



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** (delete as applicable)

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** (delete as applicable)

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)

DO YOU HOLD A DRIVER LICENCE WITH ANY OTHER LOCAL AUTHORITY? **YES / NO** (delete as applicable)

IF YES, WHICH AUTHORITY? _____

HAVE YOU EVER BEEN REFUSED OR HAD A LICENCE REVOKED BY ANY LOCAL AUTHORITY? **YES / NO** (delete as applicable)

IF YES, WHICH AUTHORITY? _____

CRIMINAL CONVICTIONS: ALL APPLICANTS

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: _____

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.**

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: _____

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.

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 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:** _____

Disclosure & Barring Services (DBS): Privacy Notice

As part of the application process, Mansfield 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.

Signature of Applicant: _____ **Date:** _____

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 the 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.

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: _____