



**Licensing Authority
Torrige District Council**

**Riverbank House
Bideford, Devon EX39 2QG
Tel: 01237 428700
Email: licensing@torridge.gov.uk**

**Town Police Clauses Act 1847
Local Government (Miscellaneous Provisions) Act 1976**

**Application for a licence to drive a hackney carriage (taxi) vehicle
and/or private hire vehicle**

CHECKLIST	Please tick ✓
I have made or enclosed payment of the fee (£330.00 for a 3 Year Licence or £180.00 for a 1 Year Licence) 'LICDRI' Plus £30.00 badge deposit and £48.25 DBS check	
I have completed and signed the application form	
I have provided one up-to-date colour passport-size photograph of myself	
I have enclosed my <u>original</u> DVLA Drivers Licence (or EU equivalent)	
I have supplied a DVLA access code to enable the Council to check for endorsements.	
I have provided a medical certificate signed by my General Practitioner which accords with current DVLA Group 2 standards of fitness to drive	
I have enclosed a BTEC Certificate in an Introduction to the Role of the Professional Taxi and Private Hire Driver Level 2	
I have enclosed a pass certificate for a taxi driving assessment from an organisation approved by the Council	
I agree to provide an enhanced criminal record disclosure application from the Disclosure and Barring Service (required every 3 years).	
I have enclosed a Certificate of Good Conduct from the relevant Embassy (if required)	
I agree to provide evidence of my right to work in the UK	
I understand that if I do not comply with any of the above requirements my application will be rejected	

Please write in BLOCK Letters.

1. Duration of Licence

Please tick relevant box for duration of licence you are applying for

One year:

Three year:

If applying for a one year licence you must complete the box below

By law the standard duration of a hackney carriage/private hire driver application is three years. The Council is however able to issue a licence for a period of one year based upon circumstances of an individual case. For those drivers wishing to gain a licence for a period of one year please indicate under what circumstances you wish to be considered for a one year licence (personal financial circumstances will be accepted)

2. Personal Details

Title (please circle)	Mr Mrs Miss Ms Other (please state)
Surname	
Forename(s)	
Previous names	
Date of Birth	
Address	
Postcode	
Correspondence Address (if different to above)	
Postcode	
Telephone No.	Mobile No.
E-mail address	
National Insurance Number	
Nationality	
Do you have the right to work in the UK? (see declaration below)	YES / NO (delete as applicable)

3. Driving Licence Details

Driving Licence Number	
DVLA Check Code – to provide this information go to: www.gov.uk/view-driving-licence	

4. Previous History

Have you ever previously held a Hackney Carriage or Private Hire Drivers Licence, a Hackney Carriage/Private Hire Vehicle Licence or a Private Hire Operator's Licence issued by this Council or any other Council?

YES NO

If so, please state which Council and date(s):

Have you ever been refused a Hackney Carriage or Private Hire Drivers Licence, a Hackney Carriage/Private Hire Vehicle Licence or a Private Hire Operator's Licence or had such a licence suspended or revoked by this Council or any other Council?

YES NO

If YES, please state which Council and dates(s):

5. Convictions

Note: Under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended by the Rehabilitation of Offenders (Exceptions) (Amendment) Order 2002, a hackney carriage/private hire driver is classified as a regulated occupation and therefore ALL convictions – whether spent or not – must be declared.

Have you been convicted of any offences or been given a caution or Fixed Penalty Notice (other than for a parking offence)?

YES NO

If YES, please give details below (continue on separate sheet if necessary)

Offence	Date of Offence or Conviction	Court	Sentence

6. Employment Details

If you are self employed please state your business/trading name:

OR if you are employed by a person/company please state their business/trading name:

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(NB. You are required to deposit your licence with your employer during the time that your are employed by him/her)

7. Declaration

I declare that to the best of my knowledge and belief that the answers given above are true. If a licence is granted I undertake to comply with the relevant licensing legislation, bye laws, conditions of licence and the Council's Licensing Policy – Taxi and Private Hire Licences.

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. 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.

Signature

Date.....

N.B. IT IS AN OFFENCE TO MAKE, KNOWINGLY OR RECKLESSLY, A FALSE STATEMENT OR OMIT ANY INFORMATION FROM THIS APPLICATION. THE MAXIMUM FINE ON CONVICTION IS £200

PRIVACY NOTICE

Torrige District Council collects stores and processes your personal information in accordance with the requirements of the General Data Protection Regulation (Regulation (EU) 2016/679) and Data Protection Act 2018.

Our lawful basis has been determined as:

Public Task – in relation to personal data

Substantial Public Interest – in relation to 'special category' personal data

Personal information provided on this form may be shared with other council services where this assists in the delivery of those services.

Personal information provided on this form may be shared with third parties where we are legally obliged to do so, or where this is necessary to enable us to provide the service requested.

To view our full privacy policy including information on your rights, how to contact the Data Protection Officer, data retention information, more detail on information sharing and how to provide feedback or make a complaint, please see the privacy pages of our website

Website: <http://www.torrige.gov.uk/privacypolicy/>

Alternatively, a full copy of our privacy policy can be viewed at our main office or a copy can be requested by writing to the Data Protection Officer at Riverbank House, Bideford, Devon, EX39 2QG.