



PO Box 5421, Yeovil, BA20 9GU
 Telephone: 01935 462462
 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 – 3 years
	<input type="checkbox"/> Renewal of licence -3 years

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:	
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Section 3: Driving licence details

DVLA driving licence number	<i>e.g. JONES123123AZ9BY</i>	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? <i>(including on medical grounds)</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Do you have any endorsements on your DVLA driving licence? <i>(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)</i>	<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

Driving Licence check code: Please visit the following website to generate a check code so your details can be checked online: <https://www.gov.uk/view-driving-licence>

Check Code:

Section 4: Tax Conditionality

Renewal Applicant – I currently hold a Driver’s Licence with this Council that has not expired

I have been given my tax check number by HMRC and that number is:

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OR

Applicants that previously held a Driver’s Licence that expired less than one year ago

I have been given my tax check number by HMRC and that number is:

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OR

New Applicant with a similar licence with another Licensing Authority

I have been given my tax check number by HMRC and that number is:

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OR

First Time Applicant

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?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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If either of the above have been answered 'Yes', please provide further details below:

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Section 8: 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?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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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 9: Right to work in the UK

If demonstrating a right to work via the Home Office online right to work checking service), the 'share code' provided to the applicant by the service (please see note 1 for information)

Code:

If demonstrating a right to work via an accepted document I have provided the document with the application (please see note 1 for a list of acceptable documents).

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 also share information with the Home Office. You must either share your immigration status using the Home Office online checking service 'prove your right to work to an employer' if your status is compatible with the service, or provide a document or document combination that is stipulated as being suitable for this check. Where an online check has been carried out, the 'profile' page confirming your right to work will be copied and retained by the licensing authority. Where a manual check is carried out, and you have provided a document(s) set out at note 1 (at the end of this form) you must provide the original document(s). 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 any 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 10: 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.
- I understand that my driving licence details will be checked online using the check code I have provided.
- **This application has been submitted at least 10 working days before the expiry**

Signed:	Date: <table border="1" style="display: inline-table; vertical-align: middle;"> <tr> <td style="width: 20px; height: 20px;">D</td> <td style="width: 20px; height: 20px;">D</td> <td style="width: 20px; height: 20px;">M</td> <td style="width: 20px; height: 20px;">M</td> <td style="width: 20px; height: 20px;">Y</td> <td style="width: 20px; height: 20px;">Y</td> <td style="width: 20px; height: 20px;">Y</td> <td style="width: 20px; height: 20px;">Y</td> </tr> </table>	D	D	M	M	Y	Y	Y	Y
D	D	M	M	Y	Y	Y	Y		

Print Name:	
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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:	
<input type="checkbox"/>	Full UK driving licence
<input type="checkbox"/>	Knowledge Test pass certificate
<input type="checkbox"/>	DSA pass certificate or SSDC equivalent
<input type="checkbox"/>	Completed medical questionnaire
<input type="checkbox"/>	Disability Awareness Course pass certificate
<input type="checkbox"/>	Safeguarding Course pass certificate
<input type="checkbox"/>	Fully completed DBS application form with supporting documents
<input type="checkbox"/>	Certificate of Good Conduct
<input type="checkbox"/>	Documents or online check code in support of right to work in the UK
<input type="checkbox"/>	I have read the HMRC Guidance on tax checks and understand that HMRC have powers to obtain information about me from the Council.
<input type="checkbox"/>	Knowledge Test pass certificate
<input type="checkbox"/>	Application fee – please see current fees list (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:	
<input type="checkbox"/>	Full driving licence
<input type="checkbox"/>	Documents in support of right to work in the UK
<input type="checkbox"/>	Tax Code – I understand that my application cannot be processed without my tax check code
<input type="checkbox"/>	Application fee – please see current fees list (card payments can be taken and cheques must be made payable to ‘South Somerset District Council’)

Guidance

Note 1: Right to work documents

A right to work share code can be obtained here <https://www.gov.uk/prove-right-to-work>

List of Documents

List A

1. A passport (current or expired) showing the holder is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.
2. A passport or passport card (in either case, whether current or expired) showing that the holder is an Irish citizen.

3. A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man, which has been verified as valid by the Home Office Employer Checking Service, showing that the holder has been granted unlimited leave to enter or remain under Appendix EU to the Jersey Immigration Rules, Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 or Appendix EU to the Isle of Man Immigration Rules.
4. A current passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
5. A current Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.
6. A birth or adoption certificate issued in the UK, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer^{[footnote 1](#)}.
7. A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.
8. A certificate of registration or naturalisation as a British citizen, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.

List B Group 1

1. A current passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question^{[footnote 2](#)}.
2. A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man, which has been verified as valid by the Home Office Employer Checking Service, showing that the holder has been granted limited leave to enter or remain under Appendix EU to the Jersey Immigration Rules, Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 or Appendix EU to the Isle of Man Immigration Rules.
3. A current immigration status document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK, and is allowed to do the type of work in question, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.

List B Group 2

1. A document issued by the Home Office showing that the holder has made an application for leave to enter or remain under Appendix EU to the immigration rules on or before 30 June 2021 together with a Positive Verification Notice from the Home Office Employer Checking Service.
2. A Certificate of Application (digital or non-digital) issued by the Home Office showing that the holder has made an application for leave to enter or remain under Appendix EU to the immigration rules (known as the EU Settlement Scheme), on or after 1 July 2021, together with a Positive Verification Notice from the Home Office Employer Checking Service.
3. A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man showing that the holder has made an application for leave to enter or remain under Appendix EU (J) to the Jersey Immigration Rules or Appendix EU to the immigration Rules (Bailiwick of Guernsey) Rules 2008, or Appendix EU to the Isle of Man Immigration Rules together with a Positive Verification Notice from the Home Office Employer Checking Service.
4. An Application Registration Card issued by the Home Office stating that the holder is permitted to take the employment in question, together with a Positive Verification Notice from the Home Office Employer Checking Service.

5. A Positive Verification Notice issued by the Home Office Employer Checking Service to the employer or prospective employer, which indicates that the named person may stay in the UK and is permitted to do the work in question.

Office Use Only			
Date received:		Fee received:	£ <input type="checkbox"/> Card <input type="checkbox"/> Cheque
Receipt no:			
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:	