

# APPENDIX ONE:

## APPLICATION FOR A HACKNEY CARRIAGE & PRIVATE HIRE (DUAL) DRIVER LICENCE

This application form must be completed in full and legibly.

The default position under Section 53 of the Local Government (Miscellaneous Provisions) Act 1976 (as amended by the Section 10 of the Deregulation Act 2015) is for the Council to issue a licence for a maximum period of three years.

The Council does have the discretion to grant a licence for a lesser period than 3 years if it is appropriate in the circumstances of the case. Should you feel that this is appropriate, you will need to provide the necessary mitigation / evidence to support your case.

**TYPE OF APPLICATION:**      **NEW**                      **RENEWAL**                      (tick appropriate box)

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**FULL NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

\_\_\_\_\_ **POSTCODE:** \_\_\_\_\_

**HOME TEL. NO.:** \_\_\_\_\_

**MOBILE TEL. NO.:** \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_

**DATE OF BIRTH:** \_\_\_\_\_

**NATIONAL INSURANCE NO.:** \_\_\_\_\_

**HC & PH (DUAL) DRIVER LICENCE NO. (BADGE):** \_\_\_\_\_

**EXPIRY DATE OF HC & PH (DUAL) DRIVER LICENCE:** \_\_\_\_\_

**NAME OF YOUR TAXI / PRIVATE HIRE OPERATOR:** \_\_\_\_\_

**FULL DVLA DRIVER LICENCE NO.:** \_\_\_\_\_

**START DATE OF DVLA DRIVER LICENCE:** \_\_\_\_\_

**EXPIRY DATE OF DVLA DRIVER LICENCE:** \_\_\_\_\_

**DO YOU HAVE ENTITLEMENT TO WORK IN THE U.K.?**                      **YES**                      **NO**                      (tick appropriate box)

*You will be required to provide proof of your entitlement to work in the U.K. at your appointment with the Licensing Officer (see page 30 of the HC & PH (Dual) Driver Licence Application Pack)*

**HAVE YOU HELD / DO YOU HOLD A DRIVER LICENCE WITH ANY OTHER COUNCIL?**                      **YES**                      **NO**                      (tick appropriate box)

**IF YES, WHICH COUNCIL?** \_\_\_\_\_

**HAVE YOU EVER BEEN REFUSED OR HAD A LICENCE REVOKED BY ANY COUNCIL?**                      **YES**                      **NO**                      (tick appropriate box)

**IF YES, WHICH COUNCIL?** \_\_\_\_\_

**CRIMINAL CONVICTIONS: ALL APPLICANTS**

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Applicants **must** disclose **ALL CRIMINAL CONVICTIONS, PENDING PROSECUTIONS, OFFENCES AND CAUTIONS.**

**All** criminal convictions, pending prosecutions, offences and cautions may be considered when determining your application.

You **must** disclose all spent and unspent convictions as well as any overseas convictions, irrespective of age.

Please give details of all criminal convictions, pending prosecutions, offences and cautions irrespective of date of offences.

If you have **NO** previous criminal convictions, pending prosecutions, offences and cautions please write '**NONE**' on this line: \_\_\_\_\_

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**DATE OF OFFENCE:** \_\_\_\_\_

**NATURE OF OFFENCE:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**NAME AND PLACE OF COURT:** \_\_\_\_\_

**SENTENCE OR ORDER:** \_\_\_\_\_

**REASON FOR OFFENCE:** \_\_\_\_\_

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**DATE OF OFFENCE:** \_\_\_\_\_

**NATURE OF OFFENCE:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**NAME AND PLACE OF COURT:** \_\_\_\_\_

**SENTENCE OR ORDER:** \_\_\_\_\_

**REASON FOR OFFENCE:** \_\_\_\_\_

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Please continue on a separate sheet if you have further declarations to make.

**MOTORING CONVICTIONS: ALL APPLICANTS**

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Applicants must disclose **ALL MOTORING CONVICTIONS, PENDING PROSECUTIONS, OFFENCES AND CAUTIONS.**

**All** motoring convictions, pending prosecutions, offences and cautions may be considered when determining your application. You **must** disclose all spent and unspent convictions as well as any overseas convictions, irrespective of age.

Please give details of all **MOTORING** convictions, pending prosecutions, offences and cautions irrespective of date of offences.

If you have **NO** previous motoring criminal convictions, pending prosecutions, offences and cautions

please write '**NONE**' on this line: \_\_\_\_\_

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**DATE OF OFFENCE:** \_\_\_\_\_

**NATURE OF OFFENCE:** \_\_\_\_\_

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\_\_\_\_\_

**NAME AND PLACE OF COURT:** \_\_\_\_\_

**SENTENCE OR ORDER:** \_\_\_\_\_

**REASON FOR OFFENCE:** \_\_\_\_\_

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**DATE OF OFFENCE:** \_\_\_\_\_

**NATURE OF OFFENCE:** \_\_\_\_\_

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**NAME AND PLACE OF COURT:** \_\_\_\_\_

**SENTENCE OR ORDER:** \_\_\_\_\_

**REASON FOR OFFENCE:** \_\_\_\_\_

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Please continue on a separate sheet if you have further declarations to make.

**SUPPORTING STATEMENT: ALL APPLICANTS**

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If you have declared any criminal/motoring convictions, pending prosecutions, offences and cautions, please provide any evidence/reasons/mitigation that you are now of good character, and what may have changed in your life, so that you can be considered a fit and proper person to hold a Hackney Carriage & Private Hire (Dual) Driver Licence (please continue on a separate sheet should you need to).

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**General Data Protection Regulation 2016 (GDPR) / Data Protection Act 2018 (DPA) - Privacy Notice.**

Under the GDPR and DPA, Ashfield District Council, Urban Road, Kirkby in Ashfield, Nottingham. NG17 8DA is a Data Controller for the information it holds about you. The Council will hold the information above provided by you for assessing your application. The lawful basis under which the Council uses personal data for this purpose is Public Task.

The information provided by you includes the following special categories of personal data:

- **Physical or Mental Health**
- **Genetic / Biometric data**
- **Criminal History (including motoring offences)**

Special Category Data is used by the Council on the basis that such use is necessary for reasons of substantial public interest, in this instance Schedule 1, Part 2, 6(1), Statutory etc and government purposes in accordance with the provisions of the Data Protection Act 2018. When processing the information provided by you, it may also be necessary for the Council to 'process personal data relating to criminal convictions and offences', in accordance with Schedule 1, Part 3 (protecting individuals vital interests) within the provisions of the Data Protection Act 2018.

Your data will be held for a period of 6 years. Subject to some legal exceptions, you have the right to request a copy of the personal information the Council holds about you; to have any inaccuracies corrected; to have your personal data erased; to place a restriction on our processing of your data; to object to processing; and to request your data to be ported (data portability). The information provided by you may also be used for other functions carried out by the Council in accordance with GDPR and DPA. For more information about how the Council may use your data and to learn more about your rights please see the Council's Privacy Statement: [www.ashfield.gov.uk/privacy](http://www.ashfield.gov.uk/privacy)

If you have any concerns or questions about how your personal data is processed, please contact the Council's Data Protection Officer at the address at the bottom of this form or by email to [dpo@ashfield.gov.uk](mailto:dpo@ashfield.gov.uk) . If you are dissatisfied with the Council's response you can complain to the Information Commissioner's Office in writing to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF or by telephone 0303 123 1113 (local rate) or 01625 545 745.

**Disclosure & Barring Services (DBS): Privacy Notice**

As part of the application process, Ashfield District Council (as a Registered Body) will apply for either a Standard or Enhanced DBS Check to assess the applicants' suitability to hold / continue to hold a licence.

**Privacy Policy Declaration:**

I, the undersigned, hereby declare that 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.

**Please tick here:**

**Consent to obtain electronic Standard / Enhanced Check result (if using the DBS Update Service):**

I consent to the DBS providing an electronic result directly to the Registered Body that has submitted my application. I understand that an electronic result contains a message that indicates either the certificate is blank or to await certificate which will indicate that my certificate contains information. In some cases the Registered Body may provide this information directly to my employer prior to me receiving my certificate.

**Please tick here:**

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Declaration**

I, the undersigned, hereby declare that the information contained in this application is true and accurate to the best of my knowledge.

I understand that if I knowingly or recklessly make a false statement or omit any material particularly in giving information as part of this application I shall be committing an offence and will be liable for prosecution.

I give my consent to the Licensing Authority to undertake checks of my records by way of the DVLA, the DBS, my G.P. / Doctor, and any other relevant body in order to promote the objective of upholding public safety.

I confirm I have read the General Data Protection Regulation 2016 (GDPR) / Data Protection Act 2018 (DPA) - Privacy Notice above and Disclosure & Barring Services Privacy Notice below.

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

