

Application for Renewal of 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 renewal of a taxi/private hire driver's licence you must complete this form and attend the Council Offices for an appointment with the Licensing Team that you have pre-booked with the following:

- 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 renewal application. Once you reach the age of 65, you must have a medical examination every year
- completed Certificate of Employment (Please see Sections I and J 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.)
- 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 which is valid only for 21 days
- completed sign off slip from Code of Conduct – Hackney Carriage and Private Hire Drivers
- sufficient original documentation to support Disclosure & Barring Service Application form
- provide documentation to prove your right to work in the UK (see attached list)
- a passport style recent photograph
- the driver's licence fee of £147.00 which also includes the £44.00 Disclosure & Barring Service Application fee. Do not use this form after 28/02/19 because the licence fee may have been changed.

WHAT YOU HAVE TO DO AT PRE- BOOKED APPOINTMENT

- Complete Disclosure & Barring Service Application Form which will be given to you at the appointment.
- Can you please make sure you have ticked every box. You will not see seen if you are missing any part of the application

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 a three yearly licence
- 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 her 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:.....YearsMonths

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

F. 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.*

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G. 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 F**H. 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:.....

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 current 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 current 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 current 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, 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. An example of an Immigration Status Document may be found here .
8.	A full 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, 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.
9.	A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, 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.
10	A certificate of registration or naturalisation as a British citizen, 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.

Right to Work Documentation required

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.	<p>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.</p> <p>This guidance [link to page 16] provides further information on checking a non-European Economic Area national family member's right to a licence.</p>
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>Group 1</p> <ul style="list-style-type: none"><input type="checkbox"/> Current valid passport – UK or EEA (or Non-EEA in combination with a Biometric Residence Permit or Current Work Permit/Visa)<input type="checkbox"/> Biometric Residence Permit (UK)<input type="checkbox"/> Current Driving Licence (UK) (Full or Provisional) Isle of Man/Channel Islands;<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)	<p>Group 2a</p> <ul style="list-style-type: none"><input type="checkbox"/> Current valid Passport (UK,EEA or Non-EEA)<input type="checkbox"/> Current UK Driving licence<input type="checkbox"/> Biometric Residence Permit (UK)<input type="checkbox"/> Birth Certificate (UK & Channel Islands) - issued within 12 months of date of birth<input type="checkbox"/> Certified copy of Birth Certificate (UK and Channel Islands) – issued after 12 months of date of birth<input type="checkbox"/> Marriage/Civil Partnership Certificate (UK)<input type="checkbox"/> Adoption Certificate (UK)<input type="checkbox"/> HM Forces ID Card (UK)<input type="checkbox"/> Fire Arms Licence (UK) <p>Group 2b</p> <ul style="list-style-type: none"><input type="checkbox"/> Mortgage statement (UK) **<input type="checkbox"/> Bank/Building Society Statement (UK)*<input type="checkbox"/> Credit Card Statement (UK)*<input type="checkbox"/> Financial Statement (e.g. pension, endowment, ISA) (UK) **<input type="checkbox"/> P45/P60 Statement (UK & Channel Islands) **<input type="checkbox"/> Council Tax Statement (UK & Channel Islands) **<input type="checkbox"/> Work Permit/Visa (UK) (UK Residence Permit) **<input type="checkbox"/> Utility Bill (UK)* - Not Mobile Telephone)<input type="checkbox"/> Benefit Statement* – eg Child Allowance, Pension<input type="checkbox"/> A document from Central/Local Government/Government Agency/Local Authority giving entitlement (UK & Channel Islands)* - eg from the Department for Work and Pensions, the Employment Service, Customs & Revenue, Job Centre, Job Centre Plus, Social Security<input type="checkbox"/> EU National ID Card<input type="checkbox"/> Cards carrying the PASS accreditation logo (UK)
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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’