HACKNEY CARRIAGE/PRIVATE HIRE DRIVER LICENCE

APPLICATION FOR THE GRANT OF A LICENCE

Cyngor Bwrdeistref Sirol
MERTHYR TUDFUL
MERTHYR TYDFIL
County Borough Council

Local Government (Miscellaneous Provisions) Act 1976 / Town Police Clauses Act 1847 (As Amended)

Please read the Taxi Licensing Application Policy before completing this form to ensure that you meet the basic requirements to become a Hackney Carriage/Private Hire driver

Please complete this form in block capitals and enter ticks where appropriate. **Please note this form will NOT be processed unless __ALL__ sections below are completed.**

The Council has published a statement of policy about the relevance of convictions which is available on the Council's website or via email from the Licensing Section. **You should read this document before completing your application.**

Mae'r ffurflen hon hefyd ar gael yn Gymraeg / This form is also available in Welsh

APPLICATION FOR:

Hackney Carriage Driver ☐   Private Hire Driver ☐

1. Applicant's Details

Applicant's Full Name:	
Applicant's Address:	
Post Code:	

Date of Birth:	DD/MM/YYYY	National Insurance No:	

Landline Number		Mobile Number	
Email:			

Country of Birth:		Current Nationality:	

Have you spent 6 or more continuous months outside of the United Kingdom at any time since birth?	Yes ☐ No ☐
If yes, please provide details:	

2. **Your Right to Work in the UK**

In order to issue you with a licence, the Council must be satisfied that you have the legal right to undertake paid work in the UK.

Do you have permission to lawfully reside in the UK?	Yes ☐ No ☐
Do you have permission to lawfully work in the UK?	Yes ☐ No ☐

If you answered yes to either of the above questions then please provide a copy of the main page of your passport (showing your details and nationality). If you do not have a passport then please provide an alternative official document confirming your British or EU Citizenship.

If you have answered no to BOTH of the above questions then the Council will require a Right to Work Share Code in order to assess your eligibility to work in the UK. A right to work share code can be obtained by clicking on the link below:

https://www.gov.uk/view-right-to-work

Please provide the share code below, by providing the code you are consenting to the Council undertaking a check of your right to work status.

Right to Work Share Code:	

3. **Driving Details etc.**

DVLA Driving Licence Number	

Date you obtained a full DVLA driving licence:	DD/MM/YYYY

Have you previously been licensed to drive a vehicle for hire in this or another authority?	Yes ☐ No ☐
If yes, please state the name of the local authority:	

Do you hold a current licence to drive a vehicle for hire in another authority?	Yes ☐ No ☐
If yes, please state the name of the local authority:	

Please provide details of the Private Hire Operator that you intend to work for (if any)?	Enter Operator name

4. Health

The Council requires applicants to meet the Group 2 medical standards and a satisfactory medical certificate must be produced and provided with your application.

You must immediately notify the licensing authority of any change in your medical fitness which may affect your driving or abilities to carry out the duties of a Hackney Carriage or Private Hire Driver.

Do you have a medical condition that may affect your ability to act as a hackney carriage / private hire vehicle driver	Yes ☐ No ☐
If yes, please provide details:	

5. Declaration of Previous Convictions etc.

As part of the application process, the Council will undertake a check of your Enhanced Disclosure Certificate via the Disclosure and Barring Service Online Update Service. By providing the details below, you are providing your consent for Merthyr Tydfil CBC Licensing Service to undertake any checks required on the DBS Update Service to ensure that your certificate is acceptable.

Do you currently subscribe to the DBS Online Update Service?	Yes ☐	No ☐

Do you consent to the Council checking your certificate via the update service as part of your renewal application?	Yes ☐	No ☐
If Yes then please enter your current certificate number here:		

If you do not subscribe to the DBS Update Service, or you do not consent to the Council undertaking a check of your certificate, then you must complete an application for a new Enhanced Disclosure Certificate. Further details on this will be provided to you once the Council has received your application.

Please note, details of all convictions must be disclosed, even if they are spent under the Rehabilitation of Offenders Act 1974.

Have you ever been convicted of a road traffic offence, or does your DVLA licence have any endorsements?	Yes ☐	No ☐
If you answered yes, please give details below including date of conviction and sentence/penalty:		

Have you been convicted, received a caution or fixed penalty notice for any offence other than motoring offences?	Yes ☐	No ☐
If you answered yes, please give details below including date of conviction and sentence/penalty:		

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Do you have any driving and/or criminal prosecutions pending against you?	Yes ☐ No ☐
If you answered yes, please give details below including the hearing date:	

Have you ever had a Hackney Carriage / Private Hire Drivers Licence refused / revoked / suspended by this or any other local authority?	Yes ☐ No ☐
If yes, please give dates and details:	

Please note: we will be checking all available records. Failure to state all convictions / cautions / warnings / penalty notices may result in your application being refused.

6. Tax Checks

The Finance Act 2021 introduced tax checks as part of applications to renew licences for taxi and private hire drivers and private hire operators.

This section is only applicable if you are making an application on or after 4 April 2022, and if you are doing any of the following:

- applying for the same type of licence you previously held, that ceased being valid less than a year ago; or

- applying for the same type of licence you already hold with another licensing authority

Please see declaration point 6 below.

Tax Check Code										

7. Declaration

Please read this section carefully and only sign it if you understand it and you accept each of the statements.

(1) I hereby declare that I have checked the information given on this Hackney Carriage/Private Hire Driver Licence Grant application form and that it is true to the best of my knowledge. I make this declaration in the knowledge that if I have knowingly or recklessly made a false statement or make a misleading omission, I shall be liable to prosecution and that my licence (if granted) will be liable to be suspended or revoked.

(2) I understand that any licence will be subject to the provisions of:
   a. The Town Police Clauses Act 1847
   b. the Local Government (Miscellaneous Provisions) Act 1976
   c. the Council's byelaws and licence conditions and to any other relevant laws, byelaws or regulations which come into force

(3) Disclosure and Barring Service (DBS) – Privacy Policy
For applicants making an application for a DBS check.

I have read the Standard/Enhanced Check Privacy Policy for applicants https://www.gov.uk/government/publications/dbs-privacy-policies and I understand how DBS will process my personal data and the options available to me for submitting an application.

(4) NR3 National Register of Refusals and Revocations
When we receive an application for a licence, we will check the applicant's details on the register to confirm that there is no record of them having being revoked or refused elsewhere.
The licensing authority will add basic details about drivers when we refuse an application or revoke their licence. The details contained on the register are limited to information that will help to identify an individual to a certain degree of accuracy.

The register does not include any information about why an application was refused or a why a licence was revoked.

(5) Data Protection Act 2018

With regard to the Data Protection Act 2018, the Council has a duty to protect the public funds it administers, and to this end may use the information that you provided in respect of your licensing application and the data held within the authority for the prevention and detection of fraud. Where required, it may also share this information with other bodies administering public funds and other organisations solely for these purposes. Under Article 6(1)(e) of the GDPR, we are permitted to use data for our tasks.

Any data supplied by you on this form will be processed in accordance with Data Protection Act requirements and in supplying it you consent to the Council processing the data for the purpose for which it is supplied. All personal information provided will be treated in the strictest confidence and will only be used by the Council or disclosed to others for a purpose permitted by law.

(6) Tax Check (where applicable)

The Finance Act 2021 introduced tax checks as part of applications to renew licences for taxi and private hire drivers and private hire operators.
I confirm that I have read the **guidance** by HMRC on registering my tax check.
By providing my HMRC tax check code I am consenting to the Council confirming with HMRC that I have carried out a tax check.
I understand that I will not be granted a licence if I do not provide a tax check code.

(7) Privacy Notice

I have read the Licensing Department's Privacy Notice which outlines how my personal information is used.

Applicants are advised that it is a criminal offence to knowingly or recklessly make a false statement or to omit any material particularly in giving information.

I understand and accept each of the 7 declaration statements above. Signature:	Date:	DD/MM/YYYY
Print Full Name:		

Application Checklist

Your application will be processed in accordance with the Taxi Licensing Policy, and certain information or actions will be required to determine your fitness and propriety to drive a licensed vehicle.

A checklist of the requirements is provided for your reference below; for further information regarding any of these criteria, please review the Taxi Licensing Application Policy

Completed Application Form	☐
Fee	☐
Passport Style photograph	☐
DVLA Driving Licence	☐
Group 2 medical certificate	☐
Proof of right to work in the UK	☐
Knowledge Test certificate	☐
Driving Assessment certificate	☐
Overseas Criminal Report (if applicable)	☐
Identification Documents	☐

I hereby confirm that I can meet the criteria needed to obtain a licence and that should any matters be omitted that it will impact on my application. I understand it is my responsibility to make sure that all required information is submitted and that it is complete and correct.

Signature:	Date:	DD/MM/YYYY
Print Full Name:		