



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

I HEREBY APPLY for a licence authorising me to act as a Driver of a Hackney Carriage/Private Hire Vehicle and do hereby declare that the particulars given by me are true and correct.

I authorise the Council to make such enquiries as they may at their sole discretion deem to be reasonable necessary in respect of my application.

If a licence is granted to me, I will verify with my employing proprietor(s) before exercise thereof, that fully appropriate motor insurance cover has been effected on my behalf.

***Block Capitals Please***

1. Mr  Mrs  Miss  Surname .....
2. Forename(s) in full .....
3. Permanent address (including postcode) .....  
.....
4. Telephone number(s) .....
5. E-mail address .....
6. Previous address (if any) .....  
.....
7. Date of birth ..... Age .....
8. National Insurance number .....
9. I have held a full (NOT provisional) motor car driving licence for ..... years (minimum two years) and now produce my current licence.
10. **EITHER** I have not previously held a hackney carriage/private hire driver's licence   
**OR** I have previously held a hackney carriage/private hire driver's licence with this  
or the following local authority   
.....
11. Have you ever had an application for a driver's badge refused and/or a driver's licence  
revoked or suspended? YES  / NO   
\*If yes please state which authority and why .....

12. I \*am  / \*am not  a proprietor of a business.

13. I \*was last  / \*am in  the employment of.....

.....  
whose address and telephone number is.....

.....  
for a period of.....and employed as.....

14. If granted a licence I will be employed \*full time  \* part time  by.....

.....  
whose address and telephone number is.....

15. Please declare below:

- All convictions for specified offences
- All convictions that resulted in a custodial sentence
- Any adult (age 18+) caution for a non-specified offence received within the last 6 years
- Any adult (age 18+) conviction for a non-specified offence received within the last 11 years
- Any youth (age below 18) conviction for a non-specified offence received within the last 5 and a half years

*A list of specified offences is available online at <https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>*

**If you have no convictions/cautions please enter 'Nil' in the boxes below.**

If you have been convicted or cautioned you may still be granted a licence depending on the nature and circumstances of the offence. The withholding of any information might lead to this application being dismissed. (See policy about relevant convictions).

COURT/POLICE STATION	YEAR	NATURE OF OFFENCE(S)	SENTENCE / PENALTY / RESULT (including Suspended Sentences)

Please attach a continuation form if necessary

<https://www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates/new-filtering-rules-for-dbs-certificates-from-28-november-2020-onwards>

**16.** Are there any charges, summons or Fixed Penalty Tickets at present outstanding against you? If yes please provide details below.

YES  / NO

Date and Nature of Alleged Offence .....

Court/Police Station dealing with the matter.....

Date of any Court Hearing .....

Any other relevant information.....

.....

**17.** I am  / am not  aware of any police enquiries being made at the present time involving myself. If applicable, state the nature thereof:-

.....

.....

**18.** Within 5 years of the date of this application have you at any time lived or worked outside the UK for a continuous period exceeding 3 months?

YES  / NO

(N.B. In certain instances a Certificate of Good Conduct or Criminal Record Certificate may be required from applicants who have lived or work abroad).

**19.** Under Immigration Act 2016 we have a duty to check all applicants have the right to live and work in the UK. Applicants may be required to provide documentary evidence of their immigration status.

**a)** Are you subject to any legal restrictions in respect of your employment in the UK?

YES  / NO

**b)** Do you require a work permit?

YES  / NO

**20.** Unique driver code from DVLA to check driving licence status (details below, at item B) Please ensure it is clear whether any letters are upper / lower case.

.....

**21.** If you have registered with the DBS Update Service using a DBS certificate issued through West Lindsey District Council, please provide the relevant certificate number below and submit the original certificate with your application.

.....

I certify that the above information is correct to the best of my knowledge. I am fully aware that a copy of this form may be forwarded to the Police and that I am liable to prosecution and immediate revocation of any licence granted to me if I knowingly or recklessly make a false statement or omit any material particulars from this application.

I acknowledge that when applying for a DBS through West Lindsey District Council, officers of Lincoln City Council will have access to the information sent to, and received from the Disclosure & Barring Service.

**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_

I, as an applicant for a Hackney Carriage/Private Hire Driver's badge from West Lindsey District Council, accept that (please tick):

- I have read and been given a copy of the Code of Conduct.
- I agree to abide by the Code of Conduct.
- I understand that failure to comply with the Code of Conduct may result in being referred to the Regulatory Sub-Committee to explain the circumstances surrounding any incident.
- I also understand that in the event of a repeated and/or serious failure to comply, consideration will be given to the suspension or revocation of my licence.
- I agree to contact the appropriate Authority about any concerns or incidents.

**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_

**NOTES:**

1. It is an offence to drive a private hire/hackney 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 work or entitle you to continue beyond the expiry date of the licence.
2. The Council must be notified of any change in the particulars set out above.

**Please note that policies change from time to time, if you are unsure of any recent changes please visit: [www.west-lindsey.gov.uk/licensingpolicies/](http://www.west-lindsey.gov.uk/licensingpolicies/)**

### **Items required upon application:**

- A.** The licence & DBS fee of £223 (cash payments are **no longer** accepted so payment must be made by card, BACS or cheque [payable to WLDC])
- B.** Current, full driving licence (held for 24 months or more)  
DVLA driving licence 'check code' that can be obtained from DVLA at [www.gov.uk/view-driving-licence](http://www.gov.uk/view-driving-licence) or by phoning 0300 083 0013.  
This 'check code' will last for 21 days and can only be used once, we have included space for this to be provided at question 20. If incomplete this could delay your licence application and your permission to drive a licensed vehicle
- C.** One recent, colour passport-sized photograph
- D.** A completed medical form signed by a registered medical practitioner who has access to the applicant's medical records
- E.** DBS identification documentation (see below) or as discussed with the licensing department
- F.** Any other document(s) required under the Immigration Act 2016 (see attached list)
- G.** E-learning certificates for 'Introduction to Safeguarding Everyone in Lincolnshire' and 'Taxi Driver Tackling Child Exploitation E-learning Course'

### **Identification documents:**

Original documents only – driving licence at current address, current passport, recent utility bill at current address, document with national insurance number on, recent bank statement with current address on.

If you are unable to supply any of these, please email [licensing@west-lindsey.gov.uk](mailto:licensing@west-lindsey.gov.uk) or phone 01427 676598 to check what alternative identification documents can be accepted.

### **Immigration Act 2016:**

Your right to work in the UK will be checked as part of your licensing application, this could include the licensing authority checking your immigration status with the Home Office. You must therefore provide a document or document combination that is stipulated as being suitable for this check. The list of documents is set out below. The right to work check will be conducted by us at a face to face meeting with you. We will need to see the original document(s), such as a passport or biometric residence permit so that the check can take place. The document(s) will be copied and the copy retained by the licensing authority. The original document will be returned to you.

Applicants who have no restrictions on their right to work in the UK (e.g. a British citizen or national of a European Economic Area country or Switzerland) will only need to undertake the check once.

If there are restrictions on the length of time you may work in the UK, your licence will not be issued for any longer than this period. In such circumstances, the check will be repeated each time you apply to renew or extend your licence. If, during this period, you are disqualified from holding a licence because you have not complied with the UK's immigration laws, your licence will lapse and you must return it to the licensing authority, failure to do so is a criminal offence.

West Lindsey District Council collects information for the purposes of licensing, housing, benefits, business rates, revenue collection, electoral registration, council tax, planning and public health functions.

We will use the information you give us to (a) do the tasks we need to do for the job shown in the title of this form (b) carry out any of our official business (c) stop fraud or crime.

We may check information provided by you, or information about you provided by a third party, with other information held by us. We may also get information about you from certain third parties, or give information to them, to check the accuracy of information, to prevent or detect crime, or to protect public funds in some ways as permitted by the law. These third parties include other local authorities, government departments and the police. We will not disclose information about you to anyone outside West Lindsey District Council unless the law permits us to.

**Privacy Notice:** To find out more about why we need your information, what we do with it and how to contact us if you have any concerns or questions please read our privacy notice. This can be viewed using the following link: [www.west-lindsey.gov.uk/licensing-privacy/](http://www.west-lindsey.gov.uk/licensing-privacy/)

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 [www.west-lindsey.gov.uk/fairprocessingnotice](http://www.west-lindsey.gov.uk/fairprocessingnotice) or contact the finance department on 01427 676560 or [FinanceTeam@west-lindsey.gov.uk](mailto:FinanceTeam@west-lindsey.gov.uk).

## Lists of acceptable documents for right to a licence checks

The list of documents are based on those prescribed to show evidence of a right to work.

<b>List A: No immigration restrictions on the right to a licence in the UK. Once an applicant has undertaken the necessary check once they will not have to repeat the check when they subsequently apply to renew or extend their licence</b>	
<b>1.</b>	A passport 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.
<b>2.</b>	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.
<b>3.</b>	A Registration Certificate or Document Certifying Permanent Residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
<b>4.</b>	A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.
<b>5.</b>	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.
<b>6.</b>	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.
<b>7.</b>	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.
<b>8.</b>	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.
<b>9.</b>	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.
<b>10.</b>	A certificate of registration or naturalization 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 previous employer.

**List B: Immigration restrictions on the right to a licence in the UK. A licence may be issued (subject to statutory limitations) up to the expiry date of the permission to work in the UK. Immigration status will be checked each time they apply to renew or extend their licence.**

1.	A <b>current</b> 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 <b>current</b> 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 <b>current</b> Residence Card (including an Accession Residence Card or a Derivative Residence Card) issued by the Home Office to a non-European Economic Area country or Switzerland or who has a derivative right of residence.
4.	A <b>current</b> 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, <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.
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 <b>less than 6 months old together with Verification</b> 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 <b>Verification</b> 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.