| Ribble Valley Borough Council<br>www.ribblevalley.gov.uk | OFFICE USE ONLY | |
|---|---|---|
| | Date of issue | |
| | Date of expiry | |
| | Licence No. | |
| | Fee | |
| | Receipt No. | |

# APPLICATION FOR PRIVATE HIRE DRIVERS LICENCE

## PLEASE ENSURE THAT YOU READ THESE NOTES

Any change of address or employer must be notified to the Licensing Section, Legal Services Department, Ribble Valley Borough Council, Church Walk, Clitheroe BB7 2RA.

No Licence can be issued until the applicant has held a **FULL** British driving licence for 12 months.

**NEW APPLICATIONS –**
**MUST HAVE PASSED THE KNOWLEDGE TEST**

You will need to bring:

- The relevant fee
- Birth Certificate or Passport
- Driving Licence and endorsement sheet
- 2 Passport style photographs
- Letter of character reference
- Disclosure and Barring Service (DBS Check) (Enhanced)
- Mandatory Group 2 Medical Certificate
  (See separate forms)
- Either provide a certificate for the BTech introduction to the role of Professional Taxi and Private Hire Driving or confirm at which college this will be completed, and when, and provide evidence of enrolment on the course and that the fee has been paid
- Blue Lamp Virtual Safeguarding Certificate
- Blue Lamp Virtual Disability Awareness Certificate

to the Licensing Section, Legal Services Department, Ribble Valley Borough Council, Council Offices, Church Walk, Clitheroe BB7 2RA.

**RENEWAL APPLICATION**

This form must be returned along with the following:

- The relevant fee
- 1 Passport style photograph
- Driving Licence
- Produce their certificate for the Btec introduction to the role of Professional Taxi and Private Hire Driving
- Blue Lamp Disability Awareness Certificate

- DVLA check code
- HMRC check code

To the Licensing Section, Legal Services Department, Ribble Valley Borough Council, Council Offices, Church Walk, Clitheroe BB7 2RA.

**KNOWINGLY SUPPLYING INCORRECT INFORMATION IN THIS APPLICATION FORM WILL RENDER YOU LIABLE TO PROSECUTION UNDER THE PROVISIONS OF THE LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976. THE FINE AT PRESENT WILL NOTE EXCEED LEVEL 3 ON THE STANDARD SCALE AND MAY RESULT IN THE IMMEDIATE SUSPENSION OR REVOCATION OF THE LICENCE BY THE BOROUGH COUNCIL.**

# RIBBLE VALLEY BOROUGH COUNCIL
# APPLICATION FORM FOR PRIVATE HIRE DRIVER'S LICENCE

**1. PARTICULARS OF APPLICANT (BLOCK CAPITALS PLEASE)**

Surname .....(*Mr Mrs Miss Ms)

All Forenames:……..

Place and Date of Birth:……..……...…….

Permanent Address:……..……..

Postcode:……..……
.

Email address:……..……...……

Nationality as stated on your passport:……

National Insurance No:……...

Mobile No.:……...……

Home Tel No.:……..

Are you employed or engaged in the driving of motor vehicles in connection with your normal occupation or any other connection?
.....

What are your hours in your normal occupation?.....

Please supply :-

| | |
|---|---|
| DVLA Check code | |
| HMRC Tax Check Code | |

Have you ever suffered from epilepsy, heart disease or other like complaint?
……
…
……
…

**2. Details of current/previous hackney carriage/private hire licences held**

Do you hold/have you previously held a Hackney Carriage or private hire driver's licence? **Yes/No** (delete as appropriate)

If you hold or have previously held a Hackney Carriage or private hire driver's licence please provide details of the licence and the licensing authority:

……
…
……
…

Have you ever had a Hackney Carriage or Private Hire driver's licence suspended, revoked or an application refused for any reason by this or any other licensing authority? **Yes/No** (delete as appropriate).

If yes, please give details below:

……
…
……
…

**3. Details of driving licence**

How long have you had a full driving licence?.....

Please complete the following in relation to your driving licence:

No:……..…….…… Issued……..……..

Expires……..…….. Groups…….……

**4. Criminal Convictions/Police Cautions**

**Applicants <u>must</u> complete this section or write none across the boxes below.**

| **Please disclose <u>all</u> criminal convictions / police cautions, including fixed penalty notices, whether acquired in the UK or abroad (if a renewal, since your <u>last renewal</u>)** | | | |
|---|---|---|---|
| **DATE** | **CRIMINAL CONVICTIONS/CAUTIONS** | **COURT** | **SENTENCE** |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

| | |
|---|---|
| | **DECLARATION FOR GRANT OF RENEWAL OF LICENCE**<br><br>I declare that:- |
| a. | I have for at least one year **prior to the date of this application, been the holder of a full driver's licence** (not being a provisional licence) under the Road Traffic Act, 1972 or EC/EEA authorising me to drive a motor vehicle. |
| b. | I have disclosed **all convictions and police cautions.** |
| c. | I understand that should my DBS disclosure or DVLA check reveal spent/unspent convictions/police cautions this may lead to my application being refused and/or referred to the Licensing Sub-Committee for determination. |
| d. | I am entitled to work within the United Kingdom and have the correct immigration status to apply for a licence. I understand that the licence will lapse if I cease to be entitled to work in the UK. |
| e. | I have read and understood the Private Hire Standard Conditions of Licence. |
| f. | I have checked the contents of this form and confirm that to the best of my knowledge and belief that the answers given are correct. |
| g. | I understand that if I knowingly or recklessly make a false statement or omit any material particular in giving the information required for this application, I may be liable to **prosecution under Section 57 of the Local Government (Miscellaneous Provisions) Act 1976.** |
| SIGNED ……<br><br>DATED …… | |

## Data Processing Statement

*Ribble Valley Borough Council is a registered Data Controller for the purposes of the Data Protection Act 1998. We will process your personal data in accordance with that Act. We will use the information you have provided on this application form to assess whether you are a fit and proper person to hold a licence and for management purposes. We may disclose your information to external agencies for crime prevention purposes. If you provide us with information about your health and driving and criminal convictions you consent to our processing that information for the purposes described above. If your application is unsuccessful, we will keep your information for a reasonable period in accordance with legal requirements and for administration purposes.*

*Your name, licence number and the start and expiry date of your licence will be made available on a register for public inspection. We may share information with third parties such as Driver and Vehicle Licensing Agency (DVLA), Motor Insurance Bureau (MIB), National Register of Driver Revocations (NR3), other Local Authorities and other relevant organisations for the purposes of assessing your application and continuing fitness to hold a licence. In certain circumstances we may also share your personal information with the police, the Home Office and other enforcement agencies for the purposes of 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.ribblevalley.gov.uk](http://www.ribblevalley.gov.uk)*

| **TO BE COMPLETED BY PRIVATE HIRE OPERATOR WHO PROPOSES TO EMPLOY THE APPLICANT** | |
|---|---|
| If the applicant named overleaf is granted a licence I am prepared to employ him as private hire driver | |
| Signature | Date |
| Address | |

**FOR OFFICIAL USE ONLY**

| **NEW APPLICATION CHECKLIST** | | |
|---|---|---|
| 1. | Evidence seen that applicant 21 years plus | |
| 2. | Evidence seen that full licence held for 12 months plus prior to this application | |
| 3. | Application form fully completed and declaration signed and dated. | |
| 4. | Fee paid | |
| 5. | Birth Certificate or passport seen and verified. | |
| 6. | DVLA driver's licence seen and checks carried out. | |
| 7. | 2 passport style photographs provided. | |
| 8. | Letter of Character reference provided and sufficient. | |
| 9. | DBS online check carried out and disclosure provided. | |
| 10. | Satisfactory Mandatory Group 2 medical certificate provided. | |
| 11. | Knowledge test satisfactorily completed. | |
| 12. | Certificate for DVSA taxi drivers test provided. | |
| 13. | Certificate for BTEC Introduction to the Role of the Professional Taxi and Private Hire Driver provided or details of the course booking to be provided. | |
| 14. | Blue Lamp Online Safeguarding Virtual Classroom Certificate | |
| 15. | Blue Lamp Online Disability Awareness Classroom Certificate. | |
| 16. | Documentation to prove that applicant has the Right to Licence. | |
| 17. | NR3S – National Register of Hackney and Private Hire Vehicle (PHV) Revocations and refusals check. | |

| **RENEWAL APPLICATION CHECKLIST** | | |
|---|---|---|
| 1. | Application form fully competed and declaration signed and dated. | |
| 2. | Fee paid | |
| 3. | 1 passport style photograph provided. | |
| 4. | DVLA driver's licence seen and checks carried out. | |
| 5. | Certificate for BTEC Introduction to the Role of the Professional Taxi and Private Hire Driver provided. | |
| 6. | Satisfactory Mandatory Group 2 medical certificate provided (where required). | |
| 7. | DBS online check carried out and disclosure provided (where required). | |
| 8. | Documentation to prove that applicant has the Right to Licence. | |
| 9. | HMRC Tax Check Code. | |
| 10. | NR3S – National Register of Hackney and Private Hire Vehicle Revocations and refusals check. | |
| 11. | Blue Lamp Online Disability Awareness Classroom Certificate. | |

Ribble Valley Borough Council will use the information you provide in this form, and information from any supporting evidence you send, to process your application for a Hackney Carriage Drivers Licence and if your application is successful to administer your licence.

The law requires us to verify that applicants for driver licences and private hire operator's licence have the right to work in the UK. Where necessary, we may need to verify your information with the Home Office and/or the Department for Works and Pensions (DWP).

We may also share your personal information with a number of other organisations as part of the licensing process. Such organisations may include the Police, DVLA, Home Office, DWP and other Local Authorities. Any information sharing will be managed in accordance with relevant privacy and data protection legislation.

We may pass the information to other agencies or organisations which handle public funds, such as the Department for Works and Pensions or HM Revenues and Customs, as allowed by law.

We may check the information you have provided, or information that someone else has given us about you, against other information we already have.

The Council is under a duty to protect public funds and to prevent or detect crime, to that end we may share your information with, obtain information about from:

- Government departments (HM Revenue and Customs, Department for Works and Pensions)
- Other local authorities

We will also share your information where we have a legal obligation to do so.

Some limited licensee information (licensee name, licence numbers, licence status and expiry dates) will be made available to the public where relevant legislation requires or permits it and publication is in the public interest.

We will not provide your personal information to anyone else or use that information for any other purpose unless the law allows or requires us to do so.

We will only keep your information for as long as it is required. The retention period is either dictated by law or by our information retention policies. Once your information is no longer required it will be destroyed securely and confidentially.

For further information on how your personal information is used, how we maintain the security of your information and your rights to access the information we hold about you, please visit http://www.ribblevalley.gov.uk/privacynotice or contact our Data Protection Officer (email: mailto:data.protection@ribblevalley.gov.uk, tel no: 01200 425111)