

APPLICATION FOR A HACKNEY CARRIAGE AND PRIVATE HIRE DRIVER'S LICENCE

All questions must be answered unless specified. Please use BLOCK CAPITALS. All pages of this application form must be submitted to the Licensing Section.

The Council has published a statement of policy about the relevance of convictions which is available at www.valeofglamorgan.gov.uk or as a hard copy from the Licensing Section. You should read this document before completing every application.

Mae'r ffurflen hon hefyd ar gael yn Gymraeg / This form is also available in Welsh

Application Type please tick as applicable		Grant []	Renewal []
1 Year Licence	[]	3 Year Licence	[]

DVLA Driver Check Code	
Please write the code in the box exactly as you see it on your screen, or as it has been relayed to you by the DVLA over the phone ensuring correct use of capital or lower-case letters .	

Section 1 – Your Details

Full Name	
Main Residential Address	Postcode:
Date of Birth	
National Insurance Number	
Name and address of person or Company you intend to work for	

Section 2 – Right to Work

Country of Birth	
Nationality	
Do you have permission to lawfully reside in the UK?	Please tick as applicable YES [] NO []
Do you have permission to lawfully work in the UK?	Please tick as applicable YES [] NO []
If you answered ‘yes’ to either of the above questions, then please provide a copy of the main page of your passport (showing your details and nationality) with your application. If you do not have a passport, then please provide an alternative official document confirming your British or EU Citizenship. If you have answered ‘no’ to either or both of the above questions, then the Council will require a Right to Work Share Code in order to assess your eligibility to work in the UK. A right to work share code can be obtained by going to the website below: www.gov.uk/prove-right-to-work/get-a-share-code-online Please provide the share code below; by providing the code you are consenting to the Council undertaking a check of your right to work status.	
Right to Work Share Code	

Section 3 – DVLA Driving Licence – GRANT ONLY, RENEWAL APPLICATIONS PROCEED TO SECTION 4.

Date you obtained a full DVLA Driving Licence	
Details of any current or pending endorsements	

Section 4 – Convictions

PLEASE NOTE: FAILURE TO STATE ALL CONVICTIONS/CAUTIONS/WARNINGS/PENALTY NOTICES MAY RESULT IN YOU HAVING TO ATTEND A COMMITTEE HEARING WHERE AN EXPLANATION WILL BE REQUIRED.

NEW APPLICANTS ONLY

The Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 2002 requires that you disclose all previous convictions, cautions, fixed penalty notices, warnings and/or other penalty notices regardless of whether they are deemed spent or not and regardless of the age of the conviction. By writing <u>NONE</u> I confirm that I have no convictions/cautions/warnings/ fixed penalty notices to declare.	Please ensure you have read the notes in the attached box before answering. Enter <u>any</u> convictions here.
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RENEWAL APPLICANTS ONLY

Have you been cautioned/convicted of any motoring offence, any offence involving dishonesty, indecency, violence, drink, or drugs, received any Fixed Penalty notices or any type of penalty notice <u>since your last application?</u> By writing NONE I confirm that I have no convictions/cautions/warnings/ fixed penalty notices to declare.	Please ensure you have read the notes in the attached box before answering. Enter <u>any</u> convictions here.
Has there been any change in your medical condition since your last application? If yes, state details.	YES [] NO []

ALL APPLICANTS – ANSWER YES OR NO

Are there any Court proceedings pending against you?	YES [] NO [] If yes, provide details:
Have you previously held, or do you currently hold a Hackney Carriage and Private Hire Driver's Licence issued by <u>this</u> authority? .	YES [] NO [] If yes provide licence/badge number and dates:

Have you previously held or do you currently hold a Hackney Carriage and Private Hire Driver's Licence issued by <u>any other</u> Authority?	YES [] NO [] If yes provide licence/badge number, name of Authority and dates:
Has any Hackney Carriage and Private Hire Driver's Licence held ever been suspended or revoked by this or any other authority?	YES [] NO [] If yes provide details:

Section 5 – Tax Checks

The Finance Act 2021 introduced tax checks as part of applications to renew licences for taxi and private hire drivers and private hire operators.

This section is only applicable if you are doing any of the following:

- renewing a licence; or
- applying for the same type of licence you previously held, that ceased being valid less than a year ago; or
- applying for the same type of licence you already hold with another licensing authority

Please see declaration below.

Tax Check Code									
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Declaration -Tax Check

The Finance Act 2021 introduced tax checks as part of applications to renew licences for taxi and private hire drivers and private hire operators.

I confirm that I have read the guidance by HMRC on registering my tax check.

By providing my HMRC tax check code I am consenting to the Council confirming with HMRC that I have carried out a tax check.

I understand that I will not be granted a licence if I do not provide a tax check code.

Section 6 – DBS Update Service (Renewal Only)

Do you currently subscribe to the DBS Online Update Service?	YES [] NO []
If yes, do you consent to the Council checking your certificate via the Update Service as part of your renewal application?	YES [] NO []
If yes, then please enter your Update Service certificate number:	

If you do not subscribe to the DBS Update Service, or you do not consent to the Council undertaking a check of your certificate, then you must complete an application for a new Enhanced Disclosure Certificate. **Your renewal letter will state whether you are due a DBS check on your renewal and will contain information on how to apply for your DBS Check.**

Section 7 – Declarations

I declare to the best of my knowledge and belief that I have disclosed all previous Convictions, Cautions, Fixed Penalty Notices, Warnings and/or any other Penalty Notices, regardless of whether they are deemed spent and regardless of the age of the conviction. OR if a renewal applicant, any disclosures since my last application.

I declare to the best of my knowledge and belief the above information is correct. I understand that if I knowingly or recklessly make a false statement or omission I render myself liable to prosecution and my licence may be suspended or revoked.

I have read the Standard/Enhanced Check Privacy Policy for applicants

<https://www.gov.uk/government/publications/dbs-privacy-policies>

and I understand how the Disclosure and Barring Service (DBS) will process my personal data and the options available to me for submitting an application. I understand that the certificate will be sent to my home address, and it is my responsibility to bring the original to the Council when I receive it. This will apply to all new grant applications and some renewal applications where we need to view the certificate.

Data Protection Act 2018 and Privacy Notice

With regard to the Data Protection Act 2018, the Council has a duty to protect the public funds it administers, and to this end may use the information that you provided in respect of your licensing application and the data held within the authority for the prevention and detection of fraud. Where required, it may also share this information with other bodies administering public funds and other organisations solely for these purposes. Under Article 6(1)(e) of the GDPR, we are permitted to use data for our tasks.

Any data supplied by you on this form will be processed in accordance with Data Protection Act requirements and in supplying it you consent to the Council processing the data for the purpose for which it is supplied. All personal information provided will be treated in the strictest confidence and will only be used by the Council or disclosed to others for a purpose permitted by law. Visit www.valeofglamorgan.gov.uk <https://www.valeofglamorgan.gov.uk/Documents/Working/Public-Notices/Fair-Processing-Notice-Licensing.pdf>

NR3 National Register of Refusals and Revocations

When we receive an application for a licence, we will check the applicant's details on the register to confirm that there is no record of them having been revoked or refused elsewhere.

The licensing authority will add basic details about drivers when we refuse an application or revoke their licence. The details contained on the register are limited to information

that will help to identify an individual to a certain degree of accuracy. The register does not include any information about why an application was refused or a why a licence was revoked. For more information please see:

<https://www.valeofglamorgan.gov.uk/Documents/Working/Licensing/National-Register-of-Taxi-Licence-Revocations-and-Refusals-NR3-Policy-English.pdf>

Section 8 – Signature

Signature		Print Name	
Landline Telephone no.		Mobile No.	
Email Address		Date	

All applicants are required to:

Submit a Disclosure Barring Service (DBS) check in respect of their first application and every three years thereafter.

Produce a medical certificate (required if applying for the first time, after their 45th, 50th, 55th, 60th or 65th birthday, then annually after age 65) signed by a registered general practitioner to the effect that you are physically fit to be a driver of a Hackney Carriage or Private Hire Vehicle. You should inform your GP that this Authority requires taxi drivers to meet the DVLA Group 2 standard of fitness. You are required to meet the cost of any certificate or examination.

Produce their DVLA driving licence for inspection. No driver licence will be issued without proof of a current DVLA licence. The licence must show the same address as stated in the application form. In addition, applicants must provide the DVLA 'Check Code' authorisation for the Council to access your driving record.

On every application a manual right to work check must be carried out (by appointment).

For UK Nationals: This can be your Passport (current or expired). If you do not have a Passport, then we will require your FULL Birth Certificate **AND** a document which shows your National Insurance number.

For Non-UK Nationals: We need to do a visual check that the picture we have on file from your online Right to Work status matches your identity in person.

Pass a Knowledge Test prior to the first grant of a licence.

For any queries, please email the Licensing Section via licensing@valeofglamorgan.gov.uk or telephone 0300 123 6696.