

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, however you can apply for a licence of a shorter duration.

TYPE OF APPLICATION:	NEW	RENEWAL	(tick appropriate box)
PERIOD OF LICENCE APPLIED FOR:	1 YEAR	2 YEARS	3 YEARS (tick appropriate box)

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: _____

CAN YOU LEGALLY WORK IN THE U.K.? YES NO (tick appropriate box)

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

Applicants **must** disclose **ALL CRIMINAL CONVICTIONS, PENDING PROSECUTIONS, OFFENCES AND CAUTIONS**. It is an offence to fail to disclose such matters, and any application made that is later found to be misleading, inaccurate or false, may result in the application being rejected and / or enforcement action being taken against the applicant.

You must disclose all spent and unspent convictions as well as any overseas convictions, irrespective of how long ago it happened.

If you have **NO** previous criminal convictions, cautions, or offences to declare, nor are you currently the subject of any pending prosecution, then please tick this box.

Otherwise please provide details below.

Please give details of all criminal convictions, pending prosecutions, offences and cautions, irrespective of date of offences (please provide as much detail as possible, failure to do so may result in your application being rejected).

DATE OF OFFENCE: _____

NATURE OF OFFENCE: _____

NAME AND PLACE OF COURT: _____

SENTENCE OR ORDER: _____

REASON FOR OFFENCE: _____

DATE OF OFFENCE: _____

NATURE OF OFFENCE: _____

NAME AND PLACE OF COURT: _____

SENTENCE OR ORDER: _____

REASON FOR OFFENCE: _____

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

MOTORING CONVICTIONS: ALL APPLICANTS

Applicants must disclose **ALL MOTORING CONVICTIONS, PENDING PROSECUTIONS, OFFENCES AND CAUTIONS**. It is an offence to fail to disclose such matters, and any application made that is later found to be misleading, inaccurate or false, may result in the application being rejected and / or enforcement action being taken against the applicant.

You must disclose all spent and unspent motoring convictions as well as any overseas motoring convictions, irrespective of how long ago it happened.

If you have **NO** previous motoring convictions, cautions, or offences to declare, nor are you currently the subject of any pending prosecution, then please tick this box.

Otherwise please provide details below.

Please give details of all motoring convictions, pending prosecutions, offences and cautions, irrespective of date of offences (please provide as much detail as possible, failure to do so may result in your application being rejected).

DATE OF OFFENCE: _____

NATURE OF OFFENCE: _____

NAME AND PLACE OF COURT: _____

SENTENCE OR ORDER: _____

REASON FOR OFFENCE: _____

DATE OF OFFENCE: _____

NATURE OF OFFENCE: _____

NAME AND PLACE OF COURT: _____

SENTENCE OR ORDER: _____

REASON FOR OFFENCE: _____

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

SUPPORTING STATEMENT: ALL APPLICANTS

If you have declared any criminal / motoring convictions, pending prosecutions, offences and cautions, please provide any supporting information that you think may assist you in your application to hold a Hackney Carriage & Private Hire (Dual) Driver Licence (please continue on a separate sheet should you need to).



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

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 . 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 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:

Disclosure & Barring Services (DBS): Code of Practice

Ashfield District Council (as a Registered Body) is required to ensure that applicants are aware of the DBS Code of Practice, which can be found online at: <https://www.gov.uk/government/publications/dbs-code-of-practice> (a copy may also be obtained from the Council Offices).

The Council has a Policy on the secure handling of information provided by the DBS, and this can be found on the Council website at: <https://www.ashfield.gov.uk/dbspolicy> (a copy may also be obtained from the Council Offices).

DBS Code of Practice Declaration:

I am aware of the DBS Code of Practice and Ashfield District Councils Policy on the secure handling of information provided by DBS.

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 Share Driving Licence Service, the DBS Update Service, my G.P. / Doctor or other named Medical Practitioner, and any other relevant body in order to promote the objective of upholding public safety both prior to the consideration of this application, and if granted, at any time during the duration of the licence.

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:** _____

FOR OFFICIAL USE ONLY

Application: Approved / Refused

Signed: _____ **Date:** _____

Officer Name: _____

Designation: _____

REASON FOR DECISION:

HC & PH (DUAL) DRIVER LICENCE NO.: _____

DATE OF ISSUE: _____

EXPIRY DATE: _____

**Licensing Team
Ashfield District Council
Council Offices
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Nottinghamshire
NG17 8DA

Tel: 01623 457589
Email: licensing@ashfield.gov.uk
Web: www.ashfield.gov.uk/taxilicensing**