

PRIVATE HIRE LICENCE - NEW DRIVER

APPLICATION FORM

Please answer all questions and complete in block capitals, please write NO if not applicable to you

Please tick which licence you are applying for:

Private Hire

Restricted private hire

APPLICANT

Surname (MR/MRS/MISS/MS)	
Forename(s) (in full)	
Present Address	
Postcode	
Contact number (Business)/ Home Tel. number	
Email	
Date of Birth	
National Insurance No.	

Driving Licence Number	
Expiry Date	
Groups licensed to drive	

Previous addresses over past five years if different from above	
Have you lived in any country other than the UK?	
If so, please state which country and the dates	
Are you entitled to work in the UK? (All applicants will be asked to provide an original document to demonstrate proof of their right to work in the UK)	
Have you ever been refused a hackney carriage or private hire driver's licence? If yes, by whom?	
Have you ever held a hackney carriage or private hire driver's licence? If yes, when and by whom issued?	
Name and address of operator for whom you will drive.	
Will you be employed full time or part-time?	
Do you intend/is there a likelihood that you will carry out a regulated activity as defined in The Safeguarding Vulnerable Groups Act 2006 e.g. school run or similar type of work?	

Convictions:

You must declare **ALL** previous convictions, pending prosecutions, reprimands or cautions for any criminal / non-criminal / motoring offences, whether they are spent or unspent. An enhanced DBS check will contain details of any of the above. Failure to disclose any past or pending conviction may result in your application being refused or a granted licence to be revoked. Having a criminal conviction may not stop your application being processed as each case is considered on its own merit.

<p>Have you ever been banned or disqualified from driving? Have you ever been convicted of a motoring offence or had points imposed on your licence? If YES please give details.</p>	
<p>Have you ever been convicted of any offence other than a driving offence? If so, please give full details. Section 4(2) of the Rehabilitation of Offenders Act does not apply to this application and all convictions, spent convictions and police cautions must be disclosed. <u>If this is a renewal, give details of any convictions and police cautions since your previous application</u></p>	
<p>Are you currently subject to any pending prosecution or on bail?</p>	
<p>Are you currently under investigation by any regulatory agency?</p>	
<p>Do you suffer from epilepsy, disease, injury, disability or deformity which might affect your driving?</p>	

Right to work new drivers:

Your right to work in the UK will be checked as part of your licence application, this could include the licensing authority checking your immigration status with the Home Office. We may also share information with the Home Office. Biometric Residence Permit or Card and Frontier Worker Permit holders must use the Home Office online service checking service 'prove your right to work to an employer' to prove their right to a licence. You must share your immigration status using the Home Office online. Where an online check has been carried out, the 'profile' page confirming your right to work will be copied and retained by the licensing authority.

EEA and Swiss family members must now hold status under the EU Settlement Scheme.

Paper or digital Certificates of Application for EUSS applicants can be accepted with a verification from the Status Verification, Enquiries & Checking (SVEC) service

Your application will not be considered valid until all the necessary information has been produced and the relevant fee has been paid.

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.'

Your right to work in the UK will be checked as part of your licence application, this could include the licensing authority checking your immigration status with the Home Office. We may also share information with the Home Office.

Tax Conditionality:

If you do not need to complete a tax check please use the following GOV.UK website addresses for HMRC guidance about tax registration obligations:

- PAYE information: www.gov.uk/income-tax/how-you-pay-income-tax
- registering for Self Assessment: www.gov.uk/register-for-self-assessment
- Corporation Tax information: www.gov.uk/corporation-tax

'Schedule 23 to Finance Act 2011 (Data Gathering Powers) and Schedule 36 to Finance Act 2008 (Information and Inspection Powers), grant HMRC powers to obtain relevant information from third parties. This includes licensing bodies being required to provide information about licence applicants.'

NR3

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 carriage or Private Hire Vehicle (PHV) 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 carriage or PHV licence.

Therefore:

- Where a hackney carriage/ PHV licence is revoked, suspended or an application for one refused, the authority will automatically record this decision on NR3. The requirement to record these licensing decisions applies where the decision relied wholly or partly on safeguarding or road safety concerns.
- All applications for a new licence or 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 license 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
- address and contact details
- national insurance number
- driving licence number
- decision taken
- date of decision
- date decision effective

Information will be retained on NR3 for a period of 11 years.

This is a mandatory part of [applying for] [being granted], a hackney carriage / PHV driver licence. The 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 authority's 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 authority's Data Protection Officer at Legal.Inbox@broxbourne.gov.uk. This includes submitting a subject access request.

You always have the right to make a complaint to the Information Commissioner's Office (ICO). Advice on how to raise a concern about handling of data can be found on the ICO's website: <https://ico.org.uk/make-a-complaint/>

DATA PROTECTION:

The Council needs to collect the information provided on this application and share it with others to assess your suitability and fitness to be issued with a hackney carriage or private hire driver's licence and to fulfil our statutory obligations.

The Council is also under a duty to protect public funds it administers and to that end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies for these purposes.

Our privacy statement explains how we use information about you and how we protect your privacy.

Visit <https://www.broxbourne.gov.uk/privacypolicy> or contact the Council's Licensing Office.

GENERAL DECLARATION:

I, the undersigned, hereby apply for a licence to act as a hackney carriage/private hire driver in the district of the Borough of Broxbourne.

I declare that to the best of my knowledge and belief the foregoing statements are true and correct:

I declare I have right to work in the UK.

I confirm that I am aware of the content of HMRC guidance relating to my (our) tax registration obligations.

I declare that I will comply with the Byelaws, Regulations and Conditions relating to hackney carriage and private hire as are or may from time to time be in force within the Borough of Broxbourne

I understand that I cannot drive a Broxbourne licensed private hire vehicle without the appropriate Broxbourne private hire or dual licence and that if I do I can be prosecuted and this may prevent me from being issued with a licence in the future.

I accept that if, for the purpose of obtaining a Hackney Carriage/Private Hire vehicle licence, I wilfully make any false statement or omit any material particular I render myself liable to prosecution and immediate revocation of the Licence.

DVLA Check:

I authorise the Council, as part of my application for the grant of a licence, or the renewal of my existing licence, to view my personal driving record held on the DVLA website.

Please print, sign and submit the form to taxi@broxbourne.gov.uk.

Date	
Signature of Applicant	