

# REQUIREMENTS TO BE MET FOR THE GRANT OF A COMBINED HIRE DRIVER'S LICENCE



The law provides that a District Council shall not grant a licence to drive hackney or private hire vehicles unless they are satisfied that the applicant is a fit and proper person.

Applicants shall be over 18 years of age and shall have held a full driving licence issued in the, the European Community (EC) or one of the other countries in the European Economic Area (EEA) for at least 12 months. Applicants with an EC/EEA driving licence shall also be required to obtain a GB counterpart document prior to the issue of a licence.

**In accordance with the DVLA guidelines and for the purposes of the 'fit and proper' test for Hackney Carriage/Private Hire drivers, driving licence penalty points remain accountable for four years.**

## HEALTH REQUIREMENTS

The Council requires confirmation that applicants meet current DVLA Group 2 standards of fitness for occupational drivers.

First time applicants will be required to pass a medical undertaken by their own doctor or a GP who has access to their medical records (at their own expense) prior to the issue of a licence. Thereafter, drivers will be required to pass a medical carried out by their own doctor or a GP who has access to their medical records (at their own expense) every 6 years when renewing their licence.

Drivers aged 65 years and over and those with a relevant medical condition will be required to pass an annual medical (at their own expense).

Full details on Health Requirements are at appendix C of the NKDC Taxi Policy  
**The Licensing Team will supply blank medical report forms with each driver application. Photocopy forms will not be accepted.**

## STATEMENT OF POLICY ABOUT RELEVANT CONVICTIONS

When submitting an application for a licence to drive a hackney carriage or private hire vehicle you must declare any convictions or cautions (including motoring convictions) you may have, whether or not they are “spent” under the Rehabilitation of Offenders Act 1974. This Act provides that after a certain lapse of time, convictions for criminal offences are to be regarded as “spent”. However, all criminal convictions are relevant for taxi and private hire licensing purposes and must be declared.

The authority also requires all applicants to sign a mandate permitting access to their driving records held at the DVLA, these records will be checked against the details disclosed in the application.

If you have resided in the UK for less than 5 years, or spent a period of 3 months or more within the last 5 years as a non-resident, you will also be required to produce a certificate of good conduct from the embassy of the country where you lived, provided at your own expense. The relevant embassy will need to authenticate the certificate.

If you would like to discuss, in confidence, what effect a conviction might have on your application you may telephone the Licensing Team direct on 01529 308339.

Full details about the relevance of convictions are at appendix D of the NKDC Taxi Policy.

Taxi Knowledge Test – All new applicants will be required to successfully complete a Taxi Knowledge Test. This is a written test which is conducted at the NKDC offices on a weekly basis. Full details about the test are at Appendix C of the NKDC Taxi Policy.

## DATA PROTECTION ACT 1998 CONFIDENTIALITY STATEMENT

The District Council collects information for the purposes of licensing, housing, benefits, National Non Domestic Rates (business rates) revenue collection, electoral registration, council tax, planning and public health functions. The information we collect about you will depend on the nature of your business with us but may be used for any of the Council’s purposes. We may check information provided by you, or information about you provided by a third party, with other information held by us.

We may also get information about you from certain third parties, or give information to them, to check the accuracy of information, to prevent or detect crime, or to protect public funds in some ways as permitted by law. These third parties include other local authorities, government departments and the police.

We will not disclose information about you to anyone outside the District Council unless the law permits us to.

The District Council is the Data Controller for the purposes of the Data Protection Act. If you want to know more about what information we have about you, or the way we use your information, you can ask at our main offices or telephone 01529 414155.

# APPLICATION FOR A COMBINED HIRE DRIVER'S LICENCE



TOWN POLICE CLAUSES ACT 1847

LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976

North Kesteven  
DISTRICT COUNCIL

Licensing Team 01529 308339

Please tick as appropriate:

Grant

Renew

Application is for a 3 year licence

Application is for a 1 year licence

(only granted in exceptional circumstances – contact the Licensing Team for details)

**An applicant knowingly or recklessly making a false statement or omitting any material particular in giving information is guilty of an offence.** (Section 57(3) Local Government (Miscellaneous Provisions) Act 1976).

1.

Name: (in full)

2.

Address:

Postcode

3.

Telephone:

Mobile:

4.

Email:

5.

Date of Birth:

6.

Age:

7.

National  
Insurance No:

8.

Driving Licence No:

Expiry Date:

9.

Number of years full  
driving licence held:

**You must hold a full driving licence issued in the UK, the EC or one of the other countries in the EEA (see below). EC/EEA licence holders will be required to obtain a UK counterpart driving licence.**

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

10.

If driving licence is not from UK is  
GB counterpart enclosed?

Yes

No

**11.**

Have you ever been disqualified from driving?

Yes

No

If yes please give details

**12.**

Does your driving licence show any current endorsements? (see 18)

Yes

No

If yes please give details

**13.**

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

**b)** Do you require a work permit?

Yes

No

If yes, please give details

**14.**

Have you ever had a dual or hackney carriage or private hire driving licence refused/suspended or revoked by this or any other Authority?

Yes

No

If yes please give details

**15.**

Do you hold a dual or hackney carriage or private hire driving licence with another authority?

Yes

No

If yes, issuing authority

Expiry

**16.**

Is there any action pending which may lead to suspension, revocation or appeal against any action taken by an authority regarding a dual or hackney carriage/private hire driver's licence?

Yes

No

If yes, name of authority

Please give details

17.

Is there any action pending which may lead to a conviction\* for an offence or may otherwise affect your fitness and propriety to be granted or to retain a dual or hackney carriage/private hire driver's licence? If yes please give details

Yes  No

18.

If granted a licence I will be employed by:

**CERTIFICATE OF EMPLOYMENT** Your proposed employer must complete this certificate of employment:

**I hereby certify that I \*employ/intend to employ on a full/part time basis, this applicant as a driver for my licensed vehicle OR I hereby certify that I am the owner of the licensed vehicle.**

\*delete as applicable

Date \_\_\_\_\_ Signed \_\_\_\_\_

Operators Licence No. \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

19.

**Disclosure of Convictions** (\*\*Please delete as appropriate)

Please enter below details of **ALL CONVICTIONS\*** for any offence (including traffic convictions), formal cautions\*\* by the police or any Fixed Penalty Tickets or bind-over imposed by any court. You **MUST** include spent convictions under the Rehabilitation of Offenders Act 1974 (by virtue of the provisions of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 and (Amendment) Order 2002). If you have been convicted or cautioned you may still be granted a licence depending on the nature and circumstances of the offence. The withholding of any information might lead to this application being dismissed. (See NKDC Taxi Policy about relevant convictions) If you have no convictions/cautions please enter 'NIL' in the boxes below. Renewal applications may enter 'Nil since last application' if applicable OR list convictions since last application. You must also declare all relevant information not classified as a conviction. Examples are Anti-Social Behaviour Orders, or any restraining orders, referrals for Speed Awareness Courses. This list is not exhaustive, so if you are unsure, contact a member of the Licensing Team at [licensing@n-kesteven.gov.uk](mailto:licensing@n-kesteven.gov.uk)

	Date Offence Committed	Date of Conviction	Nature of Summons or Charge	Description and Place of Court	Sentence or Order of the Court
(a)	/ /	/ /			
(b)	/ /	/ /			
(c)	/ /	/ /			

**\*NOTE:** You are not required to provide details of a criminal conviction if more than 11 years have elapsed since the date of conviction (5.5 years if under 18 at the time of conviction) and it is your only offence and it did not result in a custodial sentence.

**\*\*You are not required to provide details of cautions after 6 years since the date of the caution (2 years if under 18 years at the time of the caution).**

20.

Please enclose (Please tick)

- a) Your current driving licence and counterpart is required for all applications that require a DBS criminal records check.
- b) Medical certificate (if appropriate) see requirements
- c) Disclosure and Barring Service (DBS) disclosure application form with accompanying identification documents (if appropriate) see requirements

- d) A current passport type photograph must be supplied with all applications.
- e) Statutory Declaration (see notes)
- f) I have read the data protection act 1998 confidentiality statement
- g) I am aware of the taxi and private hire licensing policy
- h) I am aware of the Council's Byelaws

## 13. Tax Conditionality

If making a new application – complete section 1 only

If making a renewal application – complete Section 2 only

**Section one** (tick box) New Application text – I am aware that should my application to North Kesteven District council be successful then I will be required to ensure that I am registered with HMRC to pay tax – see guidance notes on the NKDC Website – search for 'Tax Conditionality.

**Section two** (tick box) Renewal application text – I can confirm that I am properly registered with HMRC for tax purposes and provide my tax check code as follows;

## DECLARATION

The purpose of this statutory declaration is to impose upon the applicant greater responsibility for the submission of accurate information, which is required by the Council to assist in the proper consideration of the application.

North Kesteven District Council is under a duty to protect the public funds that it administers. To this end it may use the information you provided on your application form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds.

**I HEREBY APPLY** for a licence to drive a Hackney Carriage and Private Hire Vehicle 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 that checks will be made with the Disclosure and Barring Service.

**I FURTHER DECLARE THAT** I will notify the Licensing Team, within 7 days, should I be convicted\* for any offence (motoring or non motoring) obtained during the currency of my licence.

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.

Date of declaration:	<input type="text"/>
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Signature:	<input type="text"/>
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**I ACKNOWLEDGE THAT I HAVE RECEIVED A COPY OF THE NKDC HIRE DRIVER CODE OF CONDUCT.** I understand that this code forms part of the Licensing Authority's policy with respect to the expected conduct of drivers carrying out duties as a Hackney Carriage and or Private Hire Vehicle Driver.

Date of declaration:	<input type="text"/>
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Signature:	<input type="text"/>
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### NOTES

The purpose of the statutory declaration is to impose a greater responsibility for the submission of accurate information for the proper consideration of the application. It may also be relied upon in the event of problems in obtaining a DBS disclosure.

(1) Before completing any part of the statutory declaration read the contents of it carefully and make sure that the significance of the declaration you are being asked to make is clearly understood.

(2) Complete the declaration and sign and date the form.

Fee (As per current scale of charges)	3 Year Licence	12 Month Licence	DVLA Mandate	DBS Check	Knowledge Test	Total fee £
INCOME CODES	A380/9703	A380/9703	B586/0260	A380/9559	A380/9703	

# NOTICE TO APPLICANTS

# IMMIGRATION ACT 2016

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## RIGHT TO WORK – IMMIGRATION CHECKS

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

You must therefore provide a document or document combination that is stipulated as being suitable for this check. We will provide applicants with a list of suitable documents. The right to work check will be conducted by us at a face to face meeting with you. We will need to see the original document(s), such as a passport or biometric residence permit so that the check can take place. The document(s) will be copied and the copy retained by the licensing authority. The original document will be returned to you.

Applicants who have no restrictions on their right to work in the UK (e.g. a British citizen or national of a European Economic Area country or Switzerland) will only need to undertake the check once.

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.

Name:

## DECLARATION

In addition to the declarations made on my application form **I FURTHER DECLARE THAT:**

- I have the correct immigration status to apply for the licence.
- I understand that the licence will lapse if I cease to be entitled to work in the UK.

Date of declaration:	
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Signature:	
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