

Application for Taxi/Private Hire Driver's Licence for the District of South Holland

A. WHAT YOU HAVE TO DO. If you want to apply for a taxi/private hire driver's licence you must complete this form and return it to us with:

- a medical certificate which proves you are fit to drive a licensed vehicle. This must be completed by your Doctor and must accompany your first application to expire when you reach the age of 45. A new certificate is needed when you are 45, then every five years thereafter. Once you reach the age of 65, you must have a medical examination every year
- completed Certificate of Employment (Please see Sections J and K which will require you to state whether you will be self-employed or employed. If employed, you will need your employer to complete and sign this part of the form.)
- completed Criminal Records Bureau Disclosure Application Form. Fill in sections A to C and E in BLOCK CAPITALS and BLACK INK
- your DVLA driving licence which must show your current address and any recent endorsements
- two recent passport size photographs
- the driver's licence fee of £ 138.00 which also includes the £44.00 Disclosure Application fee. Do not use this form after 31/03/13 because the licence fee may have been changed.

B. BASIC REQUIREMENTS.

- legally you must have held a full driving licence for at least twelve months. The Council does have a policy which states that applicants should have at least two years driving experience. If you have held a full licence for more than twelve months but less than twenty four months you will need to submit additional evidence of driving experience.
- as the law requires you to be a fit and proper person to hold a licence, we will consider all criminal and motoring convictions, and we may take into account convictions which are "spent" under the Rehabilitation of Offenders Act 1974. We have decided to apply for 'enhanced disclosure' checks for all taxi and private hire drivers because of the possibility of their regularly transporting children or other vulnerable persons via school/County Council contract work or private arrangements.

C. OUR SERVICE STANDARDS

- we are committed to the Code of Practice published under Section 122 of the Police Act 1997 in connection with the use of any disclosure information received from the Criminal Records Bureau. The Code of Practice is intended to ensure, and to provide assurance, that the information released will be used fairly, that it is handled and stored correctly and is kept for only as long as necessary
- we have a written policy on licensing persons who have been convicted in the past, a copy of which is attached to this application form
- we will give you an official receipt for all fees you pay us
- we aim to issue your licence within 3 working days once we have received all the information we need, including the Criminal Records Bureau Disclosure Check
- if you write to us, we will reply to your letter in 10 working days
- under normal circumstances we will give you an annual licence for the first three years and a three yearly licence after that
- we aim to give a good service, but if you have any complaints about the way we deal with your licence application please contact the Team Leader, Food Safety & Licensing, Craig Fowler. You can -
Phone him on: 01775 761161
Email him at: cfowler@sholland.gov.uk
Write to him at: South Holland District Council
Priory Road
Spalding PE11 2XE

D. APPLICANT'S DETAILS. You must answer all of the following questions or your application may be delayed. Please use **BLOCK LETTERS**.

Last name:First name(s)

Telephone :Home:.....Mobile:.....

Address:

.....

.....Post Code:

Please note, your current permanent address must be the one on your DVLA Driving Licence. If not your application cannot be processed.

How long have you lived at this address:.....YearsMonths

If you have lived at another address within the last five years please give details of all addresses at which you have lived.

Previous address:.....

Time at this address:.....YearsMonths

Please use a separate sheet and attach to your application for any other addresses within the last five years.

You must give full address details including the postcode, with start and end dates. Sheet attached YES/NO

Email address:.....

Date of Birth:.....

Place of Birth:.....

National Insurance Number:/...../...../...../.....

E. ASYLUM AND IMMIGRATION ACT 1996

Under Section 8 of the above Act, it is a criminal offence to employ anyone who does not have permission to work in the UK. All applicants invited to interview may be required to provide documentary evidence of their right to work in the UK.

- Are you subject to any legal restrictions in respect of your employment in the UK? YES/NO
- Do you require a Work Permit? YES/NO

If yes, please supply a copy of the work permit.

STATEMENT OF GOOD CONDUCT

Applicants who have worked or been resident overseas in the last 5 years are required in addition to the Criminal Record Bureau check to provide a Statement of Good Conduct from the Country of residence for the period. We will expect that these are provided by or endorsed as a true and genuine record by the relevant UK based embassy/consulate office of the country concerned.

A licence will **NOT** be issued unless this is provided by the applicant and it is to the satisfaction of this authority.

The applicant will be responsible for any costs involved in the translation of the document and we will need to receive the documents, translated in English with official confirmation that the translation is true and accurate.

Cont.....

F. REFERENCES

Please provide two references who are not members of your family and who have known you personally for more than five years.

Name and full address including postcode	Relationship with applicant	How long known to Applicant	Signature of Referee
Name:..... Address:..... Postcode:..... Telephone:..... E mail:.....			
Name:..... Address:..... Postcode:..... Telephone:..... E mail:.....			

Please note that references may be contacted before this application is granted

Please give name and address and contact details of present or previous employer:

Name:.....

Address:.....

.....Postcode:.....

Contact Name:.....

How long were you employed by this Company: Years: _____ Months: _____

Start Date: _____ End Date: _____

G. CHARACTER HISTORY

Please give details of **all convictions for all offences/endorsements**, including, being bound over or cautioned by police including both current and spent convictions and all motoring offences, reprimands and warnings

* If none write NONE in top left hand column

Offence	Date of Offence	Date of conviction/endorsement	Action or sentence issued by Court or Police. Fines, endorsements(incl fixed penalty notices), cautions, custodial sentence, loss or suspension of driving licence
*			

For the purpose of obtaining a taxi drivers licence, The Rehabilitation of Offenders Act 1974 does not apply. All previous convictions and adult cautions will be considered to determine the applicant's suitability regardless of the date when the conviction or caution occurred.

Please give full details of **ALL OUTSTANDING** convictions, cautions, charges pending, decisions outstanding **AND/OR** convictions, suspensions or revocations under appeal for any offence which you have or may be charged. * If none write NONE in first line.

*

H. DETAILS OF DVLA DRIVING LICENCE

DVLA Driving Licence No:

Vehicle Groups you are licenced to drive:

Does your licence restrict you to driving automatic vehicles only? YES/NO

Date of issue of Full Licence:..... Date of expiry of Licence:.....

Have you ever been convicted of a motoring offence or received a fixed penalty on your licence? YES/NO
If YES please ensure that all details are recorded at Section G

I. DETAILS OF PREVIOUS HACKNEY CARRIAGE/PRIVATE HIRE DRIVERS LICENCE HELD

Please give details of all previous Hackney Carriage/Private Hire Drivers Licences which you currently hold or have previously held.

Issuing Authority	Badge Number	Date of first issue	Date ceased	Reason that you no longer hold this licence

(Please continue on separate sheet if necessary)

Have you ever had an application or renewal for a Hackney Carriage/Private Hire Drivers Licence refused? YES/NO

If YES please give details:

Name of Authority:..... Date Application Refused:.....

Reason for refusal:.....

Have you ever had a Hackney Carriage/Private Hire Drivers Licence, suspended or revoked or had any warnings or cautions issued regarding a Hackney Carriage/Private Hire Drivers Licence? YES/NO

If YES give full details of issuing authority, date and details of reasons for action.

Name of Authority	Badge Number	Date	Action Taken	Reason of Action by Authority

Is there any action pending which may lead to suspension, revocation or appeal against any action take by an Authority regarding a Hackney Carriage/Private Hire Drivers Licence in your name? YES/NO

If YES please give details:

Name of Authority:..... Badge Number:.....

Reason:.....

