

DRIVER'S LICENCE APPLICATION

Licensing Section

Form D1



GUIDANCE NOTES FOR TAXI AND PRIVATE HIRE APPLICANTS

INFORMATION NOTES

Please complete in block capital letters, in ink. Please use this form if you would like to either apply for or renew a Hackney Carriage or Private Hire Drivers Licence. Please note that when making any type of driver application you must produce your DVLA driving licence, failure to do so will result in your application not being processed.

Please note section 15 (3) of the Plymouth City Council Act 1975 states: If any person knowingly or recklessly makes a false statement or omits any material particular in giving information under this section, he shall be guilty of an offence.

NEW APPLICANTS

You MUST make an appointment for your application to be processed by telephoning the Licensing Section on 01752 304141, with your application completed in full and with the documents stated on page 2.

Documents required

You will need to show that you have held a full, continuous DVLA or European driving licence for at least 1 year before making this application. The DVLA licence must display your current name and address.

Before you can be issued with a licence you will need to make application and undergo a Driving Test, Medical and Knowledge of Plymouth test. You will also need to complete a Disclosure and Barring services check via the Post Office and obtain the results before proceeding to make your appointment.

This DBS Disclosure check will reveal ALL convictions received by the applicant, including spent convictions. By signing this form, if you are subject to a probation order, you are also consenting to a further check being undertaken with the probation service.

The Council will only grant a licence to you providing it is satisfied that you are a 'fit and proper' person to hold a licence and will therefore consider all relevant convictions revealed.

RENEWAL OF LICENCES

You will be sent a reminder, approximately three months before your licence is due to expire. You are reminded that this is a courtesy service only, and that ultimate responsibility for ensuring your licence does not expire remains with you. Should you let your licence expire you will be required to submit a new application.

Documents required

Please ensure that you have all the appropriate documents listed below for your appointment, otherwise it is highly likely that your application cannot be processed.

- DVLA driving licence
- DBS results
- Medical certificate
- Immigration status evidence
- Immigration Status evidence if required
(please see www.plymouth.gov.uk/sites/default/files/Identification%20Documents.pdf)
- The licence fee – by credit/debit card only
(Please see www.plymouth.gov.uk/licensingandpermits/taxilicensing/taxilicencefees)

1 Licence application

What type of licence do you require?

- New application Renewal application

The application is for:

- Hackney Carriage Private Hire Airport Transfer/Special Event

2 Address details To be completed in ink and using block capitals

Mr Mrs Miss/Ms Other _____

First name _____

Surname _____

Previous name(s) _____

Current home address _____

Post code _____

Home telephone number _____

Mobile _____

Email address _____

Date of birth _____

National Insurance Number _____

Name of Private Hire Operator if applicable _____

3**Details of convictions** To be completed in ink and using block capitals

Have you ever had ANY convictions or cautions recorded against you for ANY offence? (Including fixed penalties). This also includes any formal cautions issued by the Police or Licensing Enforcement Section.

Yes No If Yes, please complete below.

Offence	Court	Date	Penalty or sentence

Have you previously reported the above offences to the Licensing Section? Yes No

4**Medical fitness**

Do you have any knowledge, or reason to believe, that you are not medically fit to drive a vehicle?

Yes No If Yes, please complete below.

5**To be completed by renewal applicants only**

Badge number

Expiry date

Is your address shown in section 2 the same as shown on last year's licence?

Yes No

Address if different from last year's licence

Post code

Have you passed the relevant level 2 qualification in 'Transporting passengers by Taxi and Private Hire'?

Yes No

If Yes please indicate what type of qualification VRQ/BTec NVQ Other

6 Proprietor

Name of proprietor of the vehicle that you intend to drive:

7 Previous licences

Are you the current holder of a Hackney Carriage or Private Hire Drivers Licence with another Local Authority?

Yes No please state:

Council

Badge number	Expiry date
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Have you ever been refused a licence, or had a licence revoked by this or any other council?

Yes No

If refused or revoked please state the reason why. Please state Council badge number, date and the type of licence held.

10 Declaration To be completed by all applicants

The provisions of Section 15(3) of the Plymouth City Council Act 1975 states: If any person knowingly or recklessly makes a false statement or omits any material particular in giving information under this section, they shall be guilty of an offence and action may be taken against them.

I certify that I have completed this form in my own hand, unless otherwise stated and that the particulars of the application are correct.

I confirm that I have read and understand the conditions of the licence applicable to Hackney Carriage/ Private Hire drivers and that I confirm that I will comply with the conditions at all times.

Signature

Date

If you are completing this form on behalf of someone else, please complete the following

Name

Date of birth

Address

Post code

Your relationship to applicant

Reason for completing this form on behalf of the applicant

Signature

Date

Payment can be made by debit/credit card only.

What is the ethnic origin of the applicant?

White

British Irish Romanian Polish

Any other white background

Mixed

White and black Caribbean White and black African White and Asian

Any other mixed background

Asian or Asian British

Indian Pakistani Bangladeshi

Any other Asian background

Black or black British

Caribbean African

Any other black background

Chinese or other ethnic group

Chinese

Other

This information is used for monitoring purposes only and is useful for the department determining the needs of its customer. This information does not form part of your application.

FOR OFFICE USE ONLY

Application processed by

Date

Application approved by

Date

Your guide to data protection

The Data Protection Act 1998 gives you rights, as our customers, about how your personal information is obtained and used by Plymouth City Council. The Act also places obligations on the

Council. This guide informs you of your rights under the Data Protection Act and details on how we handle your information.

What information do we hold and how do we obtain it?

In addition to the information that you provide to us, we generally receive information about you from one or more of the following sources:

- The Police
- Local Government Departments
- Other Government Agencies

For what purposes do we hold the information?

We use your information for one or a number of purposes, which are outlined below:

- To process your Licensing application, enforcement and issue a Licence.
- To maintain a public register where appropriate, including online publication.
- It is Council policy to only disclose on any private register, whether handwritten or online, that it is legally required to do so by statute.
- If you believe that for any reason your details should not be available online, please refer to the Council's Online Privacy Policy for guidance. This document is available on the Council's taxi/licensing web pages.
- We must protect public funds, so we reserve the right to use any information supplied for the prevention and detection of fraud and crime. We may also share this information for the same purpose with other organisations that handle public funds or any enforcement agencies involved in the investigation and detection of crime.

Caring for your data

We undertake that we will have in place a level of security appropriate to the nature of the data and the harm that might result from a breach of security.

We further undertake that we will:

- Not hold information about you, which is excessive in relation to the purpose for which it is processed.
- Keep any information about you accurate and, where necessary, up to date. To help us do this, you must keep us informed if any of your details change.
- Not keep data processed for any purpose or purposes longer than necessary.
- Process your information in accordance with your rights under the Data Protection Act.

If you would like to know more about your rights in respect of the protection of personal data, please write to the:

Data Protection Commissioner's Office
Wycliffe House,
Water Lane,
Wilmslow,
Cheshire SK9 5AF.
Tel 01625 545700 (Switchboard)

Contact details

You have certain rights under the data protection act in relation to the information that we hold about you. If you require further information about these rights, we can be contacted by:



taxi.licensing@plymouth.gov.uk



Visit our website at www.plymouth.gov.uk