

# 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 attend an appointment with the Licensing Team with:

- a medical certificate which proves you are fit to drive a licensed vehicle. This must be completed by your own Doctor and must accompany your first application. A new certificate is needed when you renew your Taxi/Private Hire Driver's Licence. 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.)
- sufficient original documentation to support Disclosure & Barring Service Application form done online.
- Blue Lamp Trust for Driving Assessment Report. Bookings are made by contacting 0333 700 0157. Website: <https://bluelamptrust.org.uk/taxiassessments/>
- your DVLA driving licence which must show your current address
- obtained check code for DVLA Driver's Licence check from [www.gov.uk/view-driving-licence](http://www.gov.uk/view-driving-licence) which is valid only for 21 days
- completed sign off slip from Code of Conduct – Hackney Carriage and Private Hire Drivers
- provide documentation to prove your right to work in the UK (see attached list)
- one recent passport style photograph
- certificate / proof you have completed the Safeguarding Training [www.lincolnshire.gov.uk/safeguarding/lscp](http://www.lincolnshire.gov.uk/safeguarding/lscp)
- the driver's licence fee of **£...118.00.....** without Disclosure & Barring Service Do not use this form after **30/12/21.....** because the licence fee may have been changed.

**WHAT YOU HAVE TO DO AT PRE-BOOKED APPOINTMENT**

- Can you please make sure you have ticked every box. You will not be seen if you are missing any part of the application
- Applications can be e-mailed in. An appointment will be needed to check documentation.

**B. BASIC REQUIREMENTS.**

- legally you must have held a full driving licence for at least twelve months.
- 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 Disclosure & Barring Service. 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
- 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 Licensing and Business Support Manager, Breckland Council, Norfolk, South Holland District Council, Lincolnshire. You can -

Write to them at: South Holland District Council  
 Council Offices  
 Priory Road  
 Spalding  
 Lincs  
 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:.....Years .....Months

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:.....Years .....Months

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. IMMIGRATION ACT 2016**

Do you have the right to work in the UK?

YES  NO

All applicants will be required to produce documentation (see attached list) to prove that they have the legal right to work in the UK in accordance with the Immigration Act 2016.

#### **STATEMENT OF GOOD CONDUCT**

Applicants who have worked or been resident overseas in the last 5 years are required in addition to the Disclosure & Barring Service 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.



**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:.....

.....

**J. DETAILS OF PROPOSED OPERATION**

If this application is granted. Who will you work for? SELF EMPLOYED YES  NO  (If yes ignore Section K)

LICENSED TAXI COMPANY YES  NO

If self employed, please give the address from which you will operate?

Address:.....

.....Postcode.....

Name under which you will be trading?.....

Position in Company:.....

**K. DECLARATION TO BE COMPLETED BY LICENSED PROPRIETOR**

*This section must be completed by the applicant's sponsor*

Full Name of Company:.....

Full Postal Address:.....

.....Postcode.....

Telephone number:.....

I certify that if the applicant is granted a licence I intend to employ \*him  her  as a driver of my  this   
company's Licensed vehicles \* tick as necessary

Signed:.....Dated:..... PRINT NAME:.....

**L. DECLARATION TO BE COMPLETED BY THE APPLICANT**

**I declare that to the best of my knowledge and belief the answers given within this application are true. I am also aware that if I omit any information or give any false information this may lead to my application being rejected and possible prosecution.**

**Signature of Applicant:** .....

**Date:**.....

**Print Name:** .....

This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes. For further information see <http://www.sholland.gov.uk/council/fraud/corporate#nfi> or contact Customer Services at South Holland District Council on 01775 761161.

**FOR OFFICE USE ONLY**

81240ENVH3260050	£	Date	Receipt No.	Initials
------------------	---	------	-------------	----------

February 2017

## Right to Work Documentation required

List A: No restrictions on right to work in the UK. Once you have undertaken the necessary check once, you will not have to repeat the check when they subsequently apply to renew or extend their licence,	
1.	A passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.
2.	A passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
3.	A Registration Certificate or Document Certifying Permanent Residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
4.	A Permanent Residence Card issued by the Home Office to the family member of a national a European Economic Area country or Switzerland.
5.	A <b>current</b> Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
6.	A <b>current</b> passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
7.	A <b>current</b> Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, <b>together with</b> an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer. An example of an Immigration Status Document may be found <a href="#">here</a> .
8.	A <b>full</b> birth or adoption certificate issued in the UK which includes the name(s) of at least one of the holder's parents or adoptive parents, <b>together with</b> an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
9.	A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, <b>together with</b> an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
10	A certificate of registration or naturalisation as a British citizen, <b>together with</b> an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

**List B: Restrictions on right to work in the UK. You may issue the licence (subject to statutory limitations) up to the expiry date of the permission to work. You will need to check immigration status each time they apply to renew or extend their licence.**

1. A **current** passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question.
2. A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to do the work in question.
3. A **current** Residence Card (including an Accession Residence Card or a Derivative Residence Card) issued by the Home Office to a non-European Economic Area national who is a family member of a national of a European Economic Area country or Switzerland or who has a derivative right of residence.  
  
This guidance [[link to page 16](#)] provides further information on checking a non-European Economic Area national family member's right to a licence.
4. A **current** Immigration Status Document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK, and is allowed to do the type of work in question, **together with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

1. A Certificate of Application issued by the Home Office under regulation 17(3) or 18A (2) of the Immigration (European Economic Area) Regulations 2006, to a family member of a national of a European Economic Area country or Switzerland stating that the holder is permitted to take employment which is **less than 6 months** old **together with Verification** from the Home Office Evidence and Enquiry Unit. The licence may be granted for six months from the date of the Certificate of Application.
2. A **Verification** issued by the Home Office Evidence and Enquiry Unit to you, which indicates that the named person may stay in the UK because they have an in time application, appeal or administrative review and which is outstanding. The licence may be issued for six months from the date of the licence decision.

## Valid Identity Documents To Accompany Disclosure & Barring Service (DBS) Application Form

Any forms with incorrect sections being completed, details missing, or original documents not being sent, will result in your application form being returned to you.

You will need to provide at least 3 documents:

- 1 document from Group 1
- 2 further documents from Group 1, 2a or 2b

Please note all documents must be in your current name. At least one document must show your current address and at least one document must show your date of birth.

### **PLEASE TICK BOXES FOR DOCUMENTS YOU HAVE INCLUDED**

<p><b>Group 1</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Current valid passport – UK or EEA (or Non-EEA in combination with a Biometric Residence Permit or Current Work Permit/Visa)</li><li><input type="checkbox"/> Biometric Residence Permit (UK)</li><li><input type="checkbox"/> Current Driving Licence (UK) (Full or Provisional) Isle of Man/Channel Islands;</li><li><input type="checkbox"/> Birth Certificate (issued within 12 months of the date of birth) (full or short form acceptable including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces)</li></ul>	<p><b>Group 2a</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Current valid Passport (UK,EEA or Non-EEA)</li><li><input type="checkbox"/> Current UK Driving licence</li><li><input type="checkbox"/> Biometric Residence Permit (UK)</li><li><input type="checkbox"/> Birth Certificate (UK &amp; Channel Islands) - issued within 12 months of date of birth</li><li><input type="checkbox"/> Certified copy of Birth Certificate (UK and Channel Islands) – issued after 12 months of date of birth</li><li><input type="checkbox"/> Marriage/Civil Partnership Certificate (UK)</li><li><input type="checkbox"/> Adoption Certificate (UK)</li><li><input type="checkbox"/> HM Forces ID Card (UK)</li><li><input type="checkbox"/> Fire Arms Licence (UK)</li></ul> <p><b>Group 2b</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Mortgage statement (UK) **</li><li><input type="checkbox"/> Bank/Building Society Statement (UK)*</li><li><input type="checkbox"/> Credit Card Statement (UK)*</li><li><input type="checkbox"/> Financial Statement (e.g. pension, endowment, ISA) (UK) **</li><li><input type="checkbox"/> P45/P60 Statement (UK &amp; Channel Islands) **</li><li><input type="checkbox"/> Council Tax Statement (UK &amp; Channel Islands) **</li><li><input type="checkbox"/> Work Permit/Visa (UK) (UK Residence Permit) **</li><li><input type="checkbox"/> Utility Bill (UK)* - Not Mobile Telephone)</li><li><input type="checkbox"/> Benefit Statement* – eg Child Allowance, Pension</li><li><input type="checkbox"/> A document from Central/Local Government/Government Agency/Local Authority giving entitlement (UK &amp; Channel Islands)* - eg from the Department for Work and Pensions, the Employment Service, Customs &amp; Revenue, Job Centre, Job Centre Plus, Social Security</li><li><input type="checkbox"/> EU National ID Card</li><li><input type="checkbox"/> Cards carrying the PASS accreditation logo (UK)</li></ul>
--	--

**NOTE – Non-UK/Non- EEA Nationals;**

All Non-UK/Non-EEA Nationals should be validated by supplying the following combination of documents;

- Current Passport; **and**
- Biometric Residence Permit **OR** Work Permit/Visa (UK); **and**
- 1 further document from Group 2a or 2b (**refer to list of Valid Identity Documents**), which verifies your current address.

If a document in the List of Valid Identity Documents is;

- Marked with \* - it should be less than three months old
- Marked with \*\* - it should be issued within the past 12 months
- Not marked – it can be more than 12 months old

**IF YOU SEND THESE DOCUMENTS BY POST PLEASE MARK THE ENVELOPE ‘PRIVATE & CONFIDENTIAL’**