

# Application For A Dual Hackney Carriage/Private Hire Driver's Licence

Local Government (Miscellaneous Provisions) Act 1976. Town Police Clauses Act 1847



Office use:

**Please refer to the Guidance Notes when completing this form – It is an offence to knowingly or recklessly make a false statement or to fail to provide information required in this form. Failure to complete this form accurately or with sufficient detail may well result in your application being delayed. You will be required to sign a Declaration at the end of this form.**

**Please complete legibly in BLOCK LETTERS and delete as applicable. Where any answer box is not applicable please write N/A in the box/column to show you have read and considered the question.**

**If you require this document in an alternative format, please contact us.**

## Data Protection and anti-fraud statement

The information that you have provided will be held by South Gloucestershire Council and will be used to process your application. It will be held securely at all times in accordance with current Data Protection legislation. We must also have a duty to protect public funds, so we may use the information you have provided on this form to prevent and detect fraud. We may also share this information with other organisations that handle public funds. Information you provide may also be used to check the accuracy of records held elsewhere in the council. If you wish to see the personal data that the Council holds about you please complete a [Subject Access form](#) available via our website or contact us in person via one of our [One Stop Shops](#).

## Enhanced disclosure information

The purpose of gaining a copy of your DBS Enhanced Disclosure Certificate (a part of the Application Process) is solely to ascertain whether you are a Fit and Proper person to drive a Hackney Carriage or Private Hire vehicle. The copy of your DBS Enhanced Disclosure Certificate will not be used for any other purpose.

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## Applicant's statement of application

I hereby make an application to South Gloucestershire Council for a Grant/Renewal of a Dual Hackney Carriage and/or Private Hire Driver's Licence and if the same is granted, I undertake to comply with the Acts, Byelaws and Regulations relating thereto and for the time being in force.

I further agree that if I infringe or neglect to comply with any of the conditions subject to which the Licence is issued or held, the same shall be liable to be revoked or suspended by the Council.

**SECTION 1 – Applicant details**

Licence being applied for	3 Year	Dual Hackney Carriage & Private Hire Private Hire
Title	Mr      Mrs      Miss/Ms	Other (Please state)
Forename/s		
Surname/family name		
Date of birth (DD/MM/YYYY)		
Place of birth		
Address:		
	Postcode	
Mobile tel no		
Land line no		
Email address		
Previous address/s in last 5 years: Please provide full detail and continue on a separate sheet if necessary.		
Address 1		
	Postcode:	
Dates: (DD/MM/YYYY)	From:	To:
Address 2		
	Postcode:	

<b>Dates (DD/MM/YYYY)</b>	<b>From:</b>	<b>To:</b>
<b>Address 3</b>		
	<b>Postcode:</b>	
<b>Dates (DD/MM/YYYY)</b>	<b>From:</b>	<b>To:</b>
<b>National Insurance no.</b>		
<b>Do you have right to work in the UK?</b>	<b>Yes</b>	<b>No</b>
<p>Your right to work in the UK will be checked as part of your 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. You must therefore provide a document or document combination that is stipulated as being suitable for this check. 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. Your application will not be considered valid until all the necessary information and original document(s) have been produced and the relevant fee paid has been paid.</p> <p>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.</p>		
<b>HM Revenue and Customs (HMRC) Tax check code</b>	<b>Please give full details of the HMRC tax check code:</b>	
<b>(Applicable for renewal applicants from 4 April 2022)</b>		

**SECTION 2 – Driving licence details & motoring offences**

<b>1.</b> Current DVLA / NI / EEA Driving Licence a) Number (as used in this application)	
b) Country of issue of current Driving Licence (as used in this application)	
c) If the country in which you passed your driving test is different to your answer at Q1.b above, please state in which country you took that driving test initially. (This is to cover the situation where a driving licence and pass-certificate issued in one country has later been exchanged for an EU licence in another county)	
<b>2.</b> How long have you held this Licence? (DD/MM/YYYY)	From: _____ To: _____
<b>3.</b> Have you ever been refused a DVLA licence?	Yes      No If yes, please give full details of when and why on a separate sheet.
<b>4.</b> Have you ever been disqualified from driving (holding or obtaining a driving licence) for any reason including accumulation of penalty points by any court?	Yes      No If yes, please give full details of when, why, how long for and by which court on a separate sheet.
<b>5.</b> Are there any endorsements (penalty points) on this licence?  <b>N.B.</b> penalty points though valid for 3 or 10 years remain on your licence for 4 or 11 years.	Yes      No If yes, please give full details. Failure to declare all endorsements/penalty points may affect the outcome of your application.  Please provide full detail on next page and continue on a separate sheet if necessary.

Date of offence (DD/MM/YYYY)	Date of conviction (DD/MM/YYYY)	Court name or if fixed penalty notice	Offence	Number of penalty points	Fine

- |   |   |
|---|---|
| <p>6. Have you ever been cautioned or convicted of driving whilst under the influence of drugs or alcohol?</p>                                    | <p style="text-align: center;">Yes      No</p> <p>If yes, please give full details to include: date of offence, offence code, court and sentence on a separate sheet.</p> |
| <p>7. Do you suffer from epilepsy or any other disability which may affect your ability to drive safely?</p>                                      | <p style="text-align: center;">Yes      No</p> <p>If yes, please give full details on a separate sheet.</p>   |
| <p>8. Have you ever been refused a private hire / hackney carriage licence or had a licence revoked by this or any other licensing Authority?</p> | <p style="text-align: center;">Yes      No</p> <p>If yes, please give full details of the reason and when on a separate sheet.</p>  |

### SECTION 3 – Details of Previous Convictions, Cautions, Reprimands, Final Warnings, Penalty Notices for Disorder, Court Orders or outstanding Court Proceedings/Investigations

- |  |   |
|--|---|
| <p>9. Have you ever been cautioned, found guilty or convicted of ANY offence (other than a motoring offence) or been made the subject of an Order, by a court in the UK or abroad? This means ALL offences (motoring offences should be recorded at Questions 4 &amp; 5 above)</p> | <p style="text-align: center;">Yes      No</p> <p>If yes, please give full details of the reason on a separate sheet.</p> |
|--|---|

**N.B.** Under the Rehabilitation of Offenders Act 1974, holders of hackney carriage and/or private hire drivers licences are classified as exempted posts and all convictions (whether “spent” or not) must be declared.

The offence of Unlicensed Driver (Plying for Hire) is not deemed a “motoring offence” and should be declared below.

Failure to declare all convictions may affect the outcome of your application.

Please provide full detail on the next page and continue on a separate sheet if necessary.

Date of offence (DD/MM/YYYY)	Date of conviction (DD/MM/YYYY)	Court name	Offence	Sentence

<p><b>10.</b> Have you signed up for the Disclosure and Barring Service (DBS) Update Service?</p>	<p style="text-align: center;">Yes          No</p> <p>If yes, please give details of the DBS certificate number</p> <p>I confirm that I have signed up to the DBS Update Service, and understand I am giving consent for South Gloucestershire Council to check my DBS status as stated in the council's policy.</p> <p>Signed:</p>
<p><b>11.</b> Do you have any pending court proceedings or investigations for any offences?</p>	<p style="text-align: center;">Yes          No</p> <p>If yes, please give full details to include nature of offence/s, Court or Police area</p>

The Council shall not grant a Licence unless they are satisfied that the applicant is a fit and proper person to hold a driver's licence for a private hire and/or hackney carriage vehicle.

Failure to report any changes to the details or information given in this application form may result in the suspension or revocation of the licence.

Where an e-mail address has been provided the Licensing Service may send licence renewal reminders through this communication method, it is therefore important that if you change your e-mail address that you must inform the Licensing Service at the earliest opportunity.

## SECTION 4 – Declaration and consent

I confirm that I have signed up to the DBS Update Service, and understand I am giving consent for South Gloucestershire Council to check my DBS status as stated in the council's policy.

I hereby certify that all statements made in this application are true and correct and that I have not withheld any relevant information, and I confirm that I have read and had my attention drawn to the current South Gloucestershire Council Taxi Licensing Policy regarding the Relevance of convictions and cautions. Furthermore, I understand and consent that my information may be shared as described in the Data Protection and Antifraud Statement above.

1. Signed

Date (DD/MM/YYYY)  
(Completion of form)

2. Signed

Date (DD/MM/YYYY)  
(Submission of completion application)

**NB:** Section 57(3) of the 1976 Act provides that “if any person knowingly or recklessly makes a false statement or omits any material particular in giving information he or she shall be guilty of an offence”.

**Should any statement made in this application subsequently be found not to be true or correct, any Licence issued on the basis of any answers given may be instantly revoked.**

### National Register of Taxi or Private Hire Licence Refusals and Revocations (NR3)

This Licensing Authority provides information to the National Register of Taxi or Private Hire Licence Refusals and Revocations (NR3), a mechanism for licensing authorities to share details of individuals who have had a Dual Hackney Carriage and/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 this Licensing Authority – that is, assessing whether an individual is a fit and proper person to hold a Dual Hackney Carriage and/or Private Hire Driver's licence

Where a Hackney Carriage and/or Private Hire Driver's Licence is revoked, or an application for one refused, this Licensing 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, this Licensing Authority will seek further information about the entry on the register from the licensing 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
- address and contact details
- national insurance number
- driving licence number
- decision taken
- date of decision
- date decision effective

Information will be retained on NR3 for a period of 25 years.

This is a mandatory part of [applying for] [being granted], a Hackney Carriage and/or Private Hire Driver's Licence. This Licensing Authority has a published policy on the approach it will take to requests by other licensing 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 this Licensing Authority's 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.

### **List of acceptable documents for right to a licence checks**

For additional information, refer to the the Home Office- Employer right to work checks- supporting guidance:



[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1042343/2021.12.16\\_Employer\\_s\\_Guide\\_Edit.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1042343/2021.12.16_Employer_s_Guide_Edit.pdf)



# Driver licence holder

## HMRC Tax check code

Schedule 23 of the Finance Act 2011 (Data Gathering Powers) & Schedule 36 of the Finance Act 2008 (Information & Inspection Powers), grant HMRC powers to obtain relevant information from third parties. This includes Licensing Authorities being required to provide information about licence applications.

The Council is obliged by law (Schedule 33 of the Finance Act 2021) to ensure that:

- All persons submitting a new licence application (and have not held a similar licence elsewhere in England or Wales within the last 12 months) are aware of their responsibilities for paying tax; and
- All persons submitting a new licence application (but have held a similar licence elsewhere in England or Wales within the last 12 months) are registered with HMRC for tax purposes; and
- All persons submitting a licence renewal application are registered with HMRC for tax purposes.

Please complete in BLOCK LETTERS

New licence application (and not held the same licence elsewhere within the last 12 months):  
Please read the [HMRC Tax Guidance](#) found here, and then complete Section 1 and Section 2 of this form.

New licence application (but have held the same licence elsewhere within the last 12 months):  
Please complete Section 1, Section 2, and Section 3 of this form.

Licence renewal application: Please complete Section 1, Section 2, and Section 3 of this form.

Your name

Your company name  
(if applicable)

Your company  
registration number  
(if applicable)

**SECTION 2 – Please sign and date the following declaration**

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

Signed

Date (DD/MM/YYYY)

**SECTION 3 – Please follow the instructions below to generate a “Tax Check Code”**

1. Use your Government Gateway User ID and Password to access the HMRC Tax Check Service. If you do not have one you can create a [Government Gateway User ID](#) here.
2. Complete an HMRC Tax Check, and create a 9 character [Tax Check Code](#) here.
3. Enter your “9 character Tax check code” in the box below:

**NOTE TO ALL APPLICANTS:**

- No licence application will be processed without this form having been submitted to the Council when you submit your licence application.
- No licence will be granted or renewed without the Council being satisfied that you have undertaken the necessary tax obligations placed on you by HMRC.

**FURTHER GUIDANCE**

If you've not yet registered yourself / your business to pay tax on earnings from your licensed trade, please check if you need to register as soon as possible:

- if you're an employee, find information on Pay As You Earn (PAYE):  
[www.gov.uk/income-tax/how-you-pay-income-tax](http://www.gov.uk/income-tax/how-you-pay-income-tax)
- if you're self-employed, find information on registering for Self-Assessment:  
[www.gov.uk/register-for-self-assessment](http://www.gov.uk/register-for-self-assessment)
- if you operate through a company, find information on Corporation Tax:  
[www.gov.uk/corporation-tax](http://www.gov.uk/corporation-tax)