



Please indicate which type of Licence you are applying for:	Hackney Carriage Driver Licence	New	Renewal
	Private Hire Driver Licence	New	Renewal
	Both HC & PV Licence	New	Renewal

1.	Title:	Mr Mrs Miss Ms (please delete as appropriate) Other:
2.	Surname:	
3.	All Forenames:	
4.	Previous Names or Aliases:	
5.	Date of Birth:	
6.	National Insurance Number:	
7.	Permanent Home Address including Postcode:	
8.	Home Telephone Number:	
9.	Mobile Telephone Number:	
10.	Personal email Address:	

11.	Are you entitled to work in the UK? If yes, we will need to see your passport. If you are not a British Citizen, you will need to provide a Right to Work Share Code.								
Yes / No									
Please insert your RTW Share Code:									

[illegible][illegible]

14.	No Matter How Old They Are, do you have any convictions, cautions, reprimands or warnings recorded against you for ANY offence, which may be deemed spent and not included on your DBS certificate? Do you have any endorsable fixed penalty tickets, motoring offences and penalty points which may no longer be on your driving licence? If any person knowingly or recklessly makes a false statement or omits 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. Failure to declare any of the above is an offence and is likely to result in prosecution and refusal of your application.*
Yes / No	

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 www.legislation.gov.uk

15.	Give details of all offences falling under section 14 whether spent or not. Please continue on a separate sheet of paper if required.		
	Offence Date:	Conviction Date:	Offence / Offence Code: Penalty / Sentence

16.	Do you have any pending prosecutions you have been charged with for any offence or are you currently being investigated by the Police or any other enforcement agency, for any offence?	
	Who is investigating you?	
	Why are they investigating you?	
	What date does this relate to?	
	Any other information you can give regarding this?	

17.	Give details of any current Private Hire or Hackney Carriage driver, Vehicle or Operator licences issued by this or any other authority:		
Issuing Council:		Licence Number:	Issue date:
			Expiry Date:

18.	Have you EVER be refused a Private Hire or Hackney Carriage licence or had a licence revoked or suspended by any other council?
Yes / No	

19.	Give details of all revocations, refusals and suspensions. Please continue on a separate sheet of paper if required.	Council	Revoked, Refused, Suspended?	Date	Reason

20.	Operator details for Private Hire Licence applicants:		
Name and Address of Operator:			Operator's Stamp
Operator Licence Number:			
I confirm that I have given my consent for the named applicant on this form to undertake work for the above-named Private Hire Firm.			
Signature of Operator:			

21.	Please insert your HMRC Tax Code Check, OR if you have not held a Taxi Drivers Licence or Operator Licence within the last 12 months, indicate that you understand the tax requirements.							
Tax check code:							I understand the tax requirements:	
								Yes / No

22.	Are you disqualified from being a Director of a Company under the Companies Act 1985?	
Yes / No		
23.	Are you subject to a bankruptcy order which has not been discharged?	
Yes/ No		
24.	Do you have any reason to believe that you are not medically fit to drive a vehicle?	
Yes / No		
If YES, please give details: Continue on a separate piece of paper if required		

25.	Declaration. Please tick each box where appropriate	
I have made payment of the fee		
I have enclosed 1 passport size colour photograph		
I have enclosed my 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 Safer Cabbying 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.		
I confirm that I will predominately drive within the Borough of Burnley		
I will undertake daily vehicle checks and retain the completed forms in my vehicle		

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 to fulfil its official functions. The data may 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:	
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If you are completing this form on behalf of the applicant, please complete the following:

Your name:			
Your address:			
Your date of birth:			
Relationship to the applicant:			
Reason for completing the form on their behalf:			
By signing this document, I confirm that the applicant was in attendance and all questions / answers have been explained to the applicant and they confirm that they understand the details on the form.			
Signature:		Date:	

NATIONAL REGISTER OF TAXI/PRIVATE HIRE LICENCE REFUSALS, & REVOCATIONS & SUSPENSIONS (NR3).
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The Licensing Authority provides information to the National Register of Taxi Licence Refusals, Revocations & Suspensions (NR3), a mechanism for licensing authorities to share details of individuals who have had a hackney/ private hire drivers licence revoked or suspended 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, suspended 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.