



**APPLICATION FOR HACKNEY CARRIAGE/PRIVATE HIRE  
DRIVER'S LICENCE**

*All applicants are advised to read the Council's Hackney Carriage and Private Hire Licensing Policy before completing this form.*

The information requested in this form will be used by the Council to assess whether the Applicant is a 'fit and proper person' to be granted a combined Hackney Carriage/Private Hire Driver's Licence. Applicants should take care to ensure that their answers to all questions are complete and accurate. If a question is answered falsely or recklessly the Council will take this into account in considering the application and may consider criminal prosecution.

Please answer all questions. If this application is for the renewal of a licence please note that, for Data Protection reasons, the Council does not retain details of previous applications

Applicants must make an appointment with the Licensing Section to check this form and complete DVLA and DBS forms. Appointments are only available on Tuesdays and Thursdays between 10:00 and 12:00 and 14:00 and 16:00

<b>PERSONAL DETAILS</b>	
<p>1 Surname or Family name</p> <p>.....</p> <p>Any previous Surname or Family name</p> <p>.....</p>	<p>2 Forename or Personal name</p> <p>.....</p> <p>Any previous Forename or Personal name</p> <p>.....</p>
<p>3 Title</p> <p>Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other <input type="checkbox"/></p> <p>If Other please state</p> <p>.....</p>	<p>4 Date of Birth</p> <p>.....</p> <p>5 National Insurance Number</p> <p>.....</p>
<p>6 Current Permanent Address</p> <p>.....</p> <p>.....</p> <p>.....Postcode.....</p>	<p>7 If you have been resident at the address at 6 less than 12 months please give previous address</p> <p>.....</p> <p>.....Postcode.....</p>
<p>8 Telephone Number(s) and e-mail address</p>	



<b>DRIVING EXPERIENCE</b>	
<p>17 Have you been entitled to drive a motor vehicle in the United Kingdom for at least 12 months (Provisional entitlement is not relevant) If issued outside UK, Country of Issue</p> <p>Licence Number</p> <p>Date of Issue</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>18 Do you hold a current licence to drive a Passenger Carrying Vehicle(PCV) or Large Goods Vehicle (LGV)</p> <p>If YES:</p> <p>Which licence do you hold</p> <p>Licence Number</p> <p>Date of Issue</p> <p>Date of last medical examination for a PCV or LGV Driver's Licence</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p style="text-align: center; padding-top: 20px;">PCV/LGV*</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p><b>NOTE:</b> The Council will carry out a check with DVLA or any other Licence Issuing Body to confirm your entitlement to drive and the content of any record held in your name by that body. Please complete Form 1. Where your licence is in a language other than English you must provide, at your own expense, a translation certified by the embassy or consulate of the issuing country.</p>	

\* - delete as appropriate

<b>REFERENCES</b> (New Applicants only)	
<p>19 Please give details of two persons willing to provide a reference to the Council; they should be persons who are well known to you (<u>not</u> family members or persons for whom you will be working as a driver) and who hold a position of responsibility – preferably previous employers</p>	
<p>Name .....</p> <p>Address .....</p> <p>.....</p> <p>Postcode.....</p> <p>Position .....</p>	<p>Name .....</p> <p>Address .....</p> <p>.....</p> <p>Postcode.....</p> <p>Position .....</p>



21 Are you currently under investigation for any criminal offence	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If YES please give details ..... ..... .....		
22 Are you currently awaiting trial for any criminal offence	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If YES please give details ..... ..... .....		

If necessary please use a separate sheet of paper

<b>HEALTH</b>		
23 Please answer the following questions as fully as possible. The Council will require ALL new applicants to undergo a medical examination. Applicants for a renewed licence will be asked to have a medical examination on the renewal after their 45 <sup>th</sup> birthday and thereafter every renewal application until they attain the age of 65 and thereafter every year.		
a. Do you have any physical infirmity that might prevent you from assisting passengers with luggage?  If YES please give details ..... .....	Yes <input type="checkbox"/>	No <input type="checkbox"/>
b. Do you now or have you ever suffered from epilepsy or any other condition involving fainting fits or blackouts  If YES please give details ..... .....	Yes <input type="checkbox"/>	No <input type="checkbox"/>
c. Do you now or have you ever suffered from diabetes or diabetic condition  If YES please give details ..... .....	Yes <input type="checkbox"/>	No <input type="checkbox"/>
d. Are you being treated or taking any medication which might affect your ability to drive  If YES please give details ..... .....	Yes <input type="checkbox"/>	No <input type="checkbox"/>

**DECLARATION**

- 1 I hereby request Newark and Sherwood District Council to grant me a licence to act as the driver of a hackney carriage or private hire vehicle licensed by the said Council on the basis of the foregoing information and in connection with this, I enclose the following:
  - a the Licence fee of £220.00 (new licence) £145 (renewal) £55.00 (annual licence for persons over 65 years of age). Payment can be made online at: <https://www.civicaepay.co.uk/newarkEstore/estore/default/Catalog/Index?fundcode=96>
  - b completed medical certificate, if applicable, on the Council's approved form
  - c completed authorisation (attached to this application – renewal applications only) enabling the Council to check the details of driving records.
- 2 I hereby warrant that the information and statements contained in this application are true and correct and I am aware that this application is subject to a check of Disclosure and Barring Service and DVLA records.
- 3 I have read and understood the attached notes for applicants and the conditions of licence currently in force. (Note: if you do not already hold a current copy of the conditions of licence, copies may be obtained from the Licensing Section).
- 4 I understand that I am liable to prosecution if I have knowingly or recklessly made a false statement or omitted any material particulars from this application.
- 5 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.
- 6 If a licence is granted to me, I will verify with my employing proprietor/operator before I commence work that Public Hire Motor Insurance Cover has been affected on my behalf.
- 7 There have been no changes in my medical circumstances since I was last examined by the Council's Occupational Health Physician. (*This applies only to applications for a second or subsequent licence*).
- 8 I understand that I must include any conviction which would otherwise be "spent", as taxi drivers do not have the protection afforded under the Rehabilitation of Offenders Act 1974 and accordingly full disclosure is required.
- 9 I understand that, in pursuance of the prevention or detection of crime, personal details may be released to Government agencies such as the Benefits Agency and the Inland Revenue.
- 10 I hereby confirm that if I arrange for a medical examination and for knowledge and ability tests before the return of the DBS/DVLA checks and if subsequently a licence is not granted for any reason the fees for the medical, knowledge and ability tests are not refundable.

Signed..... Date .....

## NOTES FOR GUIDANCE

1. It is an offence to drive a Hackney Carriage/Private Hire vehicle unless and until a Licence is granted. Merely submitting an application form for the grant of a licence does not entitle you to start or continue work.
2. It is an offence to knowingly make any false statement or to omit any material particular in giving information in connection with this application. Any person who commits such an offence will be liable, on summary conviction, to a fine not exceeding level 3 on the standard scale (with effect from 1<sup>st</sup> October 1992, up to 10 times the offender's disposable weekly income or £1000, whichever is less)
3. Details of all convictions must be disclosed under the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 2002. This includes any conviction which would otherwise be "spent", as taxi drivers do not have the protection afforded under the Rehabilitation of Offenders Act 1974 and accordingly full disclosure is required.
4. You should be aware that the grant of a licence is subject to a Disclosure and Barring Service check in accordance with the provisions of Section 47 of the Road Traffic Act 1991.
5. The Council has adopted guidelines which it uses in considering applications for driver's licences. A copy of these guidelines and a statement of the Council's policy about relevant convictions can be found on the council's website: <http://www.newark-sherwooddc.gov.uk/taxilicence/>
6. If a licence is granted to you, it will be subject to the conditions of licence, a copy of which may be obtained on request and any additional conditions which the Council deems necessary.
7. Failure to complete this form adequately and sufficiently will inevitably lead to a delay in determination of the application.
8. Any false or misleading statement made in connection with this application may render you liable to criminal proceedings.
9. The Council must be notified of any change in the particulars on the application form.
10. Applicants who have previously held a licence with this Council should note that if the forms are not returned in time to allow for the renewal of the Licence it will lapse and cannot be renewed. In that event the Driver will have to make a fresh application and be subject to a medical exam, the Knowledge test and a driving ability test. The only exception to this will be if a DBS check was requested in sufficient time to be in the hands of the Council before the renewal date and has not been received because of delays at the DBS. In this case a conditional licence will be issued expiring one month after issue. Once a clear DBS check has been received the Licence will be converted to a full licence.

## National Register of Taxi Licence Refusals and Revocations

The licensing authority provides information to the National Register of Taxi Licence Refusals and Revocations (NR3), a mechanism for licensing authorities to share details of individuals who have had a hackney carriage or Private Hire Vehicle (PHV) licence revoked, or an application for one refused. This is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the licensing authority – that is, assessing whether an individual is a fit and proper person to hold a hackney carriage or PHV licence. Therefore:

- Where a hackney carriage/ PHV licence is revoked, or an application for one refused, the authority will automatically record this decision on NR3.
- All applications for a new licence or licence renewal will automatically be checked on NR3. If a search of NR3 indicates a match with an applicant, 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.

The information recorded on NR3 itself will be limited to:

- name
- date of birth
- address and contact details
- national insurance number
- driving licence number
- decision taken
- date of decision
- date decision effective

Information will be retained on NR3 for a period of 25 years.

This is a mandatory part of applying for a hackney carriage / PHV driver licence. The authority has a published policy on the approach it will take to requests by other authorities for further information about entries on NR3, and about the use it will make of any further information provided to it. You can read that policy at [www.newark-sherwooddc.gov.uk](http://www.newark-sherwooddc.gov.uk)

Information will be processed in accordance with the Data Protection Act (DPA) and General Data Protection Regulation (GDPR). Any searches, provision or receipt of information of or under NR3 are necessary to the authority's statutory licensing functions of ensuring that all drivers are fit and proper to hold the applicable licence. It is not intended that any NR3 data will be transferred out of the United Kingdom.

If you wish to raise any issue related to the data protection legislation, including by relying on any of the rights afforded to data subjects under the GDPR, you can do so to the authority's Data Protection Officer at [freedom@nsdc.info](mailto:freedom@nsdc.info). This includes submitting a subject access request.

You always have the right to make a complaint to the Information Commissioner's Office (ICO). Advice on how to raise a concern about handling of data can be found on the ICO's website: <https://ico.org.uk/make-a-complaint/>



## General Data Protection Regulation (GDPR) 2016 Privacy Notice

The personal information you provide will only be used by Newark and Sherwood District Council, the Data Controller, in accordance with General Data Protection Regulation 2016 to:

process your application

or

undertake a statutory function

The basis for processing this information is to enable the council to undertake a public task or to provide the service that you are requesting.

Your personal information will be shared with statutory bodies in connection with the above purpose. Some of your personal information will be included in a public register in accordance with our statutory responsibility. Such public information may also be disclosed if requested under the Freedom of Information Act 2000 or the Environmental Information Regulations 2004

Your personal data will be kept in accordance with the Council's retention policy and schedule. Details of which can be found on in the council's asset register on our website:

<http://www.newark-sherwooddc.gov.uk/yourcouncil/makingarequestforinformation/re-useofpublicsectorinformationregulations/>

In accordance with GDPR you have a right to:

have a copy of the personal information that we hold about you. Details of how to obtain this are <http://www.newark-sherwooddc.gov.uk/dataprotection/>

Complain to the Information Commissioner if you feel that your information is not being handled appropriately <https://ico.org.uk/>

You may also have a right

- to prevent automated processing and profiling
- to erasure ( also known as the right to be forgotten)
- to stop processing
- to data portability

For further details about how you information may be used or about your rights under this legislation and any subsequent data protection legislation, please contact the Council's Information Governance Officer on 01636 655216 or via email on [freedom@nsdc.info](mailto:freedom@nsdc.info)