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**Application/Renewal for Hackney Carriage**

**and Private Hire Drivers Licence**

Please submit your application by email to taxi-licensing@tamworth.gov.uk or contact Customer Services on 01827 709709.

**Taxi Licensing, Tamworth Borough Council, Marmion House, Lichfield Street,**

**Tamworth, Staffordshire, B79 7BZ**

***Local Government (Miscellaneous Provisions) Act 1976 and the Town Police Clauses Act 1847***

 **New Application ☐ Renewal ☐**

TO BE COMPLETED BY APPLICANT

**SECTION ONE: PERSONAL DETAILS**

Full Name

Address

How long have you lived at the above address?

 Start Date. To End date.

If you have not lived at your current address for more than 5 years, you must give your previous addresses prior to the above:

Previous addresses including post codes.

How long did you live at the above addresses?

 From: Start date. To: End date.

Home Telephone Number

Mobile Telephone Number

Email Address

Date of Birth:

Place of Birth – Town and Country.

**SECTION TWO: ELIGIBILITY**

National Insurance Number

HMRC Tax Code (9 Digits) (renewals only)

<https://www.gov.uk/guidance/complete-a-tax-check-for-a-taxi-private-hire-or-scrap-metal-licence>

Do you have the right to work/live in the UK? YES ☐ NO ☐

Proof to the right/work live in UK or Share Code - Specify the proof used.

Renewal Applicants only:-

DBS certificates will be checked every 6 months while you are a licensed driver. If you are not signed up to the update service a new DBS certificate will be required.

Please tick to confirm you are signed up to the update service YES ☐

Existing drivers are required to undertake online training modules for disability awareness and safeguarding every three years upon renewal. The training provider is Equo Training. Follow this link to get to their log on page: [**www.equotraining.co.uk/tamworth**](http://www.equotraining.co.uk/tamworth)Once completed please forward the certificates with this application form or direct to taxi-licensing.

**For further details on these requirements is available in our Guidance notes.**

For all applicants:-

How long have you held a Full Driving Licence with UK Counterpart?

Enter years and months

Driving Licence Number

Issue Number Enter number

DVLA Check/Code (8 digits and case sensitive).

Have you ever been convicted of any motoring offence(s): YES ☐ NO ☐

 If YES, please give details below or N/A

|  |  |  |  |
| --- | --- | --- | --- |
| **NATURE OF****OFFENCE** | **DATE OF****OFFENCE** | **COURT PUNISHMENT** | **PENALTY POINTS** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Are there any criminal or motoring prosecutions pending against you:

 YES ☐ NO ☐

 If YES, please state:

a) Alleged Offences: Offence or N/A.

b) Date and Place of Hearing.

(Note - applicant to declare all convictions under the Rehabilitation of Offenders Act 1974 (exemption) Order, whether spent or otherwise.

Does any person applying hold any of the following - Combined driver’s licence, private hire vehicle licence, or hackney carriage vehicle (proprietor’s) licence - issued by this Council or any other Council. YES ☐ NO ☐

If YES, give full details including the Council name, badge numbers, Plate numbers, date of grant and expiry Enter details or N/A.

Has any person applying ever been refused any of the following - Combined driver’s licence, private hire vehicle licence or hackney carriage vehicle (proprietor’s) licence - issued by this Council or any other Council. YES ☐ NO ☐

If YES, give full details including the Council name, badge numbers, Plate numbers, date of grant and expiry Enter details or N/A.

Has any person applying ever been revoked any of the following - Combined driver’s licence, private hire vehicle licence or hackney carriage vehicle (proprietor’s) licence - issued by this Council or any other Council. YES ☐ NO ☐

If YES, give full details including the Council name, badge numbers, Plate numbers, date of grant and expiry or N/A.

Has any person applying ever been suspended any of the following - Combined driver’s licence, private hire vehicle licence or hackney carriage vehicle (proprietor’s) licence - issued by this Council or any other Council. YES ☐ NO ☐

If YES, give full details including the Council name, badge numbers, Plate numbers, date of grant and expiry or N/A.

Are there any changes in your medical condition since your last medical?

YES ☐ NO ☐

If YES please provide details: Changes to medical condition or N/A.

**SECTION THREE: DECLARATION**

**DECLARATION OF APPLICANT**

Please note that any information, which you give in connection with your application, may be disclosed by the Council to the Police, the Audit commission, the Department of Social Security or any other law enforcing authority, or authority levying taxation, subject to the provisions of Data Protection Legislation.

I hereby declare that the information given in this form is true, complete and correct and that I have no objection to and hereby authorise the Council to make such enquiries as may be necessary to check the truth of that information.

I hereby declare that I have the ‘right to remain and work in the UK’ and have ‘EU Settlement’ were necessary’.

Tax Registration Checks - From 4 April 2022 Licensing Authorities must carry out checks on applications from individuals, companies and any type of partnership to make sure they are aware of their tax responsibilities or have completed a tax check.

I hereby declare I have completed a tax registration check.

I undertake to observe and perform all conditions and provisions of the Local Government (Miscellaneous Provisions) Act 1976, the Public Health Act 1875 and the Town Police Clauses Act 1847 relating to this application. I also understand that if I infringe or do not comply with any of the conditions or the disclosures above arefound to be inaccurate or untrue, I may be liable to legal proceedings being taken against me and the Licence may be revoked or not renewed by the Council.

Applicants are advised that to make, knowingly or recklessly, a false statement or omit any information from this application is a criminal offence.

I acknowledge and accept the above declarations and I hereby declare that I am ‘fit and proper’ to carry out the function of a private hire/hackney carriage driver. YES ☐ NO ☐

Name Date.

Signature

 ***The Audit Commission currently requires us to participate in its anti-fraud initiative.***

***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.***

***General Data Protection Regulation/ Data Protection Act 2018***

***How is your information used?***

***We collect information to assess your suitability and fitness to be issued with a Private Hire/hackney carriage licence and to assist us in managing your licence. We may also use your contact details in the event that we need to contact you in relation to your licence(s).***

***Who has access to your information?***

***Information is shared with other regulatory and enforcement authorities including, but not limited to, other Council services; Councillors; the Police; HM Revenues and Custom; Home Office Immigration; Cabinet Office; National Anti-Fraud Network; NHS services, and other local authorities when allowed to by law for the purposes of the administration and enforcement of authorisations, and for the purposes of the prevention and detection of crime, public safety, public health, protection of the environment and prevention of fraud. Certain information about licences (including in particular your name and the address of any premises to which a licence applies) may be published on a public register on our website when we are required to by law. Licences that have to be determined by our Councillors will be published in exempt minutes on our website.***

***For further information about how your personal information will be used, please visit www.tamworth.gov.uk where you can see a full copy of our privacy notice. Alternatively, you can request a hard copy from taxi-licensing@tamworth.gov.uk***

**CHECKLIST**

1. Valid DVLA Driving licence

2. DBS Identification documents (if required)

3. CSE & DDA Certificates

4. DVLA Check/code

5. HMRC Tax Check Code (renewals only)

6. Proof of right to work documents/check code

7. Licence application fee

8. 1 x Colour Passport Photograph – to meet Passport Agency Requirements (new applications only)