Important: Ensure that you have all the required documentation and considered our policy and guidance document before making an application (a checklist is at the end of the application form). A fee is payable upon submission and it not refunded if your application is invalid or refused. If you are unable to complete this application yourself the Council may be able to assist you at a cost of £30.00 for an hour.

Write in BLOCK CAPITALS and answer ALL questions. Use a separate sheet if you need to provide more information.

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| **WHAT TYPE OF LICENCE DO YOU REQUIRE** |
| **Private Hire Driver** 🞏 **Hackney Carriage Driver** 🞏 |
| New 🞏 | 1 Year - £189 🞏 | 3 year - £273 🞏 |  |
| Renewal 🞏 | 1 Year - £158 🞏 | 3 year - £242 🞏 | Licence No: |

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| **YOUR DETAILS** |
| Forename(s): | Surname: |
| Date of birth: | D | D | M | M | Y | Y | Y | Y | Place of Birth: |
| Tel/Mob: |  |  |  |  |  |  |  |  |  |  |  | E-mail: |
| NI Number: |  |  |  |  |  |  |  |  |  |  | Do you have the right to work in the UK 🞏 |
| **Address:** |
| **Town:** |

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 **Postcode:** |
| Have you lived at your current address for the last 5 years? Yes 🞏 No 🞏 |
| In the last 3 years have you spent more than 6 months in any Country outside of the UK?  | Yes 🞏 No 🞏 |
| If you have resided in another country for 6 or more months in the last 3 years you require a certificate of good conduct from that Country. You can obtain further advice about this here: [**https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants**](https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants) |

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| **Section 1: YOUR IDENTITY** |
| You are asked to provide 2 documents from Section 1A below and 1 document from Section 1 B. If you cannot provide at least 2 documents from 1A refer to Section 1C. |
| **Section 1A: Primary identity documents check list. Please tick to confirm enclosed.**  |
| DVLA Driving Licence number: Issue date: | 🞏 |
| Passport number: Nationality: Expiry date: | 🞏 |
| Biometric residency permit (if held) number: Issue date: | 🞏 |
| **Section 1B: Additional required documents - Please tick to confirm enclosed.** |
| Dated in the last 3 months: Gas or electric bill, bank statement/credit card statement 🞏Dated in the last 12 months: Mortgage, Council tax, pension/endowment or P45/ P60 🞏  |
| **Section 1C: Alternative identity documents – Please tick to confirm enclosed.** |
| **ONLY IF** you are unable to provide at least 2 of the documents in section 1A you should provide as many of the following documents as you can. National Identity Card 🞏 Immigration document issued by the Home Office 🞏 British/Irish birth certificate 🞏 Driving Licence issued by another Country 🞏 |

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| **Section 2: Right to Work in the UK** |
| The Council is required by the Immigration Act 2016 to check that you have the right to work in the UK and the self-employed occupation of a private hire or hackney carriage driver is within any work restrictions applicable to you.  |
| Are you a citizen of Britain or Ireland?  | Yes 🞏 No 🞏  | Complete section 2A |
| Are you an EU or EEA citizen who has, or is applying for, settled status? | Yes 🞏 No 🞏  | Complete section 2B |
| All other applicants must complete Section 2C. |
| **Section 2A: British and Irish Citizens** |
| You must provide one of the following:Passport  Birth or Adoption Certificate  Certificate of registration or naturalisation   |
| **Section 2B: EU, EEA Citizens under EU settlement scheme** |
| No additional documents are needed but you must obtain a right to work share code from <https://www.gov.uk/view-prove-immigration-status> and enter it in the box below: |
| Right to work share code  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Section 2C Right to Work in the UK – All other applicants** |
| You may obtain a right to work share code from <https://www.gov.uk/view-prove-immigration-status> and enter it in the box below and/or provide any of the following documents: Biometric Residence permit/ card 🞏 EVisa (points-based) 🞏 Immigration status document🞏British National Overseas (BNO) Visa🞏 passport (endorsed by home office) 🞏 Other  |
| Right to work share code  |  |  |  |  |  |  |  |  |  |  |  |  |  |

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| **Section 3: Driving Licence Details** |
| DVLA Driving Licence No: |  |
| **DVLA Shared driving Licence Code**Please go to <https://www.gov.uk/view-driving-licence> and follow the instructions to obtain the relevant code. The code is valid for 21 days and can only be used one. Please enter this legibly below. |
| **DVLA CHECKING CODE NUMBER**:  |  |  |  |  |  |  |  |  |  |  |  |
| How long have you held your DVLA licence?  | Less than 3 years 🞏 More than 3 years 🞏 |

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| **Section 4: Enhanced DBS disclosure – proving your criminal record** |
| Are you on the DBS update service? | Yes 🞏 No 🞏 |
| If not, do you have an enhanced DBS certificate issued within the last calendar month? | Yes 🞏 No 🞏 |
| If yes to any of the above please confirm:**DBS Certificate number: DBS Issue date:** |
| If you do not have a current DBS or have registered on the update service a new DBS is needed. Do you wish to apply for one?.  | Yes 🞏 No 🞏 |
| It will be a condition of your licence to register an enhanced DBS certificate on the DBS update service and give consent to the Council to check this every 6 months. Do you agree to this condition? | Yes 🞏 No 🞏 |

Section 5. Criminal record and character

IMPORTANT WARNING

The occupation of a private hire or hackney carriage driver is exempt from the Rehabilitation of Offenders Act 1974 and you must declare ALL previous convictions. This includes cautions, bind overs, conditional or unconditional discharges, motoring offences, fixed penalties, reprimands and warnings. It does not matter how long ago the offence was or whether it is considered spent. Failure to declare this to us is a criminal offence and may result in prosecution and the refusal of your application.

RENEWAL APPLICANTS: Even if you are renewing your licence, you must still declare all even if you have told us before.

Answers such as “As on the attached DBS”, “As previously advised” etc. will not be accepted.

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| **Section 5A: Driving Offences** |
| Have you been convicted of any driving offences? | Yes 🞏 No 🞏 |
| Have you been disqualified from driving? | Yes 🞏 No 🞏 |
| What is the current number of penalty points on your DVLA licence? |  |
| Please state all Driving convictions, endorsements, fines etc. that you have received. |
| Date*(i.e 1/1/11)* | Offence*9i.e. SP30 – speeding0* | Sanction *(i.e. Fine, 3 pts)* |
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| **Section 5B:Criminal Convictions**  |
| Have you been found guilty or convicted of a Criminal offence? Yes 🞏 No 🞏 |
| If yes, was this in the UK or overseas? UK 🞏 Overseas 🞏 (Country \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) |
| If yes, what was the sanction you received:Custodial sentence (imprisonment) 🞏 Fine 🞏 Caution 🞏 Bound over 🞏 Conditional or absolute discharge 🞏 Community sentence 🞏 Other 🞏 |
| If you have been convicted of an offence please provide further details below: |
| Date*(i.e. 1/1/11)* | Offence*(i.e.) Theft* | Sanction/sentence*(i.e. 3 years)* |
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| **Section 5C: Civil and other sanctions** |
| Have you received any civil sanctions or punishments issued by a Court, Police or other regulatory body (such as a Council)? Yes 🞏 No 🞏 |
| If yes, what was the sanction you received:Fixed Penalty Notice 🞏 Reprimand 🞏 Warning 🞏 Enforcement/improvement notice 🞏Non-molestation order 🞏 Behaviour order/injunction 🞏 civil injunction 🞏 restraining order 🞏 |
| Please provide further details: |

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| **Section 5D: Licensing History:** |
| Have you previously held, or currently hold, a licence to drive, operate or own a private hire or hackney carriage vehicle? | Yes 🞏 No 🞏 |
| If yes please confirm the details of the licence(s) held: |
| Type of licence  | Licence Number | Issuing authority | Date Granted | Expiry Date |
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| Have you had a licence to drive, operate or own a private hire or hackney carriage vehicle refused, suspended or revoked? | Yes 🞏 No 🞏 |
| Have you had an application for a licence (including renewals) to drive, operate or own a private hire or hackney carriage vehicle refused, suspended or revoked? | Yes 🞏 No 🞏 |
| Have you previously held, or currently hold, any other kind of licence? | Yes 🞏 No 🞏 |
| Have you previously had any other licence or application refused? | Yes 🞏 No 🞏 |
| If yes. Please provide further details.  |

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| **Section 5E: Pending matters** |
| Pending matters relate to any action or investigation currently being carried out in respect to you that you are expected to be reasonably aware of occurring. For instance, if you have been arrested, charged, bailed, questioned under caution or voluntarily interviewed about a matter that has not yet been concluded you should declare it. You should also declare any letter by a regulatory body that you have received indicating action may be taken or the receipt of any pending civil action against you.  |
| Are you aware of any pending matter against you? Yes 🞏 No 🞏Please provide further detail.  |
| Do you agree that should you become aware of any pending matter against you, if you are arrested, charged, bailed, questioned under caution or voluntarily about any matter you shall notify the Council? | Yes 🞏 No 🞏 |

Section 6 Your Health and Medical Record

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| **Section 6A: New applicants - Health and medical record** |
| Have you passed a DVLA Group 2 medical in the last month | Yes 🞏 No 🞏 |
| If you have not yet done so you must do this before you can apply. You must provide a copy of the certificate to us within one calendar month of its completion. |

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| **Section 6B: Renewal applicants - Health and medical record** |
| The DVLA group 2 medical assesses considers the following conditions: Neurological disorder (i*.e. stroke, seizures, brain injury,)*; Heart (*i.e. heart attacks, arrhythmias, heart disease);* Sleep condition (*i.e. sleep apnoea/excessive sleepiness*), Blood Pressure, Diabetes, Psychiatric Illness, Alcohol or drug misuse /dependence).Please answer the following questions with reference to the last Group 2 medical examination you underwent and provided to us (“your medical”).  |
| Have you received medical treatment for any of the above conditions or has there been any change in diagnosis or treatment of any of the above conditions you have previously been diagnosed with, since your last medical? | Yes 🞏 No 🞏 |
| Since your last medical have you had surgery of any kind, treatment requiring an overnight stay (or longer) in hospital or suffered any illness or injury that has affected your ability to drive safely or prevented you from driving for longer than 2 weeks? | Yes 🞏 No 🞏 |
| Are you receiving any ongoing treatment in relation to any of the above?  | Yes 🞏 No 🞏 |
| If you have answered yes to any of the above, please give us further details: |
| **Section 6C: Eyesight – Renewal applicants** |
| Do you wear glasses in order to drive? | Yes 🞏 No 🞏 |
| When was your last eye test carried out? DATE: \_\_\_/ \_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_ |  |
| Since your last eye test or medical have you had any deterioration in your eye sight or other condition that has affected your ability to drive? | Yes 🞏 No 🞏 |

Section 7: Tax conditionality

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| **Section 7A: TAX CONDITIONALITY – NOT PREVIOUSLY LICENSED** |
| Section 125 of the Finance Act 2021 imposes an obligation on the Council to confirm that all new applicants are aware of their tax responsibilities before granting a licence. If you hold a licence granted by another authority please complete Section 7B.  |
| **For the Council to consider granting a new licence we must ask you to confirm that you:** 1. are aware of the content of the guidance issued by the HMRC commissioners that can be found here: [Confirm your tax responsibilities when applying for a taxi, private hire or scrap metal licence - GOV.UK (www.gov.uk)](https://www.gov.uk/guidance/confirm-your-tax-responsibilities-when-applying-for-a-taxi-private-hire-or-scrap-metal-licence)
2. understand that officers of the HMRC have the power to obtain information from the licensing authority about you under Schedule 36 to Finance Act 2008 (information and inspection powers), and Schedule 23 to the Finance Act 2011 (data-gathering powers).
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| **Please confirm that you have read and understood the above by ticking this box: 🞏** |

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| **Section 7B: TAX CONDITIONALITY – EXISTING LICENCE HOLDERS**  |
| Under Section 125 and Schedule 33 of the Finance Act 2021 the Council cannot grant a licence to any existing licence holder unless HMRC have confirmed that they are registered for TAX. This includes holding a licence with another authority. You must ensure you are registered with HMRC and obtain a TAX CHECK CODE. Details/Guidance can be found out here: <https://www.gov.uk/guidance/complete-a-tax-check-for-a-taxi-private-hire-or-scrap-metal-licence>  |
| Please provide your TAX CHECK CODE |  |  |  |  |  |  |  |  |  |  |  |  |  |

**Section 8 – Declaration**

**Prior to submission please read the following:**

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| Policy and conditions that you will be bound by: |
| The Council’s Taxi Licensing Policy can be read here …..and the Council’s conditions that will apply to your licence here …… By making this application you are confirming that you are aware of the Council’s Policy and licence conditions and where you can read them. It is your responsibility to do this. If you have any difficulty in understanding the conditions or Policy you should contact the Council. Your attention is specifically drawn to the requirement that you notify the Council:* Within 48 hours of any grant of bail, conviction or allegation made against you that relates to a sexual, violent or dishonesty offence.
* Within 7 days of any grant of bail, arrest or conviction made against you that relates to any other criminal or motoring offence.
* Within 7 days of any change to your name or address.
 |
| National Register of Taxi and Private Hire Licence Revocations & Refusals (NR3) |
| By submitting your application you consent to the Council checking the NR3 register for any entry in respect to you. Should your application be refused, or any licence suspended or revoked, your details will be recorded on the NR3 register and may be viewed by other Licensing Authorities.  |
| Your data, your consent to how we use it and your rights.  |
| Hertsmere Borough Council is a Data Controller under the Data Protection Act 2018 which incorporates the UK General Data Protection Regulations (UK GDPR). The Council must collect your personal data to process and grant your application and has a legal basis to do so under the provisions of the Local Government (Miscellaneous Provisions) Act 1976 and/or the Town Police Clauses Act 1847. If a licence is granted to you the Council has a lawful purpose and duty to retain your data in order to effectively administer and carry out its enforcement obligations to protect the public. Your data shall be kept no longer than is reasonably necessary as set out in the Councils retention policy. It may be necessary that the Council shall always keep a record that you have held a licence and any decision made in respect to it. Your personal data will not be shared with any third parties save for any lawful or exempt purpose set out in the Data Protection Act 2018 or UK GDPR, such as to prevent or detect crime or protect public funds. Your data may be shared with other enforcement agencies such as the Police, internal Council departments or other regulatory bodies to achieve these aims. |
| To further understand your rights you can read the Council’s full privacy notice on our website, contact the licensing team or the Data Protection Controller at Hertsmere Borough Council, Civic Offices, Elstree Way, Borehamwood, Hertfordshire WD6 1WA. |

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| **Your declaration** |
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| I, the undersigned, have read and understood all the questions asked of me on this form and declare the information that I have provided is true and correct. I understand that if I have knowingly or recklessly made a false statement or omitted any relevant information I may be prosecuted, my application refused or any licence granted may be suspended or revoked.  |
|  |
| I have read the information provided above and understand the conditions and policy applicable to me and how my data will be used.  |
|  |
| I consent to the Council making and keeping copies of all documents provided by me now or in the future in order to determine my application, to ensure compliance with any condition or term of that licence and to ensure that I remain eligible to hold any licence granted. |
|  |
| I consent to the retention and use of the data provided by me on this form by the Council in order to confirm my identity, criminal record, driving history, medical history and to use this data to determine if am fit and proper to be granted a licence and, if a licence is granted, to retain such data at all times that I hold the licence, or any other licence, including renewals, that the Council may grant to me.  |
|  |
| I confirm the documents I am submitting with my application on the supporting documents check list.  |
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| **Signed** |  |
| **Print Name** |  | **Date** |  |

**Supporting documents checklist**

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| **Application For: Private Hire Driver** 🞏 **Hackney Carriage Driver** 🞏 **Both** 🞏 |
| New 🞏 | **1 Year -** £189 🞏 | **3 year -** £273 🞏 |  |
| Renewal 🞏 | **1 Year -** £158 🞏 | **3 year -** £242 🞏 | **Licence No:** |
| How to pay: Visit our website: <https://www.civicaepay.co.uk/Hertsmere/webpay_public/webpay/default.aspx?fund=05#UserAreaPanel> Select “Licensing” on the left hand side and use the drop down menu to select “private hire/hackney carriage driver.” Follow the onscreen instructions to complete your details and make the payment. Then take a screenshot of the confirmation page or write the receipt number in the box below: |
| Receipt attached Yes 🞏 No 🞏 Receipt Number: |

**All applicants must provide:**

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| Completed application form  | 🞏 | All questions must be answered.  |
| 2 current passport sized photographs | 🞏 | Must show your head and face clearly |
| Identification documentation | 🞏 | Passport, diving licence and utility bill preferred. See section 1 |
| Proof of your right to work  | 🞏 | Passport, Biometric residents permit preferred, see section 2. |
| Driving Licence | 🞏 | UK DVLA driving licence.  |
| Shared DVLA driving Licence code | 🞏 | <https://www.gov.uk/view-driving-licence> |

**All Applicants – Criminal Record check**

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| Enhanced DBS certificate  | 🞏 | If registered on the DBS update service.  |
| DBS update service registration | 🞏 | If provided with an enhanced DBS. |
| Apply for a new enhanced DBS through Hertsmere Borough Council | 🞏 | If a new applicant and not on update service tick here. We will make arrangements with you.  |

**New Applicants only**

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| Group 2 Medical certificate | 🞏 | Completed by your GP in the last month.  |
| Certificate of good conduct (if applicable) | 🞏 | If you have resided in another country in the last 3 years.  |
| Safeguarding training course certificate | 🞏 | You can book this here: 1. Blue Lamp trust: <https://www.bluelamptrust.org.uk/safeguarding-classroom/> 2: Green Penny<https://www.greenpenny.co.uk/taxi-driver-safeguarding/>  |
| Advanced Taxi driving test pass certificate | 🞏 | You can book this by either contacting 1. green penny:<https://www.greenpenny.co.uk/taxi-assessment-booking-form/>2. Diamond advanced meriting.<https://advancedmotoring.co.uk/taxi-tests/> |

**Renewal Applicants and those licensed by another authority:**

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| HMRC Tax share code |  | You can get this from this website: <https://www.gov.uk/guidance/complete-a-tax-check-for-a-taxi-private-hire-or-scrap-metal-licence> |

How to submit the application: You can email the completed application with all documents to: licensing.taxis@hertsmere.gov.uk

Or drop it in to our offices marked for the attention of licensing – you do not need to see anyone or make an appointment to drop it off. If you drop a document off please ask the receptionist to provide you with a receipt.