


Hackney/Private Hire	New/Renewal	
Licence Number		
Expiry date if applicable		Payment
Receipt No.		
Date		
Amount		



DRAFT - APPENDIX C

Driver's Licence Application for Hackney Carriage/Private Hire Vehicle

Please read guidance notes before completing

Complete in Block Capitals/Delete where appropriate

PART A - APPLICANT'S DETAILS

Forename(s)		Last Name		Mr/Mrs/Ms/Miss
Home Address				
Post Code:				
Home Telephone No.			Mobile Telephone No.	
Age:	Date of Birth:	National Insurance No.		

PART B DRIVING LICENCE AND CONVICTION DETAILS

DVLA Driving Licence No.	
Date of Issue:	Date of Expiry:
Have you ever been bound over, cautioned or convicted for any criminal or motoring offences. Are you currently the subject of any criminal investigation or prosecution. If YES complete Section E overleaf	YES/NO YES/NO
Have you held a driving licence issued by any other local authority? If YES give details Do you give your permission for this authority to check your details with your previous authority. YES / NO	YES/NO Authority Type of Licence Expiry date

PART C LICENCE REQUIREMENTS

Name & Address of Company for whom you will be driving
--

If driving part time estimated weekly hours to be worked
--

Hrs

PART D OTHER EMPLOYMENT DETAILS (If applicable)

(i)	What is the nature of your other employment	
(ii)	Name of Employer	
(iii)	Address of Employer	
(iv)	Average weekly hours worked	
(v)	Does occupation require you to drive?	YES/NO
(vi)	What type of vehicle?	

NOTE: The Council is anxious to ensure that all drivers are acceptable to transport members of the public and may refuse to grant a licence to a person who is also employed in a full-time driving job.

PART E CRIMINAL & MOTORING OFFENCES (See Guidance Note 3)

If necessary please provide details of any additional offences (including cautions) on a separate piece of paper. Please also record details of all criminal matters of which you are currently the subject to criminal investigation or prosecution. Failure to reveal all such matters will be taken into consideration when processing applications.

	Offence 1	Offence 2	Offence 3
Conviction/Caution Date			
Offence			
Sentence			
Incident date and location			

PART E MEDICAL DETAILS

A duly certified Medical Certificate is required:

- (a) up to the attainment of age of 45 – on first application for a licence.
- (b) Between the ages of 45 and 64 – every 5 years.
- (c) On attaining the age of 65 – annually.

HAVE YOU INCLUDED (Tick)

- | | |
|--------------------------|--|
| <input type="checkbox"/> | 1. Two current colour passport type photographs size 1¼" x 1¼" (full face). |
| <input type="checkbox"/> | 2. Current DVLA driving licence. The counterpart must accompany all Photo Card Licences. |
| <input type="checkbox"/> | 3. DVLA mandate |
| <input type="checkbox"/> | 4. Passport or Birth Certificate – Not required for renewals.
Applicants who do not hold a current European Economic Area or European Union passport will need to provide evidence that they are entitled to remain in this country indefinitely and able to work before applying for a licence. |
| <input type="checkbox"/> | 5. CRB disclosure application, including supporting documentation as detailed on page 1 of "Guidance Notes for Driver Applicants". For new applications or every 3 years for renewals. |
| <input type="checkbox"/> | 6. |
| <input type="checkbox"/> | 7. Pass Certificate from the DSA or its equivalent – Not required for renewals. |
| | Duly certified Medical Certificate if required – see part E. |
| <input type="checkbox"/> | 8. A remittance of £ MUST ACCOMPANY the completed form.
Cheques payable to "Central Bedfordshire Council"*
* Please note that cash payments are not accepted at the Council's offices in Chicksands. If you require any document to be returned using Special delivery, please add the necessary fee. |

DECLARATION

I hereby declare that having read the conditions that apply the information submitted on the application is to the best of my knowledge correct. It is an offence for any person knowingly or recklessly to make a false statement or to omit any material particular in giving information required in this form. I am aware that the grant of a driver's licence is subject to CRB and DVLA checks. This has been explained to me and I understand that spent convictions may be considered when determining this application

Signed _____

Date _____

You should be aware that information obtained from the application is held on computer and registered under the terms of the Data Protection Act.

Central Bedfordshire Council is registered under the Data Protection Act 1998 for the purpose of processing personal data in the performance of its legitimate business. Any information held by the Council will be processed in compliance with the eight principles of the Act. This authority is under duty to protect the public funds it administers, and to this end may use the information you have provided on this form within this authority for the collection of funds and the prevention and detection of fraud. It may also share this information with other bodies administering public funds solely for these purposes.

For Internal use only

Payment Details	
Drivers Badge	£
DVLA Enquiry	£
CRB Disclosure	£
Knowledge Test	£

Documents Received

- Completed application form
- Driving Licence
- DVLA Mandate
- CRB Disclosure
- Medical Certificate
- 2 Photos
- DSA pass certificate