

**Application Form to Renew a Licence**

**to Drive a Hackney Carriage and Private Hire Vehicle –**

**(Combined Driver’s Licence)**

It is an offence under Section 57(3) of the Local Government (Miscellaneous Provisions)

Act 1976 for any person to make a false statement knowingly or recklessly 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.’

|  |  |
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| Completing this Form | For Help |
| Write in **black ink** inside the boxes. If you need to give more information, use additional sheets and sign and date these. | Email [licensing@charnwood.gov.uk](mailto:licensing@charnwood.gov.uk)  or telephone the Contact Centre on  01509 634562  or go to our website <https://www.charnwood.gov.uk/pages/taxi>  where the Councils Hackney Carriage/Private Hire Licensing Policy can be viewed |

**Your renewal application MUST be submitted in good time. To process your renewal, Licensing recommends at least 10 working days prior to the expiry of the previous Licence.**

You will need to **submit** the following;

* The completed Application Form with one passport photograph attached (please write your FULL NAME and COMBINED DRIVERS LICENCE NUMBER, on the rear of the photo)
* A **current** Enhanced Disclosure and Barring Service (DBS) Certificate no more than 3 months old at time of presentation. (You apply for your DBS through Taxi Plus (formerly Personnel Checks) <https://app.taxiplus.co.uk/self-initiate/6f5fac1e-7224-4f66-98fd-b90d09b2a719/charwood-dbs-and-dvla-renewal>

Once you have your DBS certificate, you **MUST** sign up to the DBS Update Service as it’s a condition of licence.

* A completed DBS Update Service Consent Form (only once registered for the Update Service)
* A Certificate of Good Conduct, if required (translated into English and no more than 3 months old at time of presentation)
* Proof of Right to Licence (see your renewal letter to see if this is required) if unable to provide a ‘right to licence share code’ original documentation is needed to allow the Licensing Section to carry out a manual check. To provide original documentation, please email the Licensing section, [licensing@charnwood.gov.uk](mailto:licensing@charnwood.gov.uk) to make an appointment.
* A Group 2 medical on the prescribed form (must be dated no more than 3 months old at time of presentation). The Charnwood Medical form can be completed by your GP or a Doctor of your choice who has signed to say they have seen your medical summary obtained from your own GP surgery.
* HMRC Tax Check code (only valid for 120 days from issue date)

**How to Apply**

Your Combined Driver’s Licence application form **MUST** be posted to the Council with all accompanying documents at the same time. You can post or drop the application and accompanying documents (by hand) enveloped and addressed to Licensing in the Council’s letter box.

Please **do not email** these documents - the DBS Certificate needs to be the original. If you are required to provide original documentation in respect of Right to Licence, please email the Licensing Section - [licensing@charnwood.gov.uk](mailto:licensing@charnwood.gov.uk) to make an appointment.

**Licence Fee**

Once your application 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 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) |  |
| Existing Driver Badge Number |  |
| Daytime Tel Number |  |
| Evening Tel Number |  |
| Mobile Tel Number |  |
| E-mail Address |  |

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

DVLA driving licence number……………………………………………………………………………….

Please note - The DVLA share code that you previously provided has been replaced by a DVLA check that you complete with Taxi Plus at the same time as applying for an enhanced DBS application.

**2. Right to Licence**

No

Yes

Do you have the Right to Licence in the UK?

(tick relevant box)

Your right to work in the UK will be checked as part of your renewal licence application, this

could include the Licensing Authority checking your immigration status with the Home

Office. We may otherwise share information with the Home Office.

Applicants must demonstrate that they have the right to work in the UK and are not subject to a condition preventing them from doing work relating to the carrying on work as a licensed driver. **(Read your renewal letter to see if you need to provide this).**

An applicant can do this in one of two ways:

1) 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 details below); or

2) by providing a document or document combination that is stipulated as being suitable for this check. The list of documents is set out at <https://www.charnwood.gov.uk/pages/home_office_right_to_work_documents>.

You must provide the original document(s), such as your passport or biometric residence permit, as indicated in the published guidance, so that the check can take place. The document(s) will be copied, and the copy retained by the Licensing Authority. The original document will be returned to you.

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

As an alternative to providing 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 their application their 9-digit 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 (provided within their application), will allow the Licensing Authority to carry out the check.

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 licensed driver.

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 to access the service. Applicants who are unable to obtain a share code from the service should submit original documents as set out above.

If there are restrictions on the length of time you may work in the UK, your licence will not be issued for any longer than this period. In such circumstances the check will be repeated each time you apply to renew or extend your licence. 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 the licensing authority. Failure to do so is a criminal offence.’

1. Where applicable, if demonstrating a right to licence

via the Home Office online right to work checking Insert 9 digit code:

service - please insert the 9-digit ‘share code’ here

**(please note this is only valid for 30 days)**

1. Where applicable, if providing documents for the

Manual document check, give details of Details of documents:

documents to be provided. These must be

**original** and **submitted** in person when

submitting your application form.

1. **Certificate of Good Conduct**

No

Yes

Have you resided outside the UK for a period of

3 months since you last renewed your hackney

Carriage/private hire driver’s licence. (Excluding time in the HM Forces)

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

A Certificate of Good Conduct will be required from each country that you have stated that you have resided in. (Please refer to Policy). A licence will not be renewed in the absence of a current Certificate of Good Conduct.

1. **NR3 – National Register of Taxi Licence Refusals and Revocations**

Do you already hold a Private Hire or Hackney Carriage driver(s) licence with

No

Yes

another area?

If yes, list name of authority(ies) licensed with………………………………………………………………

Give details of your badge /licence/vehicle plate numbers?………………………………….

1. **Employer**

|  |  |
| --- | --- |
| Name & address of current Private Hire operator or Hackney Carriage Firm.  Telephone Number |  |

1. **HMRC – TAX Code**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| |  |  |  | | --- | --- | --- | | * I confirm that I am aware of the content of HMRC guidance relating to my tax registration obligations. * Please insert your 9-digit HMRC tax Check code below (these are valid for 120 days):   \_\_ \_\_ \_\_ ­\_\_ \_\_ \_\_ \_\_ \_\_ \_\_   * Schedule 23 to Finance Act 2011 (Data Gathering Powers) and Schedule 36 to Finance Act 2008 (Information and Inspection Powers), grant HMRC powers to obtain relevant information from third parties. This includes   licensing bodies being required to provide information about licence applicants.   * I give authorise Charnwood Borough Council- Licensing Section to check my HMRC code online. I understand that the Licensing Section will only receive confirmation from HMRC that I’ve completed the tax check and will not have access to information about my tax affairs.   Signed ……………………………………………………………………………………………  Print Full Name……………………………………………………………………………………………… |  |  | |  |  |  | |

1. **Declaration**

**Please read carefully 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 included 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 (if required).

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 have not had any relevant health problems since my last medical examination.

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 Combined Driver’s Licence application form **MUST** be submitted to the Council (**Licensing Section, Charnwood Borough Council, Southfield Road, Loughborough, Leicestershire LE11 2TX**) with all accompanying documents **at the same time**.

**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 

1 Passport size photograph

(Please write your Full name and Combined Driver Licence number 

On the rear)

Completed Enhanced DBS (Disclosure & Barring Service) Certificate 

(No more than 3 months old from date of issue)

Completed and signed DBS Update Service Consent Form 

A Certificate of Good Conduct, if required

(translated into English and no more than

3 months old at time of presentation) 

Proof of Right to Licence (your renewal letter will advise if needed) 

Completed Group 2 DVLA medical form 

(No more than 3 months from date Doctor signed it)

Completed HMRC Tax Check code (included on application form) 

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| 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 includes 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) |