

New Driver Safeguarding and Knowledge Test Registration Form



Date of Application Expiry (1 calendar year from receipt of registration form):	
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In order to commence the new driver application process you must first register to take the Cambridge City Council Safeguarding and Knowledge Test (SAKT). Only once you have passed all elements may you continue with the application process.

To become a licensed driver with Cambridge City it is essential that you are able to meet/ comply and action the following criteria, there are no exceptions:

	Tick <input checked="" type="checkbox"/>																				
<p>You must have been authorised to drive a car in the UK (e.g. held a full driving licence issued by a state in the European Economic Area) for a minimum of one year and hold a current DVLA UK photo card style driver's licence.</p>																					
<p>You must provide evidence of the right to live and work in the UK. If you are not a UK or EEA national then you will need to ensure that any documentation detailing your permanent or temporary right to live and work in the UK is presented at your application appointment.</p>																					
<p>You need to understand that unless there are exceptional circumstances it is unlikely that an individual will be granted a licence if they fall under any item of level 3 in the enforcement management system. This could include convictions, DVLA penalty points or any other information.</p>																					
<p>You must have read and understood the guidance notes in Appendix J of the Hackney Carriage and Private Hire Licensing Handbook https://www.cambridge.gov.uk/taxi-licensing-policy-and-handbook</p>																					
<p>You must provide an email address so that we can correspond with you.</p>																					
<p>You must pay the appropriate fees for attending the Customer Awareness: Safeguarding, Equality and Protection training course as well as the Knowledge Test (known as SAKT).</p> <p>Once you have paid the fees you must provide details of the payment made including the receipt(s) number and date of payment.</p> <p>Only once the fees for your registration have been received and detailed on the registration form will you be scheduled to attend a session of the SAKT.</p>																					
<p>You must detail your unique reference number for future correspondence during the lifetime of your application:</p> <p>N = 1st three letters of the surname, D = Day of month of birth, M = Month of birth, Y = Year of birth</p> <p style="text-align: center;">PLEASE MAKE A NOTE OF YOUR UNIQUE REFERENCE NUMBER BELOW</p> <table border="1" style="margin: 10px auto; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> <tr> <td>N</td> <td>N</td> <td>N</td> <td>D</td> <td>D</td> <td>M</td> <td>M</td> <td>Y</td> <td>Y</td> <td></td> </tr> </table>											N	N	N	D	D	M	M	Y	Y		
N	N	N	D	D	M	M	Y	Y													

FAILURE TO COMPLY, COMPLETE AND DETAIL ANY OF THE ABOVE WILL RESULT IN YOUR REGISTRATION BEING REJECTED.

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1. Personal Details

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

FORENAMES:

SURNAME:

DATE OF BIRTH:

CURRENT ADDRESS:

2. Contact Information

Email Address:

Mobile Telephone Number:

Home Telephone Number:

3. Confirmation of Payment

Receipt Number(s):

Date Paid:

3. Individual Reference Information

DVLA Licence Number:

National Insurance Number:

4. DECLARATION

I HEREBY DECLARE that all particulars entered on this form are true and correct 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.

I confirm that I have read and understood the guidance and information provided in Cambridge City Council's Hackney Carriage and Private Hire Handbook and Licensing Policy documents.

I understand the implications of the registration and my obligations in respect of it and the information that I provide on this form and that obtained from other relevant sources will be used to process my registration for the Safeguarding and Knowledge Test.

I understand that if my personal details change at any point during the span of my registration or during the application process it is my responsibility to ensure that I update the City Council and have the associated documentation amended to reflect this change.

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.

To ensure compliance with the General Data Protection Regulations 2018, Cambridge City Council is required to obtain your consent in order to collect, process and retain your personal data.

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: _____ **Dated:** / /

FOR OFFICE USE ONLY

Date Registration Received:		Date Registered on M3:	
Date SAKT Booked:		By:	