



City of
Stoke-on-Trent

Notification of Charges, Cautions, Convictions & Questioning (including pending prosecutions)

For Office Use: Flare Number

PRIVATE HIRE VEHICLE OPERATOR AND HACKNEY CARRIAGE AND PRIVATE HIRE VEHICLE DRIVER

As per your Private Hire Vehicle Driver Licence Conditions Private Hire Operator Licence Conditions you **must within seven days** disclose to the council in writing details of any charge, caution or conviction imposed on you during the period of any current licence

- Fully completed forms can be e-mailed to hcp.licensing@stoke.gov.uk
- Alternatively bring the form into Licensing Reception during office hours no appointment required (Hanley Town Hall, Albion Street. ST1 1QL)

SECTION A – THE NOTIFIER

Operator or Driver Licence Number							
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Full Name	Mr/Mrs/Miss/Ms
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Date of Birth	d	d	m	m	y	y
Home Address						
				Postcode		
Telephone Number						
Mobile Number						
Email Address						

SECTION B – THE VEHICLE

If this notification relates to an offence involving a vehicle licensed by this authority please state the registration number and licence number							
Registration							
Plate Number							

It is an offence to make a false statement on this document

SECTION C – TYPE OF NOTIFICATION

Are you telling us about:	<input type="checkbox"/> Questioning regarding a vulnerable adult or child
	<input type="checkbox"/> A motoring conviction already received
	<input type="checkbox"/> A criminal conviction already received (please include cautions, warnings or reprimands)
	<input type="checkbox"/> Charges against you for any offence

SECTION C – QUESTIONING REGARDING VULNERABLE PEOPLE

Date of Questioning	d	d	m	m	y	y
Details of Questioning						

SECTION D – CHARGES

Description of offence						
Name of Police Force if charges pending						
Crime Reference Number						
Name of Court						
Bail Date/ Court Date	d	d	m	m	y	y

SECTION E – CONVICTION DETAILS

Date of Offence	d	d	m	m	y	y
Date of Conviction	d	d	m	m	y	y
Description of Offence						
Location of Offence:						
What was the sentence?						
If fined, how much?						
If a motoring offence, was your DVLA Licence endorsed?	Yes <input type="checkbox"/>		No <input type="checkbox"/>			
If yes, how many points?						
Motoring convictions – Please provide your DVLA licence to licensing when it has been endorsed						

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SECTION F – BREACH OF CONDITIONS

If you were convicted more than seven days ago, you will have breached your licence conditions and we may take formal action against you. If you want us to consider the reasons for the delay, please write them below. Because this breach is an offence which ultimately could lead to a prosecution, we must offer you this caution.

STANDARD CAUTION:

“You do not have to say anything, but it may harm your defence if you do not mention now something which you later rely on in court. Anything you do say may be given in evidence”

****Please also attach any documents to prove the delay.****

SECTION G – DECLARATION

In making this notification, I confirm the following:

- (a) The information given is true to the best of my knowledge.
- (b) I/We understand that it is a criminal offence to make a false statement or omit any material particular from this document.
- (c) I/We have the **RIGHT TO WORK** in the United Kingdom

Use of your information

The information Stoke-on-Trent City Council holds about you is used for the purpose of assessing your eligibility for a licence and for the administration of any licence issued to you in accordance with Local Government (Miscellaneous Provisions) Act 1976, Town Police Clauses Act 1847 and any other relevant legislation.

We may collect information about you from other sources in order to process this information. Your personal data may be passed to other authorities or agencies, including other council departments, benefits agencies and the police, where we have a statutory duty to do so or where we consider the disclosure is justified and it is allowed under the Data Protection Act 1998.

If you do not give us permission to do this, tick this box.

(Please be aware that even if you do not give us permission, we may still disclose the information where we consider the disclosure is justified and it is allowed under the Data Protection Act 1998.)

Signed						
Date	d	d	m	m	y	y

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SECTION H – FOR OFFICE USE ONLY

Date Submitted	d	d	m	m	y	y
Licensing Support Officer Initials						
Add 9A1 to Action Diary	<input type="checkbox"/>					
Has it been more than seven days since charge, caution or conviction?	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes check DVLA & print if it's been updated (if it's unclear leave blank for Officer to investigate)					
Investigating Officer Initials						
Investigating Officers Decision						
<input type="checkbox"/> No further action (9A1 – NFA.doc)						
<input type="checkbox"/> Panel referral required (9A1 – RTP.doc)						
<input type="checkbox"/> Other action required regarding notification Details:-						