



Application for a Dual Hackney Carriage and Private Hire Drivers Licence

Please read and complete all of the fields in this application form. For further information on this process please go to; <https://www.newcastle-staffs.gov.uk/all-services/business/licensing/dual/driver-application-process/>

Only completed application forms that are accompanied by the following documentation will be accepted. The documents must be originals. Photocopies will not be accepted. All applicants must be over 21 years of age.

1. The fee www.newcastle-staffs.gov.uk/all-services/business/licensing/private-hire-and-hackney-carriage-licence-fees. Only cheque and card payments can be taken at your appointment.
2. Provide an enhanced DBS certificate including checks against the barring lists, which is registered with the Update Service with relevant up to date certificate. Identity documents will be checked at the application appointment if a new DBS is required. Applicants who have not been resident within the UK for the five years prior to submitting an application will be required to produce a certificate of good conduct or equivalent issued by the relevant Embassy or High Commission.
3. Proof of address (utility bill less than three months old/bank statement less than three months old/current years C/Tax bill).
4. Undergo Group 2 medical examination and provide the medical certificate issued by their registered GP or a Medical Practitioner who confirms they have had access to the full medical records when determining the applicant's fitness to drive issued within the previous 3 months. Medical questionnaire attached. Medicals for renewal applications will be required for every application. All licensed drivers aged 65 years and over must undertake a medical examination annually and produce the report to the Council.
5. Provide one recent, colour passport sized photograph or be prepared for a digital photograph to be taken at your appointment.
6. Provide a Safeguarding and Child Sexual Exploitation Awareness training certificate issued by the Council or by Staffordshire County Council with the previous 3 months. Telephone 01782 717717 to arrange an appointment.
7. Provide a full UK driving licence (or the European equivalent) that has been held for at least 3 years and a DVLA online check code. By giving this code, I give my consent for NULBC licensing to check my driving history at www.gov.uk/check-driving-information
8. Provide BTEC Level 2 certificate in the 'Introduction to the Role of the Professional Taxi and Private Hire Driver' qualification, or equivalent as determined by the Council.
9. New applicants must provide a Newcastle-under-Lyme Borough Council Knowledge Test Pass Certificate. This is new from the 1st January 2020 and is not the same as the historic Topographical Test. To book onto the course please call 01782 717717 and for more information on what you need to revise visit <https://www.newcastle-staffs.gov.uk/all-services/business/licensing/dual-driver-licence-courses>. Please note that any renewal applicants who fail to provide their complete application before they expire will be classed as new and will therefore need to pass this test.
10. Provide evidence of their right to work in the UK in accordance with the Home Office requirements.

11. Pass a Disability equality training approved by the Council (Required for all new applicant and first renewal applications received after policy implementation on 1st January 2020). The link to book onto a course is <https://shop.firstresponsetraining.com/collections/disability-equality-training-for-taxi-drivers>.
12. You will need to demonstrate and satisfy the Council that you have a satisfactory level of conversational and written English in order to carry out the role of a Hackney Carriage/Private Hire driver.

PLEASE NOTE: In cases where the documentation reveals convictions for offences which fall within the Council's guidelines for the relevance of convictions, the decision on whether to grant or refuse will be made by the Council's Public Protection Sub-Committee.

Applicants should be satisfied as to their right to work in the UK.

If your nationality is not within the European Economic Area (EEA) please advise whether you have a valid Biometric Residence Permit or work permit in a current travel document.

If you require a medical exemption from the carriage of disabled persons and assistance dogs you will be required to complete an additional form and provide sufficient medical exemption. For further information please see the website <https://www.newcastle-staffs.gov.uk/all-services/business/licensing/taxi-licence-changes> or contact a licensing officer at licensing@newcastle-staffs.gov.uk.

National Fraud Initiative

The Council is required under Section 6 of the Audit Commission Act 1988 to participate in the National Fraud Initiative data matching exercise. Information provided to determine Licensing Applications will be supplied to the Audit Commission and used for cross system, cross authority and other comparison purposes for the prevention and detection of fraud.



Application for a Dual Hackney Carriage and Private Hire Drivers Licence

Local Government (Miscellaneous Provisions) Act 1976

All of the questions in this application must be answered. Your application will not be processed if your form is not completed correctly.

SECTION A - Applicant

Title

Surname

First name(s)

Previous names

Current home address including postcode

Date moved to this Address

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(if less than 5 years please provide previous addresses and dates that you lived at those addresses)

Address	Date moved to address	Date moved from address

SECTION B - Contact Details

Telephone number

Email address

SECTION C – Personal Details

Date of Birth

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Date of your 65th birthday

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Note: You will require a Group 2 Medical Examination every year, after this date.

National Insurance Number

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DVLA Driving Licence number

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DVLA check code

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You can obtain your DVLA check code here <https://www.gov.uk/view-driving-licence> *please be clear in writing this code as it is case sensitive*

Section D – Applicant History

Please state if you have **ever** held a Hackney Carriage or Private Hire Driver's Licence with another council, giving details of all licenses. If this was on more than one occasion please continue on another sheet.

Other councils' names

Badge numbers

Date of expiry

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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 yes (refused or revoked), please state the Council name, Badge Number, date, type of licence held and the reason why it was refused or revoked. If this was on more than one occasion please continue on another sheet.

Council name

Badge number

Date

Type of Licence held

The reason why the licence was refused or revoked

Please give details of your current employment, and any previous employment in the last five years.

Name of employer

Address

Employment start and end date

Name of employer	Address	Employment start and end date

Have you **ever** been convicted of any criminal offences, received a caution, reprimand, warning **or** been convicted of **any** road traffic offence **including** penalty points on your DVLA driving licence (including spent convictions and pending charges)? This also includes any warnings or cautions issued to you by this or any other council and attendance at speed awareness courses.

Yes

No

If your response is '**Yes**' then complete the fields on the next page.

If your response is '**No**' then put the words nil or none in the fields on the next page.

Please note. If you fail to declare any information in this section, your application could be refused and/or your licence revoked; either now or in the future.

You are reminded that a conviction is **never** considered spent under Taxi Licensing so please indicate **all** convictions.

Offence	Court	Date	Penalty or Sentence

Have you ever had to attend a committee in relation to your licence?

Yes No

If yes please give the details of all instances below. Please continue on a separate sheet if required.

Date	Reason	Outcome

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

Yes No

If yes please give the detail below.

If you hold current licences with the Council please list the numbers below.

Dual Driver Licence		Hackney Carriage Driver Licence	
Operator Licence		Private Hire Vehicle Licence	

Please tick the boxes to confirm you have submitted the following documents with your application.

	TICK
Completed application form	
An original receipt for your paid fee which must be included for new and renewal applications	
Valid Disclosure and Barring Certificate with Online Update reference number, with additional Good Conduct Certificate if not resident in the UK for the last 5 years	
Proof of address: Bank statement or utility bill less than three months old or current year's Council Tax bill	
Completed medical questionnaire (Less than 3 months old)	
One colour passport-sized photograph or prepared for a digital photograph to be taken	
Safeguarding and Child Sexual Exploitation Awareness certificate – less than 3 months old from issue date	
Full UK/EU driving licence – that has been held for at least 3 years	
DVLA check code – giving consent for NULBC licensing to check driving history	
BTEC Level 2 Certificate or equivalent	
New NULBC Knowledge test certificate	
Evidence of right to work in the UK	
Disability equality training certificate	
<p>DECLARATION</p> <p>I declare that to the best of my knowledge and belief that the answers given with regards to this application are true. If a licence is granted I undertake to comply with the general law and the Council's Drivers Code of Conduct attached to the licence and I understand that it is a criminal offence to provide a false statement.</p>	
Signature	Date
Printed Full Name	

IMPORTANT

Your attention is drawn to the provisions of Section 57(3) of the Local Government (Miscellaneous Provisions) Act 1976, whereby if any person knowingly or recklessly makes a false statement or omits any material particular in giving the information requested by the Council to enable it to determine an application, he shall be guilty of an offence and liable on conviction to a fine not exceeding £100. Moreover, if a licence is granted after a false statement has been made or material information omitted, the Council may revoke or suspend the Licence which has been granted.

General Data Protection Regulations 2018

Newcastle under Lyme Borough Council is registered as a Data Controller under the General Data Protection Regulation 2018. Further details can be found at <https://www.newcastle-staffs.gov.uk/all-services/advice/data-protection>

Where necessary for the Council's Regulatory, Public Health and Community Safety functions, e.g. Building Control, Environmental Health, Licensing, Planning, Anti-Social Behaviour, Crime Prevention and Reduction, Safeguarding; information obtained about you and persons connected with you may be held and processed by the Council. This may also be shared with others under information sharing protocols or where required or allowed by law. Such information will only be held by the Council for as long as necessary and in line with our published Retention Policy.

Applicant Name _____ Badge Number _____

OFFICE USE ONLY			
Date Application Received		Application Type Delete as Applicable	New Renewal
Licence Number		Current Badge Expiry Date	
Payment Received Date		Receipt Number	
Amount Paid		How Paid	Cheque Card
Online DBS Reference		DBS Certificate Received	
DBS Certificate Number		Update Service Checked	
Good Conduct Certificate Required (<5 years in UK)		Good Conduct Certificate Received (Name of Country and Date Issued)	
List of Convictions	1. 2. 3. 4.		
Proof of Address		Medical Dated (<3mnths) (if 65yrs+ remind applicant they are required annually)	
Date Applicant is 65 years old		Photograph	
Safeguarding Certificate (<3mnths)		BTEC or Equivalent Certificate (1 st renewal only)	
DVLA Licence Expiry		DVLA Check Code	
Motoring Convictions (include dates)			
Knowledge Test Required (new applicants only)		Knowledge Test Certificate (Date of Pass)	
Right to Work in UK		Disability Equality Certificate (1 st renewal only)	
Speaking English Checked		Written English Checked	
Application checked by		Case Review Required	
Outstanding Documents/Returned Incomplete	DOCUMENT	DATE RECEIVED	CHECKED
	DOCUMENT	DATE RECEIVED	CHECKED
	DOCUMENT	DATE RECEIVED	CHECKED
	DOCUMENT	DATE RECEIVED	CHECKED
Date Application Received in Full			