

# Driver Licence Application Form

TOWN POLICE CLAUSES ACT 1847  
LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976



## 1a. Please indicate below the type of application you are making? (✓ as appropriate)

Hackney Carriage ☐

Private Hire ☐

Dual – Hackney Carriage & Private Hire ☐

New ☐

Renewal ☐

## 1b. For renewal applications only, please indicate the duration of licence? (✓ as appropriate)

1 Year ☐

3 Year ☐

DRIVERS BADGE NUMBER:

EXPIRY DATE:

## 2. General Details

TITLE (✓ as appropriate): Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other (please state):

FORENAMES:

SURNAME:

CURRENT ADDRESS:

DATE FROM (month & year):

(please provide address history for the last 5 years on separate document provided)

Home phone number:

Mobile phone number:

Email address:

Would you be happy to receive correspondence by e-mail? YES ☐ NO ☐

DATE OF BIRTH:

TOWN & COUNTRY OF BIRTH:

HAVE YOU BEEN KNOWN BY ANY OTHER NAMES (this includes maiden names) YES ☐ NO ☐

If you have answered 'yes' please provide details on separate document provided

## 3a. DVLA Licence Information

DVLA Licence Number:

Dates on back of licence - Valid From:

Valid To:

Issue Number:

Do you hold a HGV or PSV Licence: YES ☐ / NO ☐ (✓ as appropriate) Expiry Date:

## 3b. DVLA Endorsements - You must include all Driving Licence endorsements which are 4 years old or less.

Have you ever been disqualified from driving or had your licence revoked? YES ☐ NO ☐

Do you have any endorsements on your DVLA Licence? YES ☐ NO ☐

If 'YES' please detail in separate document provided.

Failure to disclose any information could result in the suspension or revocation of your licence.

## 4a. Other than your current licence, have you ever been licensed to drive a hackney carriage and/or private hire vehicle with one or more licensing authority?

YES ☐ NO ☐ (✓ as appropriate) If 'YES' please detail in separate document provided.

## 4b. Have you ever had a licence to drive a hackney carriage and/or private hire vehicle refused, revoked or suspended?

YES ☐ NO ☐ (✓ as appropriate) If 'YES' please detail in separate document provided.

**5a. REHABILITATION OF OFFENDERS ACT 1974 (EXCEPTIONS) (AMENDMENTS) Order 2002.**

Please note that the role of Hackney Carriage and/ or Private Hire Driver is exempted from the Rehabilitation of Offenders Act 1974, which means that all convictions, cautions, reprimands and final warnings which will appear on your Disclosure and Barring Service (DBS) Certificate MUST be disclosed whether 'spent' or 'unspent'.

Do you have any spent convictions? YES ☐ NO ☐

Do you have any unspent convictions? YES ☐ NO ☐

If you have answered 'yes' please provide details on separate document provided.

**5b. Are you currently under any criminal investigation or have any pending court cases (including motoring offences)?**

YES ☐ NO ☐ If you have answered 'yes' please provide details on separate document provided.

**6. DBS UPDATE SERVICE**

Have you subscribed to the DBS Update Service?

YES ☐ NO ☐ (if yes, please complete the details below)

Current DBS Disclosure Certificate Number \_\_\_\_\_

Date of Issue \_\_\_\_\_

Workforce \_\_\_\_\_ Level of DBS Check \_\_\_\_\_

If yes, please see the declaration below:

I confirm I give authority to the authorised officer of Cambridge City Council to receive up to date information (within the meaning of section 116A of the Police Act 1997) in relation to my criminal record DBS certificate for the purposes of asking an exempted question within the meaning of section 113A of the Police Act 1997; or in relation to my enhanced criminal record DBS Certificate for the purposes of asking an exempted question for a prescribed purpose within the meaning of section 113B of the Police Act 1997. I understand that DBS checks will be carried out at 6 monthly intervals for the duration of my licence.

Signed:

Date:

YOU MAY BE REQUIRED TO PROVIDE THE DBS CERTIFICATE WHICH YOU USED TO SUBSCRIBE TO THE UPDATE SERVICE

**7a. Do you hold a full British passport? YES ☐ NO ☐ (✓ as appropriate)**

Passport Number:

Expiry date:

**7b. Do you hold a passport issued by any other country? YES ☐ NO ☐ please provide details**

Passport Number:

Expiry date:

Country of Issue:

**8a. Do you have the right to live and work in the UK? YES ☐ NO ☐ (✓ as appropriate)**

**You will be required to provide additional information as evidence, if you do not hold a full British Passport.**

National Insurance Number: \_ \_ \_ \_ \_

- If you are an EU, EEA and Swiss citizen (exempt Irish citizen), as of 1st July 2021, you are no longer able to use your passport or national identity card to prove your right to work.
- If you are of any other nationality, if you have previously provided a Biometric Residence Card (BRC), Biometric Residence Permit (BRP) and Frontier Worker Permit (FWP) to evidence your right to work, as of 6<sup>th</sup> April 2022, Cambridge City Council can no longer accept physical cards for these purposes.

Please supply us with your share code so we can complete check online.

Right to work share code: \_ \_ \_ \_ \_

If you have answered 'no' please provide details on separate document provided.

**9. Have you completed a tax check? YES ☐ NO ☐ (✓ as appropriate)**

**Tax Check 9 Character Code:** \_ \_ \_ \_ \_

**Be advised if you do not provide a Tax check code, we are unable to grant your licence.**

### Declarations

1. I understand that any licence issued will be subject to the provisions of:
  - (i) the Town Police Clauses Act 1847
  - (ii) the Local Government (Miscellaneous Provisions) Act 1976
  - (iii) the Council's licence conditions
2. I accept that any licence and badge issued to me will belong to the Council, and if lost or damaged, I will be liable for the cost of replacement.
3. I understand that it is an offence under the terms of the Local Government (Miscellaneous Provisions) Act 1976, Section 57(3) to knowingly or recklessly make a false statement or to omit any information required in this form.
4. I understand that any criminal convictions, civil convictions and/or endorsements or cautions must be notified to the Licensing Officer within 48 hours.
5. I understand that any changes to any other particulars must be notified in writing to the Cambridge City Council within 7 days.
6. I understand that as part of my application my details will be automatically checked on the National Register of Refusals, Revocations and Suspensions (NR3S). If a search of NR3 indicates a match, the authority will seek further information about the entry on the register from the authority which recorded it. Any information received as a result of an NR3 search will only be used in respect of the specific license application and will not be retained beyond the determination of that application.
7. I understand that where a hackney carriage/private hire licence is suspended, revoked, or an application for one refused, the authority will automatically record this decision on NR3.
8. I hereby give permission for my email address to be shared with external services for the purposes of verifying my driver licence records, directly with the DVLA, on behalf of Cambridge City Council.
9. I confirm, I understand that the 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, specifically the National Fraud Initiative (NFI) a data-matching exercise to assist in the prevention and detection of fraud against ourselves and other public-sector organisations. We regularly provide particular sets of data to the Cabinet Office for this purpose.
10. I confirm that I am aware of the content of HMRC guidance relating to my (our) tax registration obligations.
11. I HEREBY DECLARE that all particulars entered on this form are correct and accurate to the best of my knowledge and belief. I authorise the Council to make such enquiries as they, at their sole discretion, may deem to be reasonably necessary in respect of my application
12. I understand that as part of my application, where I disclose I have held a hackney carriage and/or private hire licence with another licensing authority, that checks will be made with the relevant licensing authorities of my licensing history. Any information received as a result of these checks will only be used in respect of the specific licence application and will not be retained beyond the determination of that application.

The information that you provide on this form and that obtained from other relevant sources (such as the DBS Check) will be used to process your application for a Hackney Carriage and/ or Private Hire Driver Licence.

The personal information that you give us will also be used in a confidential manner to help us monitor our processes. We may also use the information if there is a complaint or legal challenge relevant to this process. We may check the information collected. We may also use or pass to certain third parties information to prevent or detect crime, to protect public funds, or in other ways as permitted by law.

A full privacy notice is available on our website at : <https://www.cambridge.gov.uk/media/6335/environmental-health-privacy-notice.pdf>

By signing this declaration you authorise us to collect, process and retain your personal data as described in the privacy notice.

**Signed:**

**Date:**