



The Council Offices, Brympton Way, Yeovil BA20 2HT
 Telephone: (01935) 462131/ 462138
 Website: www.southsomerset.gov.uk
 Email: licencing@southsomerset.gov.uk

APPLICATION FOR A HACKNEY CARRIAGE/PRIVATE HIRE DRIVER LICENCE

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

Please write clearly in **block capitals** and in **black ink**.

I am applying for a:	<input type="checkbox"/> New licence -1 year*
	<input type="checkbox"/> Renewal of licence -3 years

**1 year applications are for NEW DRIVERS ONLY*

New applicants please attach a recent photograph, sized 45 x 35mm, of a standard suitable for a passport application, showing your full face without coverings.

Section 1: Licence details		<i>This section should be left blank on new licence applications</i>								
Badge Number		Expiry date of current licence	D	D	M	M	Y	Y	Y	Y

Section 2: Applicant's details																			
Title:	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other (please state)																		
First name (s):																			
Surname:																			
Home Address:																			
Post Code:																			
Date of Birth:	D	D	M	M	Y	Y	Y	Y	National Insurance number:										
Place of Birth:																			
Nationality:	<i>If dual nationality is held, state all applicable nationalities</i>																		
Daytime phone number:						Mobile phone number:													
Email address:																			

Section 3: Driving licence details

DVLA driving licence number	e.g. JONES123123AZ9BY	Issue Number:	64
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If you hold a photo driving licence, please give the expiry date of the photo card:	D	D	M	M	Y	Y	Y	Y
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Are you currently, or at any time in the last 5 years have you been, disqualified from driving motor vehicles? (including on medical grounds)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Do you have any endorsements on your DVLA driving licence? (include all driving licence endorsements. The information you provide will be cross referenced with the information released by DVLC, which you have given consent to by signing the DVLA mandate as part of the application process)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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If any of the above have been answered 'Yes', please provide details below: *extra sheets can be provided if required*

Date of offence	Offence Code	Date of conviction	Penalty/Sentence

Section 4: Criminal convictions, cautions or investigations

Have you ever been convicted or received a caution, reprimand or warning for any criminal offence?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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If the answer above is 'Yes', please provide details below:

Date of conviction/ caution	Offence	Penalty/Sentence

Section 5: DBS Update Service

Have you subscribed to the DBS Update Service?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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If the answer is 'Yes', please provide details and sign declaration below:

Current DBS Disclosure Certificate Number																			
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Date of Issue:	D	D	M	M	Y	Y	Y	Y	Level of DBS check										
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Workforce:																			
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I confirm I give authority for South Somerset District Council to receive up to date information in relation to my criminal record DBS certificate via their online update service.

Signed:																				Date:	D	D	M	M	Y	Y	Y	Y
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Please note that by virtue of the Rehabilitation of Offenders Act, all convictions, cautions, reprimands and final warnings MUST be disclosed whether 'spent' or 'unspent' and may be taken into consideration no matter when they took place.

Section 6: Previous licences

Have you ever been refused a hackney carriage or private hire driver's licence, or had such a licence suspended or revoked, by South Somerset District Council?

Yes No

Have you ever been refused a hackney carriage or private hire driver's licence, or had such a licence suspended or revoked, by any other licensing authority?

Yes No

If either of the above have been answered 'Yes', please provide further details below:

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Section 7: Certificate of Good Conduct

In the last 10 years, have you been resident in any other country other than the UK for a period of 6 months or more?

Yes No

If the answer is 'Yes', please give details of where and when below:
(You will be required to provide a certificate of good conduct for each country that you have resided in.)

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Section 8: Right to work in the UK

I have an ongoing right to work in the UK, as a British citizen

I have an ongoing right to work in the UK, as a national of an EEA country or Switzerland.

I have an ongoing right to work in the UK, as the holder of a UK residence permit (without restrictions)

I have a restricted right to work in the UK, subject to the following restrictions and conditions:

Restrictions on type(s) of work permitted:

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Restrictions on period of entitlement to work:

	From:	D	D	M	M	Y	Y	Y	Y		To:	D	D	M	M	Y	Y	Y	Y
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I am entitled to work in the UK by virtue of the following circumstances, not covered above:

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'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. The list of documents is set out at https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/574059/Guidance-for-licensing-authorities-to-prevent-illegal-working-in-the-taxi-and-private-hire-sector-in-England-and-Wales.pdf 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 has been paid. 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.'

Section 9: Declaration

- I declare that, to the best of my knowledge and belief, the above particulars are true in every respect.
- I understand that it is an offence for any person to knowingly or recklessly make a false statement or to omit any material particular in giving information required in this form, and that I may be prosecuted or have my licence revoked if I am found to have done so.
- I have read South Somerset District Council's current Taxi Licensing Policy and Guidance and undertake in the event of a licence being granted to observe and adhere to it.

Signed:		Date:	D	D	M	M	Y	Y	Y	Y
Print Name:										

Data Protection – PLEASE READ THIS NOTICE CAREFULLY

We will use the information you provide in this form and in any supporting documents to process and determine your application for a licence. The information will be held on internal databases and electronic document management systems, and included in such public registers as the Council may be required to maintain.

The information supplied may be passed to other bodies, including law enforcement agencies and government departments, as allowed by law. We may check information you have provided, or information about you from, or provide information to, organisations such as government departments, law enforcement agencies, other local authorities, and private sector organisations such as banks, insurance companies or legal firms, to:

- Verify the accuracy of information
- Prevent or detect crime, or
- Protect public funds.

We will not give information about you to anyone else, or use information about you for other purposes, unless the law allows us to.

South Somerset District Council is the data controller for the purposes of the Data Protection Act. If you would like to know more about what information we hold about you, or the way we use it, please contact us.

Section 10a: Documents required if submitting a NEW application

If your application is not submitted with the following documents it will be rejected:

- Full UK driving licence
- Knowledge Test pass certificate
- DSA pass certificate or SSDC equivalent
- Completed medical questionnaire
- Disability Awareness Course pass certificate
- Fully completed DBS application form with supporting documents
- Certificate of Good Conduct
- Documents in support of right to work in the UK
- Application fee – please see current fees list (Cash or card payments can be taken and cheques must be made payable to 'South Somerset District Council')

Section 10b: Documents required if submitting a RENEWAL application

If your application is not submitted with the following documents it will be rejected:

- Full driving licence
- Documents in support of right to work in the UK
- Application fee – please see current fees list (Cash or card payments can be taken and cheques must be made payable to 'South Somerset District Council')

Once you have completed this application form, you must contact us on **01935 462131** or **01935 462138** to make an appointment. Please note that we will not accept any paperwork or applications without an appointment.

Office Use Only

Date received:		Fee received:	£
Receipt no:			<input type="checkbox"/> Cash <input type="checkbox"/> Card <input type="checkbox"/> Cheque
Flare Ref/ Licence no:		Right to work in UK checked	
DBS Certificate Number:		DBS Certificate issue date:	
Complaint history check:		Licence approved:	
Licence valid from:		Licence expires:	