

**Contact Details**

Licensing
 Hanley Town Hall
 Albion Street
 ST1 1QL
 01782232774
hcp.licensing@stoke.gov.uk

Hackney Carriage and Private Hire Vehicle Driver

Licence Application

For Office Use Flare No									
Over 65 (1 year licence)									

**SECTION 46 LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT, 1976
SECTION 40 TOWN POLICE CLAUSES ACT, 1847**

**Book an appointment by calling 01782 232774 or e-mailing hcp.licensing@stoke.gov.uk
 Complete the form in full and bring the following to your appointment (for more details see your renewal letter or if a new driver your application pack):**

- Fee of £216 (3yrs) or £170 (1yr) for over 65's - paid by cheque, cash or card
- One passport photograph with your name on the back
- Enhanced DBS certificate issued within 3 months
- Your full UK driving licence card or old style paper licence – your record will be checked on-line
- Completed medical form less than 4 months old (if requested for renewals required every 6 years & annually for over 65's)
- Current & valid rights to work ID (licences can only be issued to the end date on your ID)

New applicants also have to bring:

- BTEC Certificate in Taxi & Private Hire Driving
- Equivalent Driving Standards Agency Certificate (from approved providers)
- Safeguarding Certificate Level 1 or 2
- Local Knowledge Test pass Certificate
- Letter from Operator regarding student rights to work restrictions

Copies of your supporting documents will be kept on file

SECTION A – THE APPLICANT

Title		Full Name											
Home Address													
								Postcode					
If you have moved since your last application and not informed us you need to complete a change of address form immediately													
Date of Birth	d	d	m	m	y	y	Tel						
Mobile													
Email													
DVLA No.								Issue No.					
NI Number													

SECTION B – WHO DO YOU PROPOSE TO WORK FOR?

Private Hire Operator	<input type="checkbox"/>	Firm Name										
Hackney Carriage	<input type="checkbox"/>	Hackney Carriage No.										
Unknown	<input type="checkbox"/>											

SECTION C – PENDING PROSECUTIONS

Have you any pending prosecutions? Yes (Give details below) No

Alleged Offence	Date and Place of Court Hearing

Have you ever been questioned regarding vulnerable adults or children?

Yes (Give details below) No

Subject Questioned About	Date

Should you be convicted of, or charged with, or receive a fixed penalty notice in respect of any offence, including minor motoring offences, between the date of this application and the issue of any subsequent Hackney Carriage/Private Hire Vehicle Driver’s Licence you must inform this office, in writing, immediately or in any event within seven days.

SECTION D - CONVICTIONS

Please note that disclosure of any conviction is a requirement of your application and will be checked against your Disclosure & Barring Service Bureau disclosure and DVLA records.

It is an offence to withhold details of ANY conviction – continue on a separate sheet if necessary when completing this section overleaf.

Have you ever been cautioned or convicted for any offence (include warnings/ reprimands)

No Yes (Give details)

Conviction Date	Convicting Court	Details of Offence	Sentence or Fixed Penalty Endorsement

SECTION E – LICENCES WITH OTHER AUTHORITIES

If you have previously applied for a hackney carriage or private hire vehicle driver’s licence with this or any another council, please give details.

Year	Name of Council	Decision
		Granted/Suspended/Refused/Revoked

SECTION F – FOR RENEWALS NOT REQUIRING MEDICAL CERTIFICATE

Since the issue of your last medical report have you suffered from any additional medical conditions?

Yes

No

Details of additional condition:

SECTION G – APPLICANT DECLARATION AND CAUTION

I declare that I have the **RIGHT TO WORK** in the United Kingdom and that the information provided in this application is true and correct to the best of knowledge.

I consent to Stoke-on-Trent City Council processing personal data, as defined by the Data Protection Act 2018 (DPA) and the General Data Protection Regulation (GDPR), provided in this application form for the purposes of assessing 'fit and proper', the application, administering the licensing regime and equal opportunities monitoring; and in particular to the processing of any sensitive personal data, including, as appropriate:

- (a) Information about my health and / or medical conditions;
- (b) Information about my ethnic origin and nationality;
- (c) Information about my right to work and driving licence information from GOV.UK;
- (d) Previous criminal convictions and / or Disclosure & Barring Service Certificate (DBS);
- (e) Information obtained from the police.

I understand that Stoke-on-Trent City Council may share my personal and sensitive data for the purposes of determining this application, fitness and continuing fitness to hold a licence, and I consent to it being shared with elected members who comprise the Licensing and General Purposes Committee, other departments exercising regulatory and / safeguarding functions within Stoke-on-Trent City Council including the local safeguarding board; the Driver and Vehicle Standards Agency (DVSA), Home Office, Immigration Enforcement, Motor Insurer's Bureau (MIB), Vehicle and Operator Services Agency (VOSA), local authorities and other relevant organisations.

I consent to Stoke-on-Trent City Council sharing my personal and sensitive data with the police and other agencies for the purposes of the prevention and detection of crime; and I consent to Stoke-on-Trent City Council processing any information it receives from the police about PACE interviews, arrests or criminal offences that I may become involved in, to determine whether to refuse, suspend or revoke a licence granted subject to this application. I consent to Stoke-on-Trent City Council informing the police of any decision to refuse, suspend or revoke a licence.

In making this application I also agree to read and abide by any conditions attached to the licence should it be issued to me. I understand that it is a criminal offence to make a false statement or omit any material particular from this application or any supporting document.

This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes. For further information see www.stoke.gov.uk/fraud

Your personal data will be properly safeguarded and processed in accordance with the Data Protection Act 2018 and General Data Protections Regulation (GDPR).

Signature		Date	d	d	m	m	y	y
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SECTION H – FOR OFFICE USE ONLY

Date Submitted		Licensing Support Officer Initials	
Medical Valid & Fit to Drive?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Driving Licence Clear (print and retain in file if unclear)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Photo Received	<input type="checkbox"/> Yes <input type="checkbox"/> No	RTW checked & OK & copy in file	<input type="checkbox"/> Yes
DBS certificate or Update number & Date of Certificate			
DBS Result	Clear <input type="checkbox"/> Unclear <input type="checkbox"/> (copy and retain in file)		
Over 65	<input type="checkbox"/> Yes (if Yes -1 year badge) <input type="checkbox"/> No		
FOR NEW APPLICANTS			
Over 65	<input type="checkbox"/> Yes (if Yes - 1 year badge) <input type="checkbox"/> No		
Btec Certificate	<input type="checkbox"/> Yes <input type="checkbox"/> No (copy and retain in file)		
Safeguarding Certificate	<input type="checkbox"/> Yes <input type="checkbox"/> No (copy and retain in file)		
DVSA certificate	<input type="checkbox"/> Yes <input type="checkbox"/> No (copy and retain in file)		
LKT & Btec passed & completed	<input type="checkbox"/> Yes <input type="checkbox"/> No		
All OK MAU Updated and licence issued	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Reason if Allocating:			
Licensing Officer Allocated To:			
Licensing Officer Decision Justification:			
Decision	OK to Issue <input type="checkbox"/>	Refer Application To:	Manager Panel <input type="checkbox"/> Managers initials: <input type="checkbox"/>