



**APPLICATION FOR A LICENCE TO DRIVE
 HACKNEY CARRIAGE / PRIVATE HIRE VEHICLES (NEW APPLICANTS)**

Applicant details		
Title:	First name(s):	Surname:
Postal Address:		
Post Town:	Post Code:	
Phone (Home):	Phone (Mobile):	
e-mail address:		
Date of Birth:	Place of Birth:	
NI number:	Nationality:	

Type of licence being applied for	
Hackney Carriage and Private Hire Driver	Private Hire Driver ONLY

Driver Licence Checking Code																	
<p>This code gives us your permission to check your DVLA driver licence for endorsements. You can obtain a code from "View or share your driving licence information" at the DirectGov website: https://www.gov.uk/view-driving-licence. A code is valid for 21 days once produced so make sure it is still valid when you make your application. The code is case-sensitive, so WRITE THE CODE EXACTLY AS IT APPEARS ON SCREEN.</p>																	
EXAMPLE: <table border="1" style="display: inline-table; vertical-align: middle;"> <tr><td>p</td><td>P</td><td>5</td><td>s</td><td>S</td><td>y</td><td>x</td><td>X</td></tr> </table>	p	P	5	s	S	y	x	X	<table border="1" style="width: 100%; height: 40px;"> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </table>								
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Driving convictions and endorsements

Please list in the box below details of any convictions or endorsements from your DVLA Driver's Licence. If you have nothing to enter write "NONE" – Do not leave any blank spaces

ENDORSEMENTS as supplied by convicting Court

Convicting Court code	Date of conviction (D/M/YY)	Offence	Date of offence (D/M/YY)	Fine (£)	Disqual. Period	Penalty Points

Criminal matters

Have you EVER been convicted or received a formal caution? (Please circle. If yes, provide details below of ALL your convictions, including cautions)

YES

NO

Date	Convicting Court	Offence	Sentence

Do you currently know of any pending criminal charges or criminal investigations against you? (please circle)

YES

NO

If you have answered "YES" supply full details here:

Have you been involved in any other incident which may lead to Court proceedings being taken against you? (please circle)

YES

NO

If you have answered "YES" supply full details here:

Medical matters		
Are you currently receiving any medical treatment? (please circle)	YES	NO
If YES is this for a long term condition other than minor ailments?	YES	NO
If you have answered "YES" to the previous two questions supply full details here:		

General matters		
Do you currently have the right to work in the United Kingdom?	YES	NO
Are there any restrictions on your right to work in the United Kingdom?	YES	NO
If you have answered "YES" to the previous question, provide details here:		
Do you hold a licence to drive hackney carriage or private hire vehicles with any other local authority? If "YES" provide details below:	YES	NO
Authority	Licensed From	Licensed To
Have you ever had a Hackney Carriage and/or Private Hire Vehicle driver licence refused, revoked or suspended? If "YES" provide details below	YES	NO
Authority	Date	Refused/Revoked/Suspended and Reason

Tax registration declaration
<p>As someone applying for a Hackney Carriage and/or Private Hire Vehicle driver licence, you are required to confirm that you are aware of the content of HMRC guidance relating to your tax registration obligations (see Notes).</p> <p>If you do not confirm this, the Council will not be able to grant you a licence.</p> <p>Please note that Schedule 23 to Finance Act 2011 (Data Gathering Powers) and Schedule 36 to Finance Act 2008 (Information and Inspection Powers), grant HMRC powers to obtain relevant information from third parties. This includes licensing bodies being required to provide information about licence applicants.</p> <p>I confirm that I am aware of the content of HMRC guidance relating to my (our) tax registration obligations.</p>
Signature:
Print Name:
Date:

Declarations on making your application
<p>I declare that the information given above is true to the best of my knowledge and that I have not wilfully omitted any necessary material. I understand that if there are any wilful omissions, or incorrect statements made, my application may be refused without further consideration or, if a licence has been issued, it may be liable to immediate suspension or revocation.</p> <p>I understand that it is an offence under Section 57 of the Local Government (Miscellaneous Provisions) Act 1976 to knowingly or recklessly make a false statement or omit any material particular in giving information.</p> <p>I understand that the Authority is collecting my data for the purposes described on this form and will not be used for any other purpose, or passed on to any other body, except as required by law, without my consent.</p> <p>I understand that the Authority is under a duty to protect the public funds it administers, and to this end may use the information I have provided on this form for the prevention and detection of fraud. I understand that it may also share this information with other bodies responsible for auditing or administering public funds for these purposes.</p>
Signature:
Print Name:
Date:

Privacy Notice
<p>We are collecting your information in order to process your licence application. For more information on how we use your information, please refer to the Privacy Notice on our website: www.worcsregservices.gov.uk/about-us</p>

You can Please return this form with all relevant documents and proof of payment of the appropriate fee to:
 enquiries@worcsregservices.gov.uk
 Worcestershire Regulatory Services, Finepoint Way, Kidderminster, DY11 7WF

Application checklist*	
DVLA driving licence (a copy or photograph of both sides of the licence card)	
Two passport sized colour photographs	
Proof of right to work in the UK (required by the Immigration Act 2016)	
Proof of payment of fee (include a receipt for telephone/online payments)	
Disclosure and Barring Service (DBS) enhanced check application form/certificate**	
Medical report form	
Fully completed, signed and dated the application form	
<p>* ALL items in bold must be provided AT THE TIME OF APPLICATION. Incomplete applications may be returned to you.</p> <p>** Original documents confirming your name, current address and date of birth MUST be provided with the Enhanced DBS application form if you submit one. There is an additional fee for an enhanced DBS application.</p> <p>If you are providing an Enhanced DBS Certificate this must be the ORIGINAL DBS Enhanced Check Certificate, which must have been issued NO MORE THAN ONE MONTH BEFORE it is presented.</p> <p>If you subscribe to the DBS update service you must provide the ORIGINAL DBS ENHANCED CHECK CERTIFICATE with your application.</p>	

Notes

Making your application

It is YOUR responsibility to make sure your application is complete. Incomplete applications may not be accepted for processing and in this case will be returned to you for resubmission. In particular:

- Answer ALL the questions on the form or mark them as “not applicable”
- Sign and date the form.
- Include ALL the supporting documents AT THE TIME OF APPLICATION. A checklist is included on the application form to help you with what you must include. Original documents must be produced when specified.
- Provide payment or proof of payment of the required fee. Current fees are on the Council’s website.

Applications are processed in the order they are received and applications received earlier will be processed sooner. We accept no responsibility for delays in issuing a licence due to the late submission of an application or to the return of an incomplete application.

The Council’s Hackney Carriage and Private Hire Licensing Policy

The Council’s Hackney Carriage and Private Hire Licensing Policy sets out requirements and standards that must be met by the drivers, vehicle proprietors and operators it licenses.

As a licensed driver you should be aware of the Policy and its requirements.

The Policy is available online at the Worcestershire Regulatory Services website:

<https://www.worcsregservices.gov.uk/all-services/licensing/new-hackney-carriage-and-private-hire-policies/>

National Register of Refusals and Revocations (NR3)

In accordance with the Council’s Hackney Carriage and Private Hire Licensing Policy, the details of any decision to refuse, suspend or revoke a licence will be added to the national register of hackney carriage and private hire driver licence refusals and revocations (also known as NR3). The Council will also use NR3 to check whether any applicants for licences appear on the register as having had a licence refused, suspended or revoked by any other licensing authority.

DBS Update Service

In accordance with the Council’s Hackney Carriage and Private Hire Licensing Policy, you are required to sign up the DBS Update Service and give your consent for the Council to carry out update checks throughout the period that you remain licensed. This enables the Council to ensure no new information has come to light since a licence was issued. Where an update check reveals that new information is available, the licence holder will be required to co-operate with the requesting of a new DBS certificate to confirm the details of the new information.

Please note that if you fail to sign up the DBS Update Service as required, your licence may be suspended or revoked and you may also be required to reapply for a fresh DBS check every six months.

Tax Registration Obligations

HMRC guidance on your tax registration obligations can be found online here:

If you are going to be an employee paying tax on your income via PAYE: www.gov.uk/income-tax/how-you-pay-income-tax

If you are going to be self-employed: www.gov.uk/register-for-self-assessment

If you are going to pay tax on your profits by operating as a company: www.gov.uk/corporation-tax

How to pay your licence fee

You can pay your licence fee at the Worcester City Council website here:

<https://www.worcester.gov.uk/pay-it>

Select ‘Licensing’ and then ‘Regulatory Services’ and ‘Taxi Licence’ as the ‘Type of Payment’. Enter the fee in the ‘Amount to Pay’ field and click on ‘Add’. Write ‘NEW driver application’ in the other details section, and click on ‘Add’ to confirm the amount you are paying. Then complete the cardholder details and click on ‘Next’ to make your payment.

Attach the receipt to your email when you submit your application.