



Application for a hackney carriage/private hire driver's licence Town Police Clauses Act 1847

I hereby apply for a licence authorising me to act as a driver of a hackney carriage or private hire vehicle and declare that the information given by me on this form is true and correct.

I authorise the Council to make enquiries at their sole discretion that they deem reasonable and necessary in respect of my application.

If a licence is granted to me, I will verify with my employing proprietor(s) before driving that I am covered by appropriate motor insurance.

Block Capitals Please

1. Mr Mrs Miss Ms Surname
2. Forename(s) in full
3. Home address
..... Postcode
4. Phone/mobile number
5. Email address
6. Date of birth Age
7. National Insurance number
8. I have held a full (NOT provisional) motor car driving licence for years
(minimum two years) and now produce my current licence.
9. **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 West
Lindsey and/or the following local authority
.....
10. Have you ever had an application for a driver's badge refused and/or a driver's licence
revoked or suspended? YES¹ / NO

¹ If yes, please state which authority and why

.....
.....

11. I *was last / *am in the employment of
.....
whose address and telephone number is
.....
for a period ofand employed as

12. If granted a licence I will be self-employed or employed full time / part time
by whose address and
telephone number is
.....

13. Please declare below:

- All convictions for specified offences
- Adult (age 18+) cautions 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' across 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 WLDC 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>

14. Do you currently have 6 penalty points or more on your DVLA driving licence?

YES² / NO

² You must book onto a 'taxi driver assessment' with Lincolnshire Road Safety Partnership and pay the necessary fee to them. You must be deemed low risk and will receive a certificate to submit as part of your application. Contact LRSP: drivertraining@lincolnshire.gov.uk, 01522 212313

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

YES / NO

.....
.....

16. I am / am not aware of any police enquiries being made at the present time involving myself. If applicable, please describe the nature of their investigations below.

.....
.....

17. 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).

18. 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

19. 8-character driver code from DVLA to check driving licence status (see page 5, item B). Please ensure it is clear whether any letters are upper / lower case.

.....

20. I have looked at HMRC's guidance – <https://www.gov.uk/guidance/confirm-your-tax-responsibilities-when-applying-for-a-taxi-private-hire-or-scrap-metal-licence> and confirm that I am aware of the guidance as well as my tax responsibilities (please tick)

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 (as the registered body) 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

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/

- It is an offence to drive a private hire / hackney carriage vehicle unless and until a licence is granted. Merely submitting an application for the grant of a licence does not entitle you to start work.
- The Council must be notified of any change to any of the details on this form.
- **If we refuse an application, revoke a licence or suspend a licence we will add your details to the NR3S database, as required by DfT's statutory standards.**

Privacy Notice: 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. 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/

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 or contact the finance department on, 01427 676560, FinanceTeam@west-lindsey.gov.uk

Items required upon application:

- A.** The licence and DBS fee of £247.

Payment can be made by credit/debit card over the phone with customer services (01427 676676, option 6) or in person at the Guildhall. If paying by cheque please make it payable to 'WLDC'. To pay by bank transfer please email us to request the details.

For office use: payment code 6007-40096-41162 and 6007-40091-41162

- B.** Original document - 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 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 19. 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.** Purple DBS application form with original ID stated below (or as discussed).

- F.** Any other document(s) required under the Immigration Act 2016 (see pages 6-7)

- G.** E-learning certificates for 'Introduction to Safeguarding Everyone in Lincolnshire' and 'Tackling Exploitation and Modern Slavery in Lincolnshire'

* The medical report is the only item that can be submitted after your other documents, if it will be a while before your medical appointment.

Identification documents:

Original documents – driving licence with current address, current passport, recent utility bill or bank statement with current address, a document with name and national insurance number on.

If you are unable to supply any of these, please email licensing@west-lindsey.gov.uk or phone 01427 676598 to check what alternatives can be accepted.

Immigration Act 2016:

Your right to work in the UK will be checked as part of your licensing application, which could include us checking your immigration status with the Home Office. You must provide a document or document combination from the lists overleaf - we will need to see the original document(s) at a face to face meeting with you. The document(s) will be copied and the copy retained by us. The original document(s) will be returned to you.

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.

Note: EEA citizens and their family members are required to have immigration status in the UK. You can no longer rely on an EEA passport or national identity card to prove your right to work.

New: From 6 April 2022 holders of a Biometric Residence Card, Biometric Residence Permit or Frontier Worker Permit will evidence their right to work using the Home Office online service only and we will no longer be able to accept physical cards, even if it shows a later expiry date. As information is provided in real-time directly from Home Office systems there is no need to provide any of the documents listed overleaf.

Lists of acceptable documents for manual right to work checks

List A – acceptable documents to establish a continuous statutory excuse

1. A passport (current or expired) showing 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 passport card (in either case, whether current or expired) showing that the holder is an Irish citizen.
3. A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man, which has been verified as valid by the Home Office Employer Checking Service, showing that the holder has been granted unlimited leave to enter or remain under Appendix EU(J) to the Jersey Immigration Rules, Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 or Appendix EU to the Isle of Man Immigration Rules.
4. 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.
5. 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.
6. A birth or adoption certificate issued 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. *(This includes a full birth certificate issued by a UK diplomatic mission (British Embassy or British High Commission))*
7. 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.
8. 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.

List B Group 1 – documents where a time-limited statutory excuse lasts until the expiry date of permission to enter or permission to stay

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. *(This includes a current passport endorsed with a stamp showing an individual has been granted leave to enter and there are no work-related conditions attached. If, under the conditions of the individual's leave, work was restricted or prohibited the endorsement placed in the individual's passport would explicitly set that out as a condition.)*
2. A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man, which has been verified as valid by the Home Office Employer Checking Service, showing that the holder has been granted limited leave to enter or remain under Appendix EU(J) to the Jersey Immigration Rules, Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 or Appendix EU to the Isle of Man Immigration Rules.
3. 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.

List B Group 2 – documents where a time-limited statutory excuse lasts for six months

1. A document issued by the Home Office showing that the holder has made an application for leave to enter or remain under Appendix EU to the immigration rules (known as the EU Settlement Scheme) on or before 30 June 2021 together with a Positive Verification Notice from the Home Office Employer Checking Service.
2. A Certificate of Application (digital or non-digital) issued by the Home Office showing that the holder has made an application for leave to enter or remain under Appendix EU to the immigration rules (known as the EU Settlement Scheme), on or after 1 July 2021, together with a Positive Verification Notice from the Home Office Employer Checking Service.
3. A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man showing that the holder has made an application for leave to enter or remain under Appendix EU(J) to the Jersey Immigration Rules or Appendix EU to the Immigration Rules (Bailiwick of Guernsey) Rules 2008, or Appendix EU to the Isle of Man Immigration Rules together with a Positive Verification Notice from the Home Office Employer Checking Service.
4. An Application Registration Card issued by the Home Office stating that the holder is permitted to take the employment in question, together with a Positive Verification Notice from the Home Office Employer Checking Service.
5. A Positive Verification Notice issued by the Home Office Employer Checking Service to the employer or prospective employer, which indicates that the named person may stay in the UK and is permitted to do the work in question.