



ST HELENS
BOROUGH COUNCIL

Application for New Hackney Carriage/ Private Hire Driver's Licence

IMPORTANT INFORMATION

Prior to completing this application, you should familiarise yourself with the Taxi Licensing Policy, available at: www.sthelens.gov.uk/taxilicensing

FORM TO BE COMPLETED IN BLOCK CAPITALS (BLACK INK). ALL SECTIONS OF THIS FORM ARE TO BE COMPLETED.

1. APPLICANT'S PERSONAL DETAILS

Forename(s): _____

Surname: _____

Previous Name/Surname (if applicable): _____

Date Last Used (Month/Year): _____

(If you have changed your name (except by marriage) you will be required to produce documentation to support this, e.g. name deed poll document or statutory declaration)

Date of Birth: _____ Place of Birth: _____

National Insurance Number: _____

Address (your DVLA Licence must also show your current address):

Postcode: _____

Telephone No (home): _____ Telephone No (mobile): _____

Email Address: _____

2. DVLA DRIVING LICENCE DETAILS

UK Driver Number: _____

Issue Number: _____ Valid From: _____ to: _____

Are there any restrictions on your DVLA driving licence? **YES/NO**

If 'Yes', please give details: _____

DVLA DRIVER HISTORY CHECK

All new applicants must generate a DVLA mandate code from the DVLA website to enable the Licensing Authority to check their driver licence history. All licence holders will thereafter be required to undergo a similar check every year.

3. PASSPORT

Do you hold a current passport?

YES/NO

Country of Issue: _____

Passport Number: _____ Date of Issue: _____ Date of Expiry: _____

Any applicant who is subject to a Disclosure & Barring Service (DBS) check must produce their current passport for inspection.

4. GLASSES

Are you required to wear glasses/contact lenses for driving?

Glasses YES/NO Contact Lenses YES/NO

If 'Yes' to glasses, your colour photograph **must** show you wearing same (photographs must be front facing only).

5. PROPOSED OPERATOR OR HACKNEY CARRIAGE PROPRIETOR

Name of the Private Hire Operator/Hackney Carriage Proprietor you intend/are to drive for:

NB: You must inform the Licensing Authority when this changes.

6. PREVIOUS LICENSING HISTORY

Have you ever applied to this Local Authority or any other Local Authority for a hackney carriage/private hire driver's, proprietor's or operator's licence? YES/NO

If 'Yes', name of the Local Authority: _____

Type of Licence applied for: _____

Decision: _____

Date Licensed From: _____ Date Licensed To: _____

Have you ever had a Hackney Carriage/Private Hire driver's, proprietor's or operator's licence suspended, revoked or refused by this Authority or another Local Authority? YES/NO

If 'Yes', name of the Local Authority: _____

If 'Yes', provide a reason: _____

If 'Yes', provide the date the licence was suspended, revoked or refused: _____

7. DETAILS OF CONVICTIONS

IMPORTANT

You must read carefully the Taxi Licensing Policy: www.sthelens.gov.uk/taxilicensing prior to completing this section.

You must disclose all convictions (including motoring convictions), fixed penalties, Police cautions, warnings and reprimands. You must also disclose if you are under investigation in respect of any criminal offence, if you are on police bail pending the outcome of a police investigation or whether any criminal proceedings in the Magistrates, Crown Court or other Tribunal/Court have been commenced against you.

You must also let us know if you have had any anti-social behaviour order (or any other order made by a court) issued against you, including offences dealt with by means of restorative justice.

You must also declare any penalty points that still appear on your DVLA driving licence.

Under the Rehabilitation of Offenders Act 1974, as a taxi driver all previous convictions and cautions must be disclosed. For this occupation, convictions and cautions are never spent regardless of how long ago they took place.

If you are unsure of the number of exact convictions, cautions or dates, please note this and initial it in the table below. If you have no convictions you should put a line through the box below and initial it.

Please tick the appropriate box:

I have no previous convictions of any description

I have previous convictions, details of which are listed below:

Date of Conviction	Court	Offence	Sentence

In cases where an applicant has unspent convictions, it may be necessary to obtain a copy of the memorandum of conviction from the court. You will be liable for any fees incurred, payable in advance. If you do not pay the fee, your application will be incomplete and not processed.

Are there any court cases pending against you? **YES/NO**

If 'Yes', give details of the alleged offences(s): _____

Name of court: _____ Next hearing date: _____

8. DRIVER TRAINING PROGRAMME

Have you completed the 'Level 2 Certificate in Introduction to the role of the professional taxi and private hire driver' or the tutorials from the VRQ? **YES/NO**

If your answer is 'Yes', you should produce your certificate with your application. If your answer is 'No', then you should be aware that all new applicants for a hackney carriage/private hire drivers licence are required to successfully complete appropriate training within 6 months of the licence being issued.

If you have not already registered or completed your training please ask for details - it is essential that you act now!

9. ESSENTIAL SKILLS ASSESSMENT

All new applicants for a Hackney/ Private Hire Drivers Licence must pass the Essential Skills Assessment before a licence will be issued.

10. APPLICATIONS BY FOREIGN NATIONALS

This guidance does not apply to foreign nationals who are from members states of the European Community.

Please refer to the Taxi Licensing Policy available at: www.sthelens.gov.uk/licensing

11. MEDICAL DECLARATION

Medical declaration by (print full name): _____

Note: This statement does not remove the requirement for new applicants (and drivers renewing their licence at appropriate intervals) to produce a medical certificate (Group 2 standard applicable for all new applications).

- I have/have not suffered any medical illness or physical disability which impairs my ability to drive. I understand that, provided this licence is granted, if, during the currency of my licence there is any change to my medical status, I must advise the Licensing Authority and if required, produce a new medical certificate. This will be at my own expense.
- I hereby authorise St Helens Council Licensing and Land Charges Team to contact my GP (or medical practice) identified below during the currency of my licence if there are any concerns about my medical fitness to drive.

Full name/address of GP (or medical practice):

Contact telephone number: _____

Signed: _____ **Date:** _____

12. PRIVACY POLICY

Here at St. Helens Council we take your privacy seriously. We will only use your personal information to administer your application and provide the products and services you have requested from us.

From time to time we may need to contact you with details of the service or information we require from you and we will do this using the contact information you provided on your application form. This can either be by post, email, telephone or text message.

The Council has a duty to protect the public and we implement a number of security measures to maintain the safety of your personal information. Please be aware however that the information you provide on this application may be shared with other public bodies where required, such as Council Departments and Government Services, which may be used for the prevention of fraud or other serious offences.

If you require a copy of the data we hold or believe it to be inaccurate please contact the Council's Data Protection Officer by email on dataprotection@sthelens.gov.uk.

Any further information held by the Council about individuals will be held securely and in compliance with the law. Information will not be held for longer than required and will be disposed of securely. Further information regarding retention periods is available on the Council's website at <https://www.sthelens.gov.uk/Licensing>.

13. NATIONAL REGISTER OF TAXI LICENCE REFUSALS AND REVOCATIONS

The Licensing Authority provides information to the National Register of Taxi Licence Refusals and Revocations (NR3), a mechanism for licensing authorities to share details of individuals who have had a hackney/ private hire drivers licence revoked or an application for one refused. This is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the licensing authority – that is, assessing whether an individual is a fit and proper person to hold a hackney/ private hire driver's licence, therefore from Monday 4th November 2019;

- Where a Hackney/ Private Hire Drivers Licence is revoked, or an application for one refused, the authority will automatically record this decision on NR3.
- All applications for a new licence or a licence renewal will automatically be checked on NR3. If a search of NR3 indicates a match with an applicant, the authority will seek further information about the entry on the register from the authority which recorded it. Any information received as a result of an NR3 search will only be used in respect of the specific licence application and will not be retained beyond the determination of that application.

The information recorded on NR3 itself will be limited to:

- Name
- Date of birth
- Addresses and contact details
- National insurance number
- Driving licence number
- Decision taken
- The date of the decision
- The date the decision was effective from

Information will be retained on NR3 for a period of 25 years.

This is a mandatory part of applying for and or being granted a Hackney/ Private Hire Drivers Licence. This authority has a published policy on the approach it will take to requests by other authorities for further information about entries on NR3 and about the use it will make of any further information provided to it.

Information will be processed in accordance with the Data Protection Act (DPA) and General Data Protection Regulation (GDPR). Any searches, provision or receipt of information of or under NR3 are necessary to the authorities statutory licensing functions of ensuring that all drivers are fit and proper to hold the applicable licence. It is not intended that any NR3 data will be transferred out of the United Kingdom.

If you wish to raise any issue related to the data protection legislation, including by relying on any of the rights afforded to data subjects under the GDPR, you can do so to the authorities Data Protection Officer, St Helens Town Hall, St Helens, WA10 1HP. This includes submitting a subject access request form.

You always have the right to make a complaint to the Information Commissioners Office (ICO). Advice on how to raise a concern about handling data can be found on the ICO's website.

DECLARATION

I declare that I have read and understood the Council's Taxi Licensing Policy, particularly with regard to the provisions of the rehabilitation of offenders act and section 7 of this application.

1. I declare that the information i have given in this application is correct to the best of my knowledge. I fully understand that if I have made any false statement or omitted any material particulars, I will be liable to prosecution.
2. I undertake to pay any necessary fee for copies of any memorandum of conviction required by the council in order to consider my application.
3. I fully understand that if, as the holder of a hackney carriage/private hire driver's licence issued to me by St Helens Council, I am disqualified from holding or obtaining a DVLA licence, my hackney carriage/private hire driver's licence is void. In the event of such disqualification, i undertake to return my hackney carriage/private hire drivers document and id badge to the council within 72 hours of the disqualification being imposed.
4. In the event of any conviction (or fixed penalty notice) or any relevant information from section 7 of this application being imposed on me for any offence (motoring or criminal). I understand that I must notify the Council's Licensing Team within 7 days.
5. I understand that any fees paid to the council in connection with this application are not refundable in the event of my application being withdrawn or refused.
6. I understand that any hackney/private hire driver who allows their badge to expire will be required to successfully complete the 'level 2 certificate in introduction to the role of the professional taxi and private hire driver' and essential skills assessment before a new licence is granted.
7. I understand that it is my responsibility to renew the licence in good time prior to the expiry date.
8. I understand that a person cannot lawfully drive a licensed private hire vehicle for any purpose unless they hold the appropriate driver licence issued by the council as Licensing Authority.

9. From 1st December 2016, the Immigration Act obliges Licensing Authorities to notify you of this change to licensing conditions. Your right to work in the UK will be checked as part of your licensing application. This could include the licensing authority checking your immigration status with the Home Office. You must therefore provide a document or document combination that is stipulated as being suitable for this check. The list of documents is set out at (guidance link). You must bring the original document(s), such as a passport or biometric residence permit as indicated in our published guidance, so that the check can take place. The document(s) will be copied and the copy retained by the licensing authority. The original document will be returned to you.

If there are restrictions on the length of time you may work in the UK, your licence will not be issued for any longer than this period. In such circumstances, the check will be repeated each time you apply to renew or extend your licence. If, during this period, you are disqualified from holding a licence because you have not complied with the UK's immigration laws, your licence will lapse and you must return it to the licensing authority, failure to do so is a criminal offence.

Note:

- 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 within the authority for the prevention and detection of fraud. It may also share this information with other bodies administering public funds solely for these purposes.
- The council will keep your application 'live' for six months from the date it was deposited and validated with the Licensing Authority.
- If, at the end of this period you have failed to update documentation (where applicable) and have not collected your licence and badge from the Licensing Authority then the application will be deemed to have been withdrawn. In such circumstances there will be no credit of fees paid towards any future application or refund.
- If you have not returned your DBS to us within two months of the DBS report being received, a further report (at your own expense) will be needed before the licence is issued.
- If your medical certificate is dated more than two months before the date when the licence is ready for issue then you will be required to provide a new medical certificate or arrange for your existing medical certificate to be endorsed and countersigned/dated by your GP, at your own expense.

Signed: _____ **Date:** _____

Print name: _____

Completed application forms should be returned together with the appropriate fee to:

Licensing Team

Wesley House, Corporation Street, St.Helens WA10 1HF