



HACKNEY CARRIAGE & PRIVATE HIRE DRIVERS LICENCE APPLICATION (From 4/4/22 v0.2)

PLEASE NOTE, THIS APPLICATION WILL NOT BE ACCEPTED UNLESS **ALL** SECTIONS ARE COMPLETED IN FULL AND **ALL** ORIGINAL DOCUMENTS ARE ENCLOSED.

Application Type (Please tick relevant boxes)

Hackney Carriage	<input type="checkbox"/>	Private Hire	<input type="checkbox"/>	New Application	<input type="checkbox"/>	Renewal	<input type="checkbox"/>
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Applicant

1.	Title:	Mr Mrs Miss Ms Other <i>delete as appropriate</i>
2.	Surname:	
3.	Forenames:	
4.	Previous Names or Aliases:	
5.	Date of birth:	
6.	National Insurance Number:	
7.	Permanent Address:	
8.	Post Code:	
9.	Telephone Number (Home):	
10.	Telephone Number (Mobile):	
11.	Personal Email address	
12.	DVLA licence number:	

13.	Do you have any convictions, cautions, reprimands or warnings recorded against you for any offence, NO MATTER HOW OLD THEY ARE, which may be deemed spent and not included on your current DBS certificate, including endorsable fixed penalty tickets, motoring offences and penalty points which may no longer be recorded on your current DVLA driving licence?	YES / NO
If you have answered YES please enter details at question .		
Failure to declare any of the above matters is an offence and is likely to result in prosecution and subsequent refusal of your application¹.		
IF ANY PERSON KNOWINGLY OR RECKLESSLY MAKES A FALSE STATEMENT OR OMITTS ANY MATERIAL PARTICULAR IN GIVING THE FOLLOWING INFORMATION HE SHALL, UNDER SECTION 57 OF THE LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976 PART II, BE GUILTY OF AN OFFENCE:		

¹ Notwithstanding the provisions of the Rehabilitation of Offenders Act 1974, spent convictions or cautions are, by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, disclosable for the purposes of this application unless they have been defined by the 1975 Order as being "protected". A copy of the 1975 Order can be downloaded free of charge at

14.	Please Insert Your DBS Certificate Number & Update Service Reference Number Here			
	DBS Cert No:		Update Service Ref No:	
15.	Do you have spent convictions not listed on the DBS certificate?			
	Yes / No			
	<i>(If yes, please include on the list at question 16)</i>			
16.	Please list here ALL unspent convictions not listed on the DBS certificate together with any other unlisted convictions, cautions, reprimands or warnings recorded against you for any offence, including endorsable fixed penalty tickets, motoring offences and penalty points			
	Date of Offence	Date of Conviction	Offence	Date Reported to the Council
	(Use separate sheet if necessary)			
17	Are you currently the subject of any criminal investigation or prosecution?			YES / NO
	If you have answered YES please enter details in the section below			
18	Do you have any reason to believe that you are not medically fit to drive a vehicle			YES / NO
	If YES, please provide details below			
19	Are you currently a holder of a Hackney Carriage or Private Hire Drivers Licence with this or any Authority?			YES / NO
	If YES, please provide details below. If NO, please continue to section 17			
	Licence details			
	Issuing Council:	Badge No:	Issue Date:	Expiry Date:

20	Have you ever been refused a licence, or had a licence revoked or suspended by this or any other authority?			YES / NO
	If YES, Please provide details below. If NO, please continue to section 21			
	Previous licences and/or applications			
	Issuing Council	Badge No.	Issue Date	Expiry Date
21	Are you disqualified from being the Director of a Company under the Companies Act 1985?			YES / NO
22	Are you subject to a bankruptcy order, which has not been discharged?			YES / NO
23	Please insert your HMRC Tax Check Code here, OR if you have not held a taxi driver or operator licence in the last 12 months indicate, by ticking the box, that you understand the tax requirements			
Tax Check Code:		OR	I understand the tax requirements <input type="checkbox"/>	
(This code must have been issued within the last 120 days)				

24	All Private Hire applicants and those Hackney Carriage applicants who intend to work for a Private Hire Operator must have this section completed by that Operator.		
I confirm that I have given my consent to the person to which this application relates, to undertake work for the Private Hire firm named below			
Name and Address of Operator			Operator's Stamp
Operator's Licence Number.....			
Signature of Licensed Operator.....			

25	If you are completing this form on behalf of someone else, please complete the following:		
Your Name:			
Date of Birth:			
Address:			
Relationship to applicant:			
Reasons for completing this form on their behalf:			
Signature:		Date:	

NATIONAL REGISTER OF TAXI/PRIVATE HIRE LICENCE REFUSALS, & 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 from 7th November 2018.

- 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 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, The Town Hall, Manchester Road, Burnley BB11 9SY. 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.

26	Declarations (Please tick each box where appropriate)	√
I have made payment of the fee		
I have enclosed 1 passport size colour photograph		
I have enclosed a full UK driving licence		
I have enclosed a Medical Certificate from my own GP or a Medical Certificate from an agency doctor registered with the General Medical Council. (Agency Medical Certificates are only available to applicants where their own GP cannot provide one)		
I have enclosed a DBS certificate and confirm I subscribe to the DBS Update Service.		
I have enclosed evidence I have completed the Knowledge Test		
I have enclosed evidence I have completed and submitted the answers to the Safeguarding Awareness/Refresher Course and confirm I did so without any assistance from a 3 rd party.		
I confirm I am aware of and have read the guidance about my tax responsibilities and where required completed the tax check.		
I have completed a DVLA mandate authorising checks for a 3 year period		
I have read and understood the Private Hire/Hackney Carriage Driver Licence Conditions supplied to me.		
I understand that it is an offence to drive a licensed Hackney Carriage or Private Hire Vehicle without a valid licence.		
I have a right to work in the UK and understand that a copy of the document I have supplied will be retained on my record		
I understand that it is an offence to make a false statement on this application or to omit relevant details.		
I consent to the Council conducting periodic Disclosure & Barring Service (DBS) status and DVLA checks to identify any changes in my personal circumstances.		

Any personal or special information you provide will be held by the Council on computerised and manual files (data may be made available on a public register as required by relevant legislation). 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. Burnley Borough 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 or clicking here at <https://www.burnley.gov.uk/about-council/other-information/privacy-notice-formally-fair-processing-notice>

BY SIGNING THIS DOCUMENT YOU ARE AGREEING TO THE TERMS AND CONDITIONS OUTLINED AND THAT THE INFORMATION YOU HAVE PROVIDED IS ACCURATE AND TRUE.

Signature:

Date:

Office Use Only.

Application Accepted by.....Date.....

Right to Work Doc Scanned/ Home Office Share Code.....

Tax Code Check Verified.....

DBS Update Service Ref Verified.....