



# APPLICATION FOR A NEW / RENEWAL HACKNEY CARRIAGE/ PRIVATE HIRE DRIVER AND / OR VEHICLE LICENCE

Town Police Clauses Act 1847;  
Local Government (Miscellaneous Provisions) Act 1976 Part II

In accordance with the Data Protection Act 2018 the information you supply the Council as part of your application will be used for the purposes of dealing with your request and retained as per our published data protection policy. From time to time this information may be shared with other Council departments and/or outside partners such as the Police and HMRC for the purposes of the prevention and detection of crime.

If you have any concerns regarding any data provided or data sharing please contact the Council's Information Officer on 020 8207 2277. All non-personal information is also subject to disclosure under the Freedom of Information Act 2000.



I wish to apply for a **NEW/ RENEWAL- HACKNEY CARRIAGE / PRIVATE HIRE DRIVER / VEHICLE** licence (*delete as appropriate*) and I agree to pay the required fees.

**I understand that I will commit an offence if I knowingly or recklessly make a false statement or omit any material fact on this application.**

All questions must be answered, and failure to do so may delay the application.  
Please write in **BLOCK CAPITALS**.

If renewing please provide:

Current driver licence number:	Expiry date:
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APPLICANT DETAILS																					
Forename(s):	Surname:																				
Date of birth: <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td><td>Y</td><td>Y</td></tr></table>	D	D	M	M	Y	Y	Y	Y	House No/Name:												
D	D	M	M	Y	Y	Y	Y														
Tel: <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																					Street:
Mob: <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																					Town:
E-mail: <small>(If you do not supply an email address you may not receive any reminders)</small>	County:																				
NI Number:	Postcode: <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																				
DVLA Driving Licence No:	<table border="1" style="display: inline-table; vertical-align: middle;"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																				

Please provide a DVLA checking code. To do this you will need to visit <a href="http://www.gov.uk">www.gov.uk</a> and enter 'view my driving licence' in the search box and follow the instructions to share your licence.	<b>DVLA CHECKING CODE NUMBER:</b>
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If renewing please provide:

Current vehicle licence number:	Expiry date:
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VEHICLE DETAILS	
Make of vehicle:	Model:
Colour:	Registration No:
Date of first registration:	Maximum passenger Seating Capacity:

Is your vehicles powered by LPG / Electricity / Hybrid **YES / NO**

Are you the registered keeper of the vehicle to be licensed? **YES / NO**

If **'NO'** give the name and address of the owner of the vehicle:

.....  
 .....

Is the vehicle licensed with any other authority to carry passengers?  
*(Hertsmere will not dual plate vehicles)* **YES / NO**

If **'YES'** give details of the licensing authority, type of licence, plate number and expiry date of the current licence:

.....  
 .....

Is the vehicle fully wheelchair accessible?  
*(Can the vehicle take a passenger whilst they remain in their wheelchair?)* **YES / NO**

If **'YES'** please be advised that you will be required to undergo wheelchair assessment training and provide evidence of this. Your details will also be placed on the wheelchair accessible vehicle contact list.

Have you lived in the United Kingdom for the last five consecutive years If less than 5 years you need to provide a Certificate of Good Conduct from the relevant Embassy or High commission where you lived.	<b>YES / NO</b> <i>(If no give details)</i>
Do you intend to work full time or part-time as a licensed driver?	<b>FULL TIME / PART TIME</b>
Give the name and address of the Private Hire Operator or company that you will be / are working for:	

If you **currently hold** any hackney carriage / private hire driver, vehicle or operator licenses with another authority please give the details of the licences below (*continue on a separate sheet if necessary*).

Type of licence & Licence number	Issuing Authority	Date Granted	Expiry Date

Have you ever held any of the following licences? Have you ever been refused any of the following licences or had a granted licence suspended or revoked? (*Delete as applicable*)

Type of licence	Held	Refused, revoked or suspended
Hackney Carriage Driver (or Dual Driver)	YES / NO	YES / NO
Hackney Carriage Vehicle	YES / NO	YES / NO
Private Hire Driver	YES / NO	YES / NO
Private Hire Vehicle	YES / NO	YES / NO
Private Hire Operator	YES / NO	YES / NO

If you have previously had any of the above licences **refused, revoked or suspended** please give the details of all below (*continue on a separate sheet if necessary*).

.....  
 .....  
 .....  
 .....

You must declare below, **ALL** previous convictions, bind overs, conditional or unconditional discharges, arrests, Police charges, pending prosecutions, cautions, reprimands and warnings: criminal and non-criminal, motoring offences, fixed penalties, whether spent or unspent, no matter how long ago they occurred.

**Your enhanced criminal records check will contain the details of any of the above events regardless of how long ago the matter was dealt with. A past conviction may not stop you from becoming licensed or renewing a licence. However, failure to disclose any relevant information is likely to result in your application being refused or any granted licence being revoked. Each application is considered on its own merits.**

Have you <b>ever</b> been convicted of an offence, bound over, had a conditional or unconditional discharge, been arrested or charged by the Police for any offence or been cautioned or had a reprimand or warning issued?	YES / NO	(If YES give details* if NO then sign this box)
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Have you <b>ever</b> had a civil injunction, restraining order or non-molestation order taken out against you?	YES / NO	(If YES give details* if NO then sign this box)
Have you <b>ever</b> been banned/ disqualified from driving, convicted of a motoring offence or had any points imposed on your DVLA driving licence?	YES / NO	(If YES give details* if NO then sign this box)
Have you <b>ever</b> received a fixed penalty notice (FPN)?	YES / NO	(If YES give details* if NO then sign this box)
Are you currently subject to a pending prosecution or on bail for any offence?	YES / NO	(If YES give details including bail conditions* if NO then sign this box)
Are you currently under investigation by any regulatory agency? (for example DWP, Police etc.)	YES / NO	(If YES give details* if NO then sign this box)

\*Continue on a separate sheet if necessary.

**\*\*If there are any other matters not listed above which you think are relevant to your application now is your opportunity to discuss them. Please ask a member of the licensing team for advice.\*\***

### CHECKLIST

*(Please initial each box to confirm that you have read and agree with the statements)*

**Initial**

<b>I DECLARE</b> that I have not knowingly or recklessly made a false statement in this application or left out any relevant information and I know that I can be prosecuted if I have.	
<b>I DECLARE</b> that I am entitled to work in the United Kingdom and understand that I can be prosecuted if I make an application and I am not entitled to work in the United Kingdom.	
<b>I UNDERSTAND</b> that I cannot drive a licensed vehicle, even if the plate is removed, unless I have been issued with the appropriate valid licence and badge and that if I do I can be prosecuted and this can prevent me from being issued with a licence in the future.	
<b>I UNDERSTAND</b> that if I have applied for and am issued with a private hire licence I am only permitted to drive licensed private hire vehicles, not hackney carriages. However, if I have applied for and I am issued with a dual drivers licence, I will be permitted to drive both hackney carriages and private hire vehicles.	
<b>I GIVE CONSENT</b> that should my application be refused or any granted licence be revoked my details can be entered onto the National Register of Taxi and Private Hire	

Licence Revocations & Refusals (NR3).	
<b>I GIVE CONSENT</b> for the Council to conduct a criminals records search for the purpose of processing this application, including conducting an online Status Check where I have signed up to the Disclosure and Barring Service Update Service, in connection with this application and on each anniversary of the application and I understand that I must read the Standard / Enhanced Check Privacy Policy for applicants found at: <a href="https://www.gov.uk/government/publications/dbs-privacy-policies">https://www.gov.uk/government/publications/dbs-privacy-policies</a> and I understand how DBS will process my personal data and the options available to me for submitting an application.	
<b>I GIVE CONSENT</b> for a copy of my application to be provided to Hertfordshire Police in order for them to conduct intelligence checks in connection with my application. The results of these checks will be provided to the Council for consideration in connection with this application.	
<b>I GIVE CONSENT</b> for my details to be checked against the National Register of Taxi and Private Hire Licence Revocations & Refusals (NR3).	
<b>I GIVE MY CONSENT</b> , valid until the date of expiry of the licence, to Hertsmere Borough Council to seek confirmation of my answers from other organisations, and for those organisations to disclose to Hertsmere Borough Council information relevant to those enquiries.	
<b>I UNDERTAKE</b> to comply with the licence conditions, the bye-laws, and other relevant legislation and understand that failure to do so is likely to result in enforcement action and possibly prosecution which can prevent me from being issued with a licence in the future.	
<b>I UNDERTAKE</b> to inform the Licensing Department in writing of any change in my home address, contact telephone numbers or e-mail address within 7 days.	
<b>I UNDERSTAND</b> that the information provided on this form is used for the consideration of and processing of my application for a driver / vehicle licence and that the information on this form may also be used in connection with the administration of Council Tax, and may be used by other council departments, the Department of Social Security and other public bodies for the prevention of fraud and the prevention and detection of crime.	

### Data Protection Notice

Hertsmere Borough Council is a Data Controller and can be contacted at: Civic Offices, Elstree Way, Borehamwood, Hertfordshire WD6 1WA.

The Council has an appointed Data Protection Officer who can be contacted at the same address. We are collecting your personal data in order to process your application under Licensing Legislation as we are the Licensing Authority.

Your personal data will not be shared with third parties but may be used for Council purposes, in order to prevent or detect crime, to protect public funds or where we are required or permitted to share such data under other legislation.

Your data will be kept in line with our retention policy.

You have the right to access your data and to rectify mistakes, erase, restrict, object or move your data in certain circumstances. Please contact the Data Protection Officer for further information.

Any concerns or complaints regarding your personal data should be addressed to the Data Protection Officer in the first instance. If the matter is not resolved you can contact the Information Commissioner's Office at: Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

Tel: 0303 123 1113.

This Privacy Notice should be read with the Council's general Privacy policy which may be found on our website [www.hertsmere.gov.uk](http://www.hertsmere.gov.uk) If you do not have access to a computer, please let us know if you would like a copy of this.

I hereby agree to the processing of my special category (sensitive) personal data;

(please tick this box)

Please note that if you do not provide **all** the information required on this form, we will not be able to process your application and it may be returned to you which will delay the grant/renewal of your licence(s).

Date	D	D	M	M	Y	Y	Y	Y
Signature								

Form checked as complete:

Officers signature:	Date:
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Licensing  
Hertsmere Borough Council  
Civic Offices  
Elstree Way  
Borehamwood  
Hertfordshire  
WD6 1WA.

Tel: 020 8207 2277

Fax: 020 8207 7436

Email: [licensing.taxis@hertsmere.gov.uk](mailto:licensing.taxis@hertsmere.gov.uk)

Website: <https://www.hertsmere.gov.uk/Business/Business.aspx>