

Westmorland and Furness Council

Driver Application for hackney carriage and/or private hire vehicles



HCD/PHD Renewal or Dual Application

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HCD/PHD Renewal or Dual Application

Local Government (Miscellaneous Provisions) Act 1976

Application to renew a licence to drive a hackney carriage and/or private hire vehicle or grant of a dual licence

Please answer all sections.

| A. Your details | | | |
|--|------------------------------|---|--|
| Full name(s) | | Date of birth | |
| Address | | | |
| Postcode | | | |
| Telephone no. | | Mobile no. | |
| Email | | | |
| Are you entitled to work in the United Kingdom? | Yes <input type="checkbox"/> | No <input type="checkbox"/> | |
| You will need to provide evidence of this entitlement to work. | If you are from: | You will need to provide: | |
| | UK or Republic of Ireland | Birth certificate or passport <input type="checkbox"/> | |
| | EU National | Immigration status share code* <input type="checkbox"/> | |
| | Rest of World | Passport & Visa <input type="checkbox"/> | |

• Immigration status share codes can be provided by visiting: www.gov.uk/view-prove-immigration-status

| B. Type of licence | | |
|--|---|---|
| 1. I wish to apply for a licence to drive: | Hackney carriage <input type="checkbox"/> | Private hire vehicle <input type="checkbox"/> |
| 2. Hackney Driver - State employers name or 'self employed': | | |
| 3. Private Hire Driver - State Operators Licence Number: | | |
| 4. What is the number and expiry date of your current HCD/PHD licence? | Licence number: | Expiry date: |
| 5. Has any previous application for a hackney carriage or private hire vehicle drivers' licence been rejected? | Yes <input type="checkbox"/> - please explain why in B10 | No <input type="checkbox"/> |
| 6. Have you ever had a hackney carriage or private hire vehicle drivers' licence suspended or revoked or allowed to lapse? | Yes <input type="checkbox"/> - please explain why in B10 – if lapsed, give the date it lapsed | No <input type="checkbox"/> |

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| | | |
|--|------------------------------|-----------------------------|
| 7. Do you intend to register with the DBS update service? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 8. I confirm that the council can check my DBS disclosure status on line. | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 9. Have you used a separate sheet? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| B. Type of licence (cont.) | | |
| 10. Please use this section to provide information about your answers in B5 or B6. If there is insufficient space, please use a separate sheet. | | |
| | | |

I hereby apply for the grant of the licence(s) specified in B2/B3 on page 1.

I declare that I have, for at least twelve months prior to the date of this application, held a driving licence, not being a provisional driving licence, that authorises me to drive on a road a motor vehicle of the following groups (delete as necessary): **B (Cars, motor vehicles under 3500kg and not more than 8 passenger seats) – B Auto (Cars etc with automatic transmission)**

I hereby give SLDC consent to view my driving licence information through the government digital enquiry service (www.gov.uk/view-driving-licence) and understand that details of my DVLA record and National Insurance number will be shared with other government departments (HMRC and DWP) to check my identity, as described in the **DVLA Privacy Policy - www.viewdrivingrecord.service.gov.uk/privacypolicy**

| | | | | | | | | | | | | | | | | | | | |
|----------------------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| National Insurance Number: | | | | | | | | | | | | | | | | | | | |
|----------------------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|

I understand that if I knowingly or recklessly make a false statement, or omit any material particulars in giving the above information I may be liable to prosecution under Section 57 of the Local Government (Miscellaneous Provisions) Act 1976.

As from 4 April 2022, if you renew or apply for a subsequent licence you will have to do a tax check and provide Westmorland and Furness Council with your tax check code (issued within the last 120 days). A tax check confirms that you are registered for tax, you can complete your tax check by visiting www.gov.uk/guidance/confirm-your-tax-responsibilities-when-applying-for-a-taxi-private-hire-or-scrap-metal-licence

| | |
|--|--|
| Tax check code: | |
| Failure to provide a tax check code will result in your renewal application being refused. | |
| I have read and understand the requirements that are outlined above. | |
| Signed: | |
| Date: | |

The following documents are enclosed:-

| | |
|--------------------------------|-------------------------------|
| C. Documents to enclose | Please tick where appropriate |
|--------------------------------|-------------------------------|

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| | Enclosed? | Official use only |
|---|--------------------------|--------------------------|
| 1. My current UK driving licence and counterpart if applicable, or; my EU driving licence and DVLA counterpart | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Disclosure & Barring Service Enhanced Disclosure Application Form | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Immigration status share code | | |
| 4. Proof of my identity (see list on page 5) | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Proof of my current address (see list on page 5) | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Statutory Declaration of criminal offences (pages 6 & 7 of this document) (required every three years) | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Medical Report Form (completed & signed by my doctor and me) (required every three years) | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Passport style colour photograph of me which has been taken in past three months | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. The licence fee | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. I also give SLDC consent to view my driving licence information through the government digital enquiry service (www.gov.uk) | <input type="checkbox"/> | <input type="checkbox"/> |

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DBS checklist for driver applications

An applicant for an enhanced DBS check must produce:

1. Original document from Group 1; and
2. Further original documents from Group 1, 2a or 2b; one of which must verify their current address.

| | |
|---|--------------------------|
| Group 1 | Tick if produced |
| Passport | <input type="checkbox"/> |
| Biometric residence permit | <input type="checkbox"/> |
| Current driving licence photocard (full or provisional) | <input type="checkbox"/> |
| Birth certificate - issued within 12 months | <input type="checkbox"/> |
| Adoption certificate | <input type="checkbox"/> |
| Group 2a (trusted government documents) | Tick if produced |
| Current driving licence photocard (full or provisional) | <input type="checkbox"/> |
| Current driving licence (full or provisional) - paper version (if issued before 1998) | <input type="checkbox"/> |
| Birth certificate - issued within 12 months | <input type="checkbox"/> |
| Marriage/civil partnership certificate | <input type="checkbox"/> |
| Immigration document, visa or work permit | <input type="checkbox"/> |
| HM Forces ID card | <input type="checkbox"/> |
| Firearms Licence | <input type="checkbox"/> |
| Group 2b | Tick if produced |
| Mortgage statement | <input type="checkbox"/> |
| Bank or building society statement | <input type="checkbox"/> |
| Bank or building society account opening confirmation letter | <input type="checkbox"/> |
| Credit card statement | <input type="checkbox"/> |
| Financial statement, for example pension or endowment | <input type="checkbox"/> |
| P45 or P60 statement | <input type="checkbox"/> |
| Council tax statement | <input type="checkbox"/> |
| Letter of sponsorship from future employment provider | <input type="checkbox"/> |
| Utility bill | <input type="checkbox"/> |
| Benefit statement, for example, child benefit or pension | <input type="checkbox"/> |
| Central or local government, government agency, or local council document giving entitlement, for example from the Department for Work and Pensions, the Employment Service, HMRC | <input type="checkbox"/> |

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| EEA National ID card | <input type="checkbox"/> |
| Irish passport card | <input type="checkbox"/> |
| Cards carrying the PASS accreditation logo | <input type="checkbox"/> |
| Letter from head teacher or college principal | <input type="checkbox"/> |

Applicants who aren't a national of the UK

Non-UK nationals who are eligible for a DBS check and receiving payment for work, even if it is an allowance, for example a foster carer, must use the paid work route.

| | Tick if produced |
|--|--------------------------|
| A current passport or passport card showing that the holder is a national of the Republic of Ireland. | <input type="checkbox"/> |
| A current document issued by the Home Office to a family member of an EEA or Swiss citizen, and which indicates that the holder is permitted to stay in the United Kingdom indefinitely. | <input type="checkbox"/> |
| A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK. | <input type="checkbox"/> |
| Online evidence of immigration status. Either via the View and Prove service, or using the BRP or BRC online service. Issued by the Home Office 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. Must be valid. Note: this includes the EUSS digital status confirmation. | <input type="checkbox"/> |
| 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. | <input type="checkbox"/> |
| 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. | <input type="checkbox"/> |
| A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to do the work in question. | <input type="checkbox"/> |
| A current document issued by the Home Office to a family member of an EEA or Swiss citizen, and which indicates that the holder is permitted to stay in the United Kingdom for a time limited period and to do the type of work in question. | <input type="checkbox"/> |
| A frontier worker permit issued under regulation 8 of the Citizens' Rights (Frontier Workers (EU Exit) Regulations 2020. | <input type="checkbox"/> |
| 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. | <input type="checkbox"/> |

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|---|--------------------------|
| 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. | <input type="checkbox"/> |
| 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. | <input type="checkbox"/> |
| 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. | <input type="checkbox"/> |

Statutory Declaration

To be completed by persons applying for a licence to (1) Drive a hackney carriage and/or private hire vehicle (2) Operate private hire vehicles.

NB: The Rehabilitation of Offenders Act 1974 does not apply to Hackney Carriage/Private Hire Drivers - convictions are never "spent" by virtue of the (Exceptions) (Amendment) Order 2002.

| | |
|--|--------------------------|
| I (full name): | |
| Of (full postal address): | |
| Date of birth: | |
| Hereby declare that: (tick either declaration 1 or 2 as appropriate): | |
| 1. I have never been convicted of any offence and I have never been cautioned* by the Police for any offence and I am not subject to any pending prosecution. | <input type="checkbox"/> |
| 2. I list here full details of every offence for which I have been convicted, together with full details of every offence for which I have been cautioned* by the Police, and full details of every offence for which I am currently being prosecuted. | <input type="checkbox"/> |

*Please note that references to Police cautions include warnings and reprimands issued under Section 65 of the Crime and Disorder Act 1998

| Convictions, Cautions and Pending Prosecutions Details (Including Motoring and Criminal) | | | |
|---|---------|-------|----------|
| Date of conviction/ Cautions/Pending hearing | Offence | Court | Sentence |

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If necessary, please continue on reverse of sheet.

I understand that any information about convictions and Police cautions provided in this application or during the currency of the licence to which this application relates, may be disclosed to a public meeting of the Council's Licensing Sub-Committee, and I consent to such disclosure.

I understand that if I knowingly or recklessly make a false statement or omit any material particulars in giving the above information, I may be liable to prosecution under Section 57 of the Local Government (Miscellaneous Provisions) Act 1976.

| | | | |
|--|---------|-------|----------|
| Signed: | | Date: | |
| Convictions, Cautions and Pending Prosecutions Details (Including Motoring and Criminal)(cont.) | | | |
| Date of conviction/ Caution/Pending hearing | Offence | Court | Sentence |

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Westmorland and Furness Council
 Licensing Team, South Lakeland House, Lowther Street, Kendal, Cumbria LA9 4DQ
 Tel: 0300 373 3300
 Email: taxis@westmorlandandfurness.gov.uk
 Website: www.westmorlandandfurness.gov.uk

OFFICE USE ONLY

| Application Type | RENEW* | Issue authorised by | IDS DP20 | | Stat Dec | Total Fee |
|------------------|--------|---------------------|-------------|--|--------------|-----------|
| | | | IDS Sent: | | | |
| | DUAL* | | IDS No: | | | |
| | | | Photo rec'd | | Med Form | Receipt: |
| Date Received: | | Date Auth: | Photo scan | | Med to Dr | DBS Sent: |
| | | UK Licence | DBS Form | | Med from Dr | Form No: |
| Date Issued: | | EU Licence | DBS Doc 1 | | Med update | DBS Rec: |
| | | UK C/part | DBS Doc 2 | | Med resolved | Form No: |