment or being deaf / having a serious hearing impairment)
- Mental health condition (such as depression or schizophrenia)
- Learning disability/difficulty (such as Down's syndrome or dyslexia) or cognitive impairment (such as autistic spectrum disorder)
- Long standing illness or health condition (such as cancer, HIV, diabetes, chronic heart disease or epilepsy)
- Other (Please specify) -----  
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**Ethnicity & Identity**

**How do you describe your ethnicity?**

***White***

- British
- Irish
- Other white background – please specify:  
\_\_\_\_\_

***Black or Black British***

- Caribbean
- African
- Other black background – please specify:  
\_\_\_\_\_

***Multiple Heritage***

- Asian and White
- Black African and White
- Black Caribbean and White
- Other multiple heritage – please specify:  
\_\_\_\_\_

***Asian or Asian British***

- Indian
- Pakistani
- Bangladeshi
- Chinese
- Other Asian background – please specify:  
\_\_\_\_\_

***Gypsy or Traveller***

- Gypsy/Roma
- Irish Traveller
- Other gypsy or traveller background – please specify:  
\_\_\_\_\_

***Other***

- Other ethnic group- please specify:  
\_\_\_\_\_

- Prefer not to say

**Religion or Belief**

**What is your religion or belief?**

- Buddhism
- Christianity (All denominations)  Hinduism
- Humanism
- Islam
- Judaism
- Sikhism
- None
- Other- please specify: \_\_\_\_\_
- Prefer not to say

**Sexual Orientation**

- Bisexual
- Gay
- Heterosexual/ Straight
- Lesbian
- Other- please specify: \_\_\_\_\_
- Prefer not to say