

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

2. General Details

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

FORENAMES:

SURNAME:

DRIVER/ BADGE NUMBER:

EXPIRY DATE:

3a. DVLA Licence Information

DVLA Licence Number:

Issue Number:

Date Valid From:

Date Valid To:

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

If YES please detail Expiry Date:

3b. DVLA Endorsements

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

You must include all Driving Licence endorsements which are 4 years old or less.

The information that you provide will be cross referenced with the information released by Intelligent Data Systems UK Limited and Drive Tech UK Limited which you have given consent to by signing the Data Protection Mandate as part of the application process.

Any information which is held, that relates to you, including your entitlement to drive and any information about disqualifications and unexpired offences and endorsements will be used to ensure that Cambridge City Council can be satisfied that you are a "fit and proper" person to hold a hackney carriage, private hire or dual driver licence.

The disclosure of a criminal record or other relevant information will not necessarily disbar a person from obtaining or holding a 'taxi' drivers licence unless the Council considers the nature of the convictions to render you unfit.

Whilst each application is considered on its own merit a person who is found to have (at the time of application for the grant or renewal of a licence or during the period of a licence being valid) convictions within the Council's 'Taxi Drivers- Grounds for Disbarment' policy, will not normally be granted a licence, and in the case of an existing licence holder, may have it revoked.

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

FORENAMES:

SURNAME:

**Convicting
Court Code**

Date of Conviction

Offence Code

**Date of
Offence**

Penalty/ Sentence

FOR OFFICE USE ONLY

Advisor to add their initials to confirm these details have been checked with the driver

4. Personal Details

PLEASE DETAIL IF YOU HAVE BEEN KNOWN BY ANY OTHER NAMES (this includes maiden names):

NAME:

DATE FROM:

DATE TO:

NAME:

DATE FROM:

DATE TO:

NAME:

DATE FROM:

DATE TO:

DATE OF BIRTH: «DOB»

TOWN OF BIRTH:

COUNTRY OF BIRTH:

CURRENT ADDRESS:

DATE FROM (month & year):

5. Address History (Previous addresses over the past 5 years – continue on a separate sheet if necessary)

**Date from
(month & year)**

**Date to
(month & year)**

6. Contact Information – PLEASE CHECK THESE ARE UP TO DATE	Please tick preferred method of contact
Home Telephone Number:	
Mobile Telephone Number:	
Email Address:	
Would you be happy to receive all correspondence by e-mail? YES <input type="checkbox"/> NO <input type="checkbox"/> (√ as appropriate)	

7a. Other than your current licence, have you been licensed to drive a hackney carriage and/or private hire vehicle before?
YES <input type="checkbox"/> NO <input type="checkbox"/> (√ as appropriate) If answering ‘yes’ please give details below:
Name of Council:
Type of licence:
Period during which licence was held :

7b. Have you ever had a licence to drive a hackney carriage and/or private hire vehicle refused, revoked or suspended?
YES <input type="checkbox"/> NO <input type="checkbox"/> (√ as appropriate) If answering ‘yes’ please give details below:
Name of Council:
Date:
Refusal <input type="checkbox"/> /Revocation <input type="checkbox"/> /Suspension <input type="checkbox"/> (Mark as applicable)
Reasons:

8a. REHABILITATION OF OFFENDERS ACT 1974 (EXCEPTIONS) (AMENDMENTS) Order 2002.
<p>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 <u>all convictions, cautions, reprimands and final warnings</u> which will appear on your Disclosure and Barring Service (DBS) Certificate <u>MUST be disclosed whether ‘spent’ or ‘unspent’.</u></p>
Do you have any spent convictions? YES <input type="checkbox"/> NO <input type="checkbox"/>
Do you have any unspent convictions? YES <input type="checkbox"/> NO <input type="checkbox"/>
<p>You must detail all convictions, cautions, reprimands and final warnings which will appear on your Disclosure and Barring Service (DBS) Certificate. Continue on to a separate sheet if necessary. DO NOT INCLUDE MOTORING OFFENCES ALREADY NOTED IN QUESTION 3b.</p> <p>Enhanced DBS certificates - will include details of convictions and cautions (including youth cautions, reprimands and warnings) recorded on the Police National Computer (PNC).</p> <p>In addition to information from the PNC, an Enhanced certificate may also include information taken from police records that a chief officer of a police force considers relevant to the application and/or details of whether an individual is included on one or both of our two lists barring people from working with children and/or vulnerable adults.</p> <p>This information, along with the other aspects of the application process, will be used to ensure that Cambridge City Council can be satisfied that you are a “fit and proper” person to hold a hackney carriage, private hire or dual driver licence.</p> <p>Any information which is held, that relates to you, including your entitlement to drive and any information about disqualifications and unexpired offences and endorsements will be used to ensure that Cambridge City Council can be satisfied that you are a “fit and proper” person to hold a hackney carriage, private hire or dual driver licence.</p> <p>The disclosure of a criminal record or other relevant information will not necessarily disbar a person from obtaining or holding a ‘taxi’ drivers licence unless the Council considers the nature of the convictions to render you unfit.</p> <p>Whilst each application is considered on its own merit a person who is found to have (at the time of application for the grant or renewal of a licence or during the period of a licence being valid) convictions within the Council’s ‘Taxi Drivers- Grounds for Disbarment’ policy, will not normally be granted a licence, and in the case of an existing licence holder, may have it revoked.</p> <p>Additionally, any offence of which a Hackney Carriage Driver is convicted will be entered in to the public register maintained by Cambridge City Council in pursuance of section 42 of the Town Police Clauses Act 1847.</p>

Date of conviction / caution	Title of conviction	Brief outline of situation/ circumstances	Penalty/ Sentence

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8b. Are you currently under any criminal investigation or have any pending court cases (including motoring offences)?

YES NO (✓ as appropriate). If answering 'yes' please give details below:

9. DBS UPDATE SERVICE

Have you subscribed to the DBS Update Service?

YES NO

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.

Signed: _____ Dated: / /

PLEASE BRING TO YOUR APPOINTMENT THE ORIGINAL DBS CERTIFICATE WHICH YOU USED TO SUBSCRIBE TO THE DBS UPDATE SERVICE.

10a. Do you hold a full British passport?

YES NO (✓ as appropriate)

If YES please detail Passport Number:

10b. Do you hold a passport issued by a country other than the UK?

YES NO (✓ as appropriate)

If YES please detail Passport Number:

If YES please detail Country of Issue:

11a. Do you have the right to live and work in the UK?

You may be asked for documentary evidence if you do not hold a full British Passport.

YES NO (✓ as appropriate)

Please detail your National Insurance Number:

If NO please detail any restrictions on your right to remain in the UK (including any relevant dates):

11b. Do you have the right to work in the UK?

You may be asked for documentary evidence if you do not hold a full British Passport.

YES NO (✓ as appropriate)

Please detail your National Insurance Number:

If NO please detail any restrictions on your right to work in the UK (e.g. student visa, including any relevant dates):

Declarations - General

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 7 days.
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 and Revocations (NR3). 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 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 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

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.

Name:

Badge number:

Signed: _____

Date:

EQUALITY & DIVERSITY MONITORING FORM



We are committed to a policy of equality of opportunity and aim to ensure that no individual receives less favourable treatment on the grounds of gender or gender reassignment; race and ethnicity; disability; sexual orientation; age; religion/belief; pregnancy and maternity; or marriage and civil partnership.

The information provided in this section will be used solely for monitoring purposes.

Do you consider yourself to have a disability? Yes No Prefer not to say

IF YES (✓ as appropriate):

Physical Impairment Sensory Impairment Long Standing Illness

Mental Health Condition Other Not declared

Please describe your Gender:

What is your age group? 18-24 25-34 35-44 45- 54 55+

What is your ethnicity? Please tick the box that is most applicable to you:

WHITE:

British Irish Northern Irish English Scottish Welsh Unspecified

Other White Background Cypriot Greek Greek Cypriot Turkish Turkish Cypriot

Italian Irish Traveller Traveller Gypsy/ Romany Polish ex-USSR Kosovan

Albanian Bosnian Croatian Serbian Other ex-Yugoslav Mixed Other European

ASIAN or ASIAN BRITISH:

Indian Pakistani Bangladeshi Any other Asian background

ASIAN:

Mixed Punjabi Kashmiri East African Sri Lankan Tamil Sinhalese British

Caribbean Unspecified:

BLACK OR BLACK BRITISH:

Caribbean African Any other black background

BLACK:

Somali Mixed Nigerian British Unspecified

MIXED:

White & Black Caribbean White & Black African White & Asian Any other mixed background

Black & Asian Black & Chinese Black and White Chinese & White Asian & Chinese

Unspecified

OTHER ETHNIC GROUPS:

Chinese Any other ethnic group Vietnamese Japanese Filipino Malaysian

Unspecified

I DO NOT WISH TO DECLARE MY ETHNICITY:

Not stated

CAMBRIDGE CITY COUNCIL

“Embracing diversity, committed to equality”

Cambridge City Council believes in the dignity of all people and their right to respect and equality of opportunity. We value the strength that comes with difference and the positive contribution that diversity brings to our city.

Cambridge City Council would like to encourage all of our applicants to complete the equal opportunities monitoring form with their application so that we can assess our performance.

We are committed to being representative of the customer base that we serve, to help us achieve this, we need to have a clear picture of who our customers are.

Equalities monitoring therefore enables us to examine the make-up of the customer base and analyse how practices and procedures affect different groups, address any inequalities and ensure compliance with legislative requirements.

The monitoring information which we collect will enable us to ensure that our licensing procedures are as fair and accessible as possible. Data will be analysed to spot trends and remove barriers or target areas where our policies and practices can be improved to boost equal opportunity.

If you are concerned about how your data will be stored, accessed or shared, be reassured that it will be kept confidential at all times and in accordance with the Data Protection Act 1998. It will not be accessible to anyone outside of the designated authorised personnel and will be used to monitor the effectiveness of our policies so that we can improve where required. This information will be used for statistical purposes only and you will not be identified in any way.

The monitoring information will be kept separately from any identifying personal information therefore it will be hard to identify you individually from the data which you provide. Any findings published will only ever be anonymised and aggregated.

Only you and designated employees within the licensing and enforcement team will be able to access the data for updating or analysis. The monitoring information you supply will be processed in compliance with the Data Protection Act 1998.

Completing equality monitoring data is not compulsory however; we would encourage you to complete it.

Although you are not obliged to answer every question, by doing so, it helps to ensure that best practice and equal opportunities are upheld and allows for any barriers to diversity to be highlighted.