

# Application for Grant or Renewal of Hackney Carriage/Private Hire Driver's Licence

Please tick as appropriate:

**Grant**

**Renewal**

- 1) No person may act as a driver of any Hackney Carriage or Private Hire Vehicle without first obtaining a Driver Licence from the Council.
- 2) The Council will **NOT** normally grant a Driver Licence to an applicant unless the person is 19 or over and has held a full UK DVLA Driving Licence (or legal equivalent) for at least two years.
- 3) Applicants making their first application **MUST** lodge a certificate of medical examination stating they achieve the DVLA Group 2 medical standard and are fit to act as a hackney or private hire driver. The relevant forms are available from the Licensing Team.
- 4) All applicants must also produce **two colour passport sized photographs** and their **UK DVLA Driving Licence** (or legal equivalent). The photographs must be a true likeness, showing the full face, with no helmet, hat or sunglasses and be taken against a light background.
- 5) You are advised that information regarding any previous driving endorsements will be sought from DVLA, Swansea, in respect of this application. Furthermore, applicants must obtain an Enhanced Disclosure from the Disclosure & Barring Service (DBS).
- 6) This form must be completed in black ink in block letters and returned with the fee of **£130** for new driver applications (and **£120** for renewal applications) to the Licensing Team, East Lindsey District Council, Manby Park, Louth, Lincolnshire LN11 8UP. Please note that we no longer accept cash for the payment of licence application fees. Cheques should be made payable to East Lindsey District Council. The Licensing Team is able to provide facilities for licence payments by credit and debit cards. Further information on payment by credit or debit card is available by contacting the Licensing Team direct.
- 7) All new applicants must undergo a Communication Test (including a basic test relating to taxi and private hire licensing) and 'sign up' to the driver Code of Conduct before a licence is granted.
- 8) All applications by first time applicants must be made in person at the Council's Tedder Hall offices.
- 9) Any licence granted will be on the expectation that the holder undergoes the Council's Disability Awareness Training Course for taxi and private hire vehicle drivers.
- 10) All new applicants must successfully undergo the Council's Safeguarding Course and the Lincolnshire Road Safety Partnership (LRSP) taxi and private hire driver's assessment before a licence is granted by the Council. Further information on the arrangements for the Safeguarding Course and the LRSP assessment is available by contacting the Licensing Team.
- 11) Applicants must complete the Data Protection Mandate at page 7 of this application form.
- 12) Applicants should complete the DBS privacy notice declaration enclosed with this application form.

1. Surname (MR/MRS/MISS/MS)

2. Forename(s) in full

3. (a) Date of birth

(b) Age

(c) Place of birth

(d) National Insurance Number

(NB you must produce documentary evidence of your National Insurance Number)

This authority is under a duty to protect the public funds it administers, and to this 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 responsible for auditing or administering public funds for these purposes.

4. Present Residential Address  
(please include postcode)

5. State period of residence at  
above address

6. If less than 5 years, state  
previous residential address  
(please include postcode)

7. Contact Details:

(a) Telephone Number (Home)

(b) Telephone Number (Business)

(c) Mobile Telephone Number

(d) e-mail address

8. Present occupation of  
applicant

9. Name and address of current  
employer (please include  
postcode)

10. (a) Do you hold a current full  
UK DVLA Driving Licence? Yes  No  If Yes, have you held the licence for a complete  
period of two years? Yes  No

(b) If No to question 10a, do  
you hold an EC or EEA  
Driving Licence? Yes  No  If Yes, have you held the licence for a complete  
period of two years? Yes  No  (See note at  
the end of this form regarding EC and EEA drivers.)

11. State month and year when you  
passed your UK driving test or  
EC or EEA driving test

12. Have you been driving regularly  
since passing your test? Yes  No  If No, give details of periods when  
you have not been driving:

13. Does your DVLA Driving Licence (or EC or EEA Driving Licence) show any current endorsements? Yes  No  If Yes, give date(s) and full particulars of offence(s).

14. Have you ever been disqualified from driving? Yes  No  If Yes, give date(s), nature of disqualification etc.

15. (a) Have you ever been convicted in a Court of Law for any offence (or been found guilty of a criminal offence (e.g. conditional or absolute discharge)), other than driving, which is not now spent under the terms of the Rehabilitation of Offenders Act 1974? Yes  No  If Yes, please give full details of offence(s) and date(s) of conviction(s) and sentence, penalty or result. (Attach a list if necessary).

(b) Have you ever received a fixed penalty notice in respect of a public order offence? Yes  No  If Yes, please give full details including date and penalty.

(c) Have you ever received a Police caution? Yes  No  If Yes, please give full details including the date of the caution.

16. Are there any charge(s) or summons at present outstanding against you? Yes  No  If Yes, please state:  
Nature of Alleged Offence:   
Date of Alleged Offence:   
Court/Police Station dealing with the Matter:   
Date of Court Hearing:   
Any other relevant information:

N.B. The withholding of any relevant information might lead to this application being dismissed or any licence being suspended or revoked.

17 Have you passed a test to drive a PSV vehicle? Yes  No  If Yes, give date when such licence obtained.

18 (a) Do you hold a current Hackney Carriage or Private Hire Driver's Licence? Yes  No  If Yes, give full details including the issuing Authority, badge number and date of grant.

(b) Have you ever been refused a private hire driver's licence, private hire vehicle licence, private hire operator's licence, hackney carriage driver's licence or hackney carriage vehicle licence or had any such licence suspended or revoked? Yes  No  If Yes, give full details including the Local Authority and date.

19. (a) Name and address of proprietor of vehicle for whom you intend to drive, if licence granted (please include postcode):

(b) Will you be employed . . . full time  or part time

20. Has a medical practitioner ever advised you not to drive? Yes  No  If Yes, please give details.

21. Have you had an epileptic attack since the age of 3 years or experienced sudden attacks of disabling giddiness or fainting? Yes  No

22. Do you suffer from any other medical condition, which may affect your vocational driving or has a doctor advised you within the last 5 years to cease driving at any time? Yes  No  If Yes, please explain.

Among the reasons for answering YES to this question and giving details are:

- that you have been treated for drug or alcohol dependency within the last three years; or
- that you have diabetes; or
- that you have a heart condition or are fitted with a cardiac pacemaker.

NB A heart condition is not always a barrier to gaining a driver's licence with this Authority. However, in some instances an exercise test will need to be successfully undertaken before a licence is granted.

23. A Medical Certificate (DVLA Group 2 Standard) from your Doctor stating that you are medically fit to drive a Hackney Carriage or Private Hire Vehicle is required as follows:

- (a) On first application .....
- (b) Renewal Application - up to 65 years of age, one every 6 years .....
- (c) On attaining the age of 65 years, annually .....

Please indicate which category relates to you.

24. Do you suffer from any disability that is likely to interfere with your duties as a taxi or private hire driver (e.g. helping passengers with luggage or helping a wheelchair passenger(s) in and out of the vehicle):

Yes  No  If Yes, please give details below.

25. Within 5 years of the date of this application have you at any time lived or worked outside the UK for a continuous period exceeding 3 months?

Yes  No  If Yes, please give details below.

N.B. In certain instances a Certificate of Good Conduct or Criminal Record Certificate may be required from applicants who have lived or work abroad.

26. Under Section 8 of the Asylum and Immigration Act 1996, it is a criminal offence to employ anyone who does not have permission to work in the UK. Applicants may be required to provide documentary evidence of their right to work in the UK.

(a) Are you subject to any legal restrictions in respect of your employment in the UK?

Yes  No  If Yes, please give details below.

(b) Do you require a work permit?

Yes  No  If Yes, please give details below.

I **HEREBY APPLY** for a Hackney Carriage or Private Hire Driver's Licence and **DECLARE** that the information set out in this application is correct and that I am aware that any false information could lead to the disqualification of the application and prosecution under Section 57 (3) of the Local Government (Miscellaneous Provisions) Act, 1976. Furthermore, I authorise a check to be made of my DVLA driving licence record and understand a copy of this form may be forwarded to the Disclosure & Barring Service (DBS).

N.B. Your information will be processed in accordance with the law, in particular the Data Protection Act 1998 and the Freedom of Information Act 2000. The information that you provide will only be used for Council purposes unless there is a legal authority to do otherwise.

Signed

Date

Name in block capitals

## Applicants should note the statement of policy about relevant convictions shown overleaf

I hereby enclose the following:

1. Correct Application Fee .....
2. Valid Proofs of Identity (see enclosed leaflet) .....
3. Proof of National Insurance Number (e.g. P45 or P60).....
4. DVLA Driving Licence or EC / EEA equivalent .....
5. Two Passport Size Photographs .....
6. Completed DBS Application Form .....
7. Certificate of Medical Examination (if required) .....
8. LRSP taxi and private hire pass certificate (new licence application) .....
9. Signed Undertaking in relation to the Driver Code of Conduct.....
10. Safeguarding Course Certificate (new licence application).....
11. Completed DBS privacy notice declaration.....

**Contact Details:**

Licensing Team,  
East Lindsey District Council,  
Tedder Hall, Manby Park,  
Louth, Lincolnshire LN11 8UP

Tel. No: (01507) 601111  
E-Mail: [licensing@e-lindsey.gov.uk](mailto:licensing@e-lindsey.gov.uk)  
Website: [www.e-lindsey.gov.uk](http://www.e-lindsey.gov.uk)

### For Office Use Only:

Payment Rec'd:   
DBS Request Sent:   
DVLA Request Sent:

DBS Form No:   
DBS Request Rec'd:   
DVLA Result Rec'd:

# East Lindsey District Council

## Hackney Carriage (Taxi) and Private Hire Driver Licensing

### Disclosure & Barring Service (DBS) Enhanced Check Declaration

As part of your driver licence application you will be required to undergo an Enhanced Disclosure from the Disclosure & Barring Service (DBS). Before submitting your licence application and undergoing this process you will need to read the DBS privacy notice for Enhanced Disclosures. The privacy notice can be found on the GOV.UK website at the link below. The privacy notice explains how your personal data will be used by the DBS and outlines your rights under the General Data Protection Regulation (GDPR).

Once you have read the notice you will need to complete the declaration below.

#### **Declaration** (to be completed in black ink)

I have read the Enhanced DBS Check Privacy Policy for applicants, which can be found on the GOV.UK website at: <https://www.gov.uk/government/publications/dbs-privacy-policies>

and I understand how the DBS will process my personal data and the options available to me for submitting an application.

Signed:

Date:

Name in BLOCK CAPITALS:

### Data Protection Notice – Taxi and Private Hire Driver Licensing

East Lindsey District Council is a Data Controller and can be contacted at: Tedder Hall, Manby Park, Louth, Lincolnshire, LN11 8UP Tel: 01507 601111

The Data Protection Officer can be contacted at the same address.

East Lindsey District Council has a statutory duty to regulate hackney carriage and private hire vehicle activities in the District. We are collecting your personal data in order to process your licence application under the Town Police Clauses Act 1847 and Local Government (Miscellaneous Provisions) Act 1976 as we are the Licensing Authority.

Your personal data will be shared in the following ways as part of this application:

The law requires us to verify that applicants for driver licences as well as individuals applying for a private hire operator's licence have the right to work in the UK. Where necessary, we may need to verify your information with the Home Office and/or the Department for Work and Pensions (DWP).

The Council is required by law to disclose information about licensed drivers to the Cabinet Office as part of the National Fraud Initiative. More details are available on our website.

The Council may also share personal information with a number of other organisations as part of the licensing process. Such organisations may include the Police, DVLA, Home Office, DWP, and Local Authorities. Any information sharing will be managed in accordance with relevant privacy and data protection legislation.

The Council has a contract with a third party service provider (Intelligent Data Systems (UK) Limited) with regard to the supply of DVLA driver information and which supports the day-to-day operation of our licensing services.

Your data will not be shared with other third parties but may be used for Council purposes, in order to prevent or detect crime, to protect public funds or where we are required or permitted to share data under other legislation.

Some limited licensee information may be made available to the public where relevant legislation requires or permits it and publication is in the public interest. Examples include licensee names and associated badge or licence numbers, together with the status and expiry dates of those licences.

In line with our retention policy your data will be kept for the period of time that you hold a licence with this Authority and then for a further 6 years after your last licence expires. The data will then be deleted / destroyed.

We also keep data for six years from the resolution of an unsuccessful licence application or the resolution of legal proceedings.

You have the right to access your data and to rectify mistakes, erase, restrict, object or move your data in certain circumstances. Please contact the Data Protection Officer for further information or go to our website where your rights are explained in more detail. If you would like to receive an explanation of your rights in paper format please contact the Data Protection Officer.

Any complaints regarding your data should be addressed to the Data Protection Officer in the first instance. If the matter is not resolved you can contact the Information Commissioner's Office at:

Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Tel: 0303 123 1113

If you do not provide the information required on the form then we will not be able to process your application for a licence.

For further information on our Data Protection Policies please go to our website: [www.e-lindsey.gov.uk](http://www.e-lindsey.gov.uk)



Please write in **BLACK INK** and **CAPITAL LETTERS**

**1.Organisation details**

\*Mandatory fields.

Name of company\*

Name of third party

**2.Reason for processing information:**

**3.Driver details:**

Are you associated with the above named organisation?\* YES  NO

If No, please provide the name of the employee who has named you as an additional / nominated driver:

If Driver Works for Company:\* Company Car:  Own Car on Business:  Pool Vehicle/Van:  Occasionally only:

Employee number or ID

Department/Division

Surname\*

First Name \*

First Middle Initial  Date Of Birth\* (DDMMYYYY)  Date Entered UK(overseas licences only) (DDMMYYYY)

Driver/Licence Number:\*

Country of Issue

Your Email Address

@

Current Address\*

Address on Licence (if different)

Post Town:\*

Post Town:\*

Post Code:\*

Post Code:\*

\*You must tell DVLA about any changes to your address, if you don't, you could be fined up to £1,000

**4.Declaration**

I am the person referred to in the **Driver Details Section**. I understand DriveTech (UK) Limited and the company or companies listed in the **Organisation Details Section** will ask DVLA for my driver record information, as and when they require, for the purposes set out in the **Reason for Processing Section**.

I understand DVLA will disclose to DriveTech (UK) Limited, and the company or companies in the **Organisation Details Section** all relevant information held in the computerised register of drivers maintained by DVLA. This includes personal details, driving entitlements, valid endorsements and disqualifications (if relevant), photo images, Certificate of Professional Competence (CPC) and Digital Tachograph Card details (where appropriate). I understand this information will be held by DriveTech (UK) Limited, and the company and third party named above, who will use the information only for the purpose for which it is intended.

I understand that DriveTech (UK) Limited will use my email address in the future solely for the purpose of contacting me in relation to my licence check. This declaration will expire when I stop driving in connection with the company or in any case, three years from the date of my signature. For further information go to <https://www.drivetech.co.uk> to read the Privacy Notice.

Driver's Signature\*

Date Of Signature\*(DDMMYYYY)

**Return Instructions:** Please complete the document, remembering to sign and date it. Then send to:  
 East Lindsey District Council, Licensing Section

## Driving Licence Information Fair Processing Declaration Form

### Guidance notes – please read these notes before completing this form

1. Under Health and Safety and Duty of Care requirements, your employer is obliged to check that all employees who carry out business mileage for the company, no matter the distance or frequency are correctly licenced to drive. Your employer has outsourced this process to DriveTech and its sister company Intelligent Data Systems UK Limited (IDS) to minimise any inconvenience and ensure consistency. By outsourcing this process to a specialist provider in the field of data management, the risk or exposure to possible data fraud is minimised due to our highly secure and encrypted systems and process. For further information about how we process your data, your rights and who to contact, see our privacy notice at [www.drivetech.co.uk/home/privacy-policy](http://www.drivetech.co.uk/home/privacy-policy) or visit the Data Protection area in DriveTech's FAQ section on FleetRiskManager [www.fleetriskmanager.com/Home/FAQDataProtection](http://www.fleetriskmanager.com/Home/FAQDataProtection).
2. You should only fill in this form if you have read and understood how your driving licence information will be processed by DriveTech on behalf of your employer. DriveTech will fill in the "Company Details" and the "Reason for processing information" sections of the form on behalf of your employer. You must then fill in the "Driver Details" section and sign and date the "Driver information fair processing declaration" section. DriveTech and DVLA will not accept forms if they haven't been signed and dated by you. If you make an error on this form please complete a new form for processing.
3. In some instances, your employer may also be working with a Third Party (e.g. Leasing Partner), if this is the case DriveTech will list all relevant companies in the "Organisation Details" section.
4. Immediately after your employer notifies DriveTech that you are no longer an employee, or that you no longer drive on business, your record will be archived. In accordance with DVLA requirements, your Fair Processing Declaration form will be archived for seven years from the date of signature and subsequently destroyed. If your connection with the company or companies listed in the Organisation Details Section stops, you have the right for your information not to be processed by them. Please refer to the privacy notice for the named company or companies in that Section.
5. You can also view or share your driving licence information online at [www.gov.uk/view-driving-licence](http://www.gov.uk/view-driving-licence).
6. If the details on your driving licence are not up to date, return it to DVLA and inform them about the changes they need to make. By law, you must tell DVLA immediately if you change your permanent address or name. You could be fined up to £1,000 if you do not tell DVLA about these changes.
7. If your licence has been lost, stolen or destroyed you will need to apply for a replacement. You can find out how to do this online at [www.gov.uk/apply-online-to-replace-a-driving-licence](http://www.gov.uk/apply-online-to-replace-a-driving-licence). Or, as long as you have not changed the details on your photocard licence, you can apply for a replacement licence using a debit card or credit card by phoning 0300 790 6801 between 8am and 2pm on Saturdays.



When submitting an application for a licence to drive a Hackney Carriage or Private Hire Vehicle you are required by East Lindsey District Council to declare any convictions (including traffic convictions) or cautions you may have, unless they are regarded as “spent” under the Rehabilitation of Offenders Act 1974. The information you give will be treated in confidence and will only be taken into account in relation to your application.

You should be aware that the Council may require applicants to apply for an Enhanced Criminal Records Disclosure from the Disclosure & Barring Service (DBS). The Disclosure will reveal the existence and content of any criminal record or relevant information held in the name of an applicant. Checks will also be made with the Driver and Vehicle Licensing Agency (DVLA). Information received from the DBS will be kept in strict confidence while the licensing process takes its course and will be retained on manual and computer record(s) for no longer than is necessary.

It is the general policy of the Council to only request a DBS Disclosure on initial applications and renewal applications thereafter. Exceptionally, the Council may request an additional Disclosure.

- i. in any case if serious allegations are made against a driver; or
- ii. in any case where previously unrevealed information comes to light and the Licensing Officer is satisfied that the information cannot be verified in any other way.

The disclosure of a criminal record or other information will not debar you from gaining a licence unless the Authority considers that the conviction or information renders you unsuitable. In making this decision the Authority will consider the nature of the offence, how long ago and what age you were when it was committed and any other factors which may be relevant. The Council has adopted guidelines relating to the relevance of convictions and each case will be decided on its own merits.

The disclosure of a conviction involving dishonesty, indecency, violence or disqualification from driving may result in a licence not being issued.

Any applicant refused a driver's licence on the grounds that he/she is not a fit and proper person to hold such a licence has a right of appeal to a Magistrates' Court.

New licence applicants who would like to discuss what effect a conviction or caution might have on their application, may contact a Senior Officer of the Council's Licensing Team.

N.B. Hackney carriage and private hire driver applicants are exempt from the provisions of the Rehabilitation of Offenders Act. This means that, provided it is relevant, the Council can refer to any conviction or caution revealed in your application no matter how long ago the conviction or caution was incurred.

Form Last Revised August 2018

# Taxi and Private Hire Vehicle Drivers Holders of European Community / European Economic Area Driving Licences

In order to be licensed as a taxi or PHV driver, an applicant must hold a full driving licence issued in the UK, the European Community (EC) or one of the other countries in the European Economic Area (EEA).

In addition to the above the Licensing Authority will require all taxi and PHV drivers who hold an EC/EEA driving licence to have a GB counterpart document.

Any individual making an application for a taxi or PHV driver's licence will be required to obtain a GB counterpart prior to the issue of a licence.

When licence holders apply for a counterpart they will be registered with the DVLA and allocated a GB driver number. Any driving convictions and endorsements subsequently incurred by the licence holder in the UK will be recorded by the DVLA.

Having a GB counterpart benefits drivers by allowing them to take part in the fixed penalty system for road traffic offences rather than having to attend court and incur a greater penalty as well as costs. In addition, if a driver loses or has his or her national driving licence stolen, they would probably not be able to get a duplicate from the country it was issued in. However, once registered with the DVLA they will be able to apply for a GB licence.

Currently licensed taxi or PHV drivers who hold an EC/EEA licence will be required to obtain a GB counterpart when they apply to be re-licensed. If a licensed driver cannot obtain a GB counterpart before their existing licence expires, the new licence will be issued on condition that a GB counterpart is obtained and produced to the Licensing Authority within 3 months

In order to obtain a UK counterpart, the applicant must be resident in the UK. Any driver who is unable to satisfy this requirement may be licensed on condition that a UK counterpart is obtained within 3 months of the licence being issued.

All non-UK licence holders will still be required to provide a copy of their EC/EEA driving licence with their application.

The full list of EC/EEA states is:

Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, Iceland, Liechtenstein, Norway.

GB counterparts can be obtained free of charge from the DVLA on submission of form D9 which can be downloaded from <https://www.gov.uk/government/publications/d9-application-to-register-a-non-gb-driving-licence>.

The DVLA advises that it takes approximately 3 weeks from receipt of an application to issue a GB counterpart.