

PRIVATE HIRE/HACKNEY CARRIAGE LICENCE (DUAL DRIVER)

RENEWAL APPLICATION FORM

Invoice Number

Please complete form in block capitals. Answer every question – write NO if not applicable to you

APPLICANT

| | |
|---|--|
| Surname (MR/MRS/MISS/MS) | |
| Forename(s) (in full) | |
| Present Address | |
| Postcode | |
| Mobile Tel. Number | |
| Home Tel. Number | |
| Email | |
| Date of Birth | |
| National Insurance No. | |
| Driving Licence Number | |
| Expiry Date | |
| Groups licensed to drive | |
| Please provide your 9 character tax check code if you have to complete a tax check and your company number if you have one. | |

| | |
|--|--|
| <p>Previous addresses over past five years if different from above</p> | |
| <p>Have you lived in any country other than the UK</p> <p>If so, please state which country and the dates</p> | |
| <p>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)</p> | |
| <p>Have you ever been refused a hackney carriage or private hire driver's licence? If yes, by whom?</p> | |
| <p>Name and address of operator or hackney carriage proprietor for whom you will drive</p> | |
| <p>Will you be employed full time or part-time?</p> | |
| <p>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?</p> | |

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 merits.

| | |
|--|--|
| 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 | |
| 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> | |
| Are you currently subject to any pending prosecution or on bail? | |
| Are you currently under investigation by any regulatory agency? | |
| Do you suffer from epilepsy, disease, injury, disability or deformity which might affect your driving? | |

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

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 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 hackney carriage vehicle without the appropriate Broxbourne hackney carriage 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 willfully make any false statement or omit any material particular I render myself liable to prosecution and immediate revocation of the Licence.

I agree to the processing of my sensitive personal data.

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 records held on the DVLA website.

I confirm I have made payment in full for the cost of the licence. Please note that if your application is unsuccessful the payment will not be refunded.

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

| | |
|------------------------|--|
| Date | |
| Signature of Applicant | |