



**APPLICATION FOR A NEW
HACKNEY CARRIAGE* / PRIVATE HIRE DRIVER* AND / OR VEHICLE***

(*Please delete as applicable)

Full Name: _____

Date and Place of Birth: _____

Home Address: _____

Home & Mobile Tel. N^os: _____

E-mail Address: _____

National Insurance N^o: _____

DVLA Driver N^o: _____

Under the Deregulation Act 2015, the period of driver licence applied for should be 3 years. If there are exceptional circumstances, it can be granted for a lesser period but reasons must be given.

Please give reason(s) if a 1 year driver licence is required: _____

VEHICLE DETAILS

Registration Number: _____

Make, Model, Colour: _____

Date of Registration: _____

Vehicle ID / Chassis N^o: _____

MOT Expiry Date: _____

Applying to carry _____ number of passengers (ie. Number of persons excluding driver).

- Are you the sole driver of the vehicle to be licenced? **YES / NO**

If 'No', please state who else does / will drive this vehicle: _____

*Vehicles that are powered by LPG / Electricity / Hybrid or Wheelchair assessable vehicles with a driver that has passed a Wheelchair Assessment Test and certified will have the vehicle licence fee reduced to £190.**

1) Have you **ever** made an application for a Hackney Carriage or Private Hire Driver Licence before, either in Hertsmere or anywhere else? **YES / NO**

If YES, please give details of the Licensing Authority, when you held the licence and the duration of it together with the Licence Number: _____

2) (a) Have you **ever** had an application for a Private Hire Driver Licence refused? **YES / NO**

(b) Have you **ever** had a Hackney Carriage or Private Hire Driver Licence suspended or revoked, either in Hertsmere or anywhere else? **YES / NO**

If YES to either question, please give details of the Licensing Authority and the reason(s) given at the time.

3) Have you **ever** been cautioned or convicted of **any** offence, (including any spent convictions or driving offences or fixed penalty notices)? **YES / NO**

If YES, please give details of the date(s), the court(s) attended, the offence(s) and the details of the caution(s) / result(s) of the conviction(s) – continue on a separate sheet if necessary.

Date	Court	Offence	Outcome

DVLA ENDORSEMENT OFFENCE(S)

Please provide any DVLA endorsements below – continue on a separate sheet if necessary.

Date	Offence	Code	Penalty Points

4) Do you or have you **ever** suffered from **any** medical condition that you think **might** affect your ability to drive? **YES / NO**

If YES, state what the condition is and how it might affect you in relation to holding a licence (continue on a separate sheet of paper if necessary)

5) Name and address of Hackney Carriage Proprietor / Private Hire Operator you anticipate working for? This question must be answered as your knowledge test will be based on the area given.

Hertsmere Borough Council / Disclosure and Barring Service (DBS)

Update Service Authorisation Mandate

DRIVER DETAILS: *(must be completed)*

Full Name: _____

DBS Certificate Number: _____

'I confirm I give Hertsmere Borough Council the authority to which this DBS Certificate number relates to receive up-to-date information (within the meaning of section 116A of the Police Act 1997) in relation to their criminal record DBS Certificate for the purposes of asking an exempted question within the meaning of section 113A of the Police Act 1997; or in relation to their enhanced criminal record DBS Certificate for the purposes of asking an exempted question for a prescribed purpose within the meaning of section 113B of the Police Act 1997.

I understand that Hertsmere Borough Council may undertake further checks of my Certificate as and when it is deemed necessary using the update service facility the DBS provide.

Signed: _____ Dated: _____

Privacy Policy-standard/enhanced checks (paper and e-Bulk applications) declaration:

I have read the Standard/Enhanced Check Privacy Policy for applicants <https://www.gov.uk/government/publications/dbs-privacy-policies> and I understand how DBS will process my personal data and the options available to me for submitting an application.

Signed: _____ Dated: _____

DVLA Checking Code

DVLA CHECKING CODE NUMBER:

The DVLA no longer produce the paper counterpart of your driving licence so you are required to check your own licence record on-line and obtain the required code number:

- Go to www.gov.uk
- Enter 'View my driving licence' in the search box;
- You will need to have the following information to hand:
 - Driver Number (*from your DVLA driving licence*); National Insurance number; Your home postcode (*that appears on your driving licence*);
- You can then print, download or **share** your driver record.

If you '**share**' your driver record it will generate a '**licence check code**' which is only valid for a period of **21 days** after generation, please write this code in the box above. If you submit this application more than 21 days after the code was generated it will be out of date and access will be denied. If this is the case, you must follow the above online method again and provide the unique licence check code and the last 8 characters of your driving licence to the Licensing Officer, failure to do this will delay your application. This should be done before your appointment so the Licensing Officer can access your driver record to determine your entitlement and any penalty points or endorsements, if any. However, this process could also be carried out during your appointment with the Licensing Officer.

If you choose to print your driver record, this must be submitted to the Licencing Officer within 5 working days of generation, if not it will have to be generated again.

REFEREES

Please give the names and addresses of 2 referees (*neither of which should be related to you (the applicant), nor should they be a Hertsmere licenced Hackney Carriage / Private Hire Driver*).

Each referee must sign and date the Declaration underneath. Failure to do this will delay the application.

Referee 1

Full name: _____

Address: _____

Mobile number: _____ Home number: _____

Email: _____

I, the undersigned, hereby declare that:

Applicant's name: _____

Has been known to me personally for _____ years and that he / she is of good character, honest and civil in manner and behaviour, and that in my opinion is therefore a suitable person to be licensed to drive a Hackney Carriage or Private Hire Vehicle.

Signed: _____

Dated: _____



Referee 2

Full name: _____

Address: _____

Mobile number: _____ Home number: _____

Email: _____

I, the undersigned, hereby declare that:

Applicant's name: _____

Has been known to me personally for _____ years and that he / she is of good character, honest and civil in manner and behaviour, and that in my opinion is therefore a suitable person to be licensed to drive a Hackney Carriage or Private Hire Vehicle.

Signed: _____

Dated: _____

Declaration must be completed:

I, the undersigned, having read the Guidance issued by Hertsmere Borough Council with this form, hereby apply for a Hackney Carriage / Private Hire Driver and / or Vehicle Licence(s) within the Borough of Hertsmere. I have answered ALL the questions within this application and I understand that incomplete forms will be returned to me. I do solemnly declare that the answers given and all other particulars entered on this application form together with any supporting material are true to the best of my knowledge and belief. I understand that to knowingly or recklessly give any false information may lead to refusal of this application.

Before signing and dating below, please confirm that you:

(please tick)



- Have read and understood the Guidance that accompanied this form:
- Have answered all the questions on the application form honestly and truthfully and to knowingly or recklessly give false information may lead to the refusal of this application:
- Understand that any of the information provided may be shared with other agencies in compliance with the General Data Protection Regulations:
- Understand that any missing information or required enclosures will delay your application:
- Have enclosed the correct fee(s):
 - 3 year driver application fee £235:
 - (*explanation see page 1*) 1 year driver application fee £105:
 - Vehicle application fee £245:
 - (*reduced fee see page 1*) Vehicle application fee £190*:
- Understand no part of the fee(s) is / are refundable if this application is unsuccessful and / or otherwise withdrawn by you for whatever reason:
- Understand that under the Health Act 2006 there is to be no smoking in any private hire / Hackney Carriage vehicle at any time and that there will be adequate no smoking signs:
- Have enclosed evidence of your eligibility to work in the UK:
- Have enclosed the vehicle V5, New MOT, Compliance Test, Insurance certificate (**please note you are required to submit these documents with this application form before an appointment will be made for the issue of a vehicle licence**):
- Have enclosed 2 passport photographs:
- Have generated the DVLA Checking Code:
- Have authorised Hertsmere Borough Council to keep a copy of your Disclosure Certificate:
- Must not drive for hire and reward without valid Hertsmere issued Driver / Vehicle Licence(s) and the appropriate valid certificate of insurance:
- I understand that I must report any changes in circumstances as soon as possible (*i.e. change of home address or email details, DVLA endorsements, Police Cautions/Convictions, Fixed Penalty Notice*) to a Licensing Officer:

Signed: _____ Dated: _____

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 details please visit the council's website: www.hertsmere.gov.uk



I confirm that I have read the Hackney Carriage and Private Hire Licensing Policy 2017-2022 which contains the standard conditions. www.hertsmere.gov.uk/hcphlicensingpolicy2017-2022

I understand that I must read these Conditions and if there is anything that I do not understand or I am aggrieved by, I must contact a Licensing Officer within **21 days** of reading them.

I understand that upon grant of my licence(s), all these Conditions will be attached to my licence(s) in order for me to operate as a Hackney Carriage / Private Hire [Driver] and I must abide by them, any breach of them may constitute an offence for which Hertsmere Borough Council may suspend, revoke or refuse to renew my licence(s).

Signed:- _____

Dated:- _____



Please return this application form together with any relevant enclosures to:

The Licensing Section, Environmental Health, Hertsmere Borough Council, Civic Offices, Elstree Way, Borehamwood, Herts., WD6 1WA.

You can make a payment by debit card or credit card payable at Hertsmere Borough Council. This method will not delay in the application process.

However, payment by cheque is accepted but must be received at least '14 days' before the licence is granted. Failure to comply will delay in any licence being issued. Payments by cheque should be made payable to **'Hertsmere Borough Council'**

Department contact details:	Licensing	(020) 8207 2277 (Ask for Licensing)
	Email:	licensing.taxis@hertsmere.gov.uk
	Web Address	www.hertsmere.gov.uk/introductiontolicensing

Bylaws	Town Police Clauses Act 1847	https://www.legislation.gov.uk/ukpga/Vict/10-11/89
	Local Government (Miscellaneous Provisions) Act 1976 Chapter 57 Part II	
	Hackney Carriages and Private Hire Vehicles	https://www.legislation.gov.uk/ukpga/1976/57

FOR OFFICE USE ONLY

1. Date Received: _____
2. Application Number(s): _____
3. Fee Paid and Receipt Number(s): _____
4. References requested and received (dates): _____
5. DBS Disclosure sent and received (dates): (S) _____ (R) _____
6. Medical Received (date): _____
7. MOT and Insurance Checked: MOT Insurance
8. Tax Disc Expiry Checked:
9. Evidence the Applicant is authorised to work in the UK:
10. Smoking Signs compliant:
11. DVLA Checking Code generated and checked: Date: _____
12. Knowledge Test Fee Paid & Test date _____
13. Recommendation: _____
14. Licence Number(s): (D) _____ (V) _____
15. Issued (date): _____
16. System updated (date): _____

Officer: _____

ANY COMMENTS:
