

**APPLICATION FOR THE GRANT OF A COMBINED HACKNEY  
CARRIAGE AND PRIVATE HIRE DRIVER'S LICENCE**

**DBS Certificate Number  
FOR OFFICE USE ONLY**

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FULL NAME			
ADDRESS:			
EMAIL ADDRESS:			
TEL NO:		MOBILE NO:	
DATE OF BIRTH:		PLACE OF BIRTH:	
PRESENT EMPLOYER:			
NATIONAL INSURANCE NO:			

Are you applying for the grant of a licence for

<b>1 year</b> .....	<b>£225.00</b>
<b>2 year</b> .....	<b>£255.00</b>
<b>3 year</b> .....	<b>£297.00</b>

Are you planning to work for a particular circuit? Name of Circuit: .....

**YES/NO**

Name of Hackney Carriage &/or Private Hire Proprietor .....

How long have you held a full licence to drive a motor vehicle? .....

Have you ever been refuse a Hackney Carriage or Private Hire Drivers Licence issued by Basildon Council or another Local Authority? If Yes, please provide details. **YES/NO**

Have you ever had a Hackney Carriage or Private Hire Drivers Licence revoked by Basildon Council or another Local Authority? If Yes, please provide details. **YES/NO**

Have you **ever** had an operator's licence refused or revoked by the Traffic Commissioners? **YES/NO**

Have you **ever** been arrested by the Police for any offence? **YES NO**

Have you **ever** been cautioned by the Police for any offence? **YES/NO**

Have you **ever** been convicted in court for any offences? **YES/NO**

Are there any court or other proceedings pending against you? **YES/NO**

Have you ever been resident or spent any extended periods of time outside the UK since the age of 18 years? **YES\*/NO**

**\*If Yes, you will be required to submit additional information with regard to the amount of time you have spent outside of the UK (Please see Questions and Answer sheet attached to this application)**

Cont./...

**Details of ALL cautions, convictions and pending court cases must be shown in Table 1. Please list all current or pending endorsements to your DVLA Driving Licence.** Any inaccuracy may prejudice the issue of a licence. Please read noted (a) – (i) overleaf before completing this part of the form. If you have any doubt about what to include, contact the Licensing Office to discuss it. If there is not enough room, continue on a separate sheet.

**If you have nothing to declare on this part of the application form, please write NONE across Table 1.**

**Table 1 – Convictions/Offences and Motoring Incidents etc.**

Offence	At which court were you convicted (if relevant)	Date of conviction and/or Caution and/or Pending Court Cases and/or Endorsements and any Pending Endorsements	What was the Sentence/ Penalty?

Have you any physical disability or medical condition which could affect your driving ability or prevent you assisting passengers in a wheelchair or with luggage?  *If Yes, please list the medical condition(s) below. (If there is not enough room please continue on a separate sheet. Please read the Medical Exemption Policy for further guidance.	<b>YES*/NO</b>
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Medical Condition	Treatment

I declare that I am lawfully entitled to work in the UK and that my answers to the questions above are true to the best of my knowledge. I understand that if there are any omissions or incorrect statements my application may be refused without any further consideration or, if once a licence has been issued, it will be liable to immediate suspension or revocation. It is an offence for any person to knowingly or recklessly to make a false statement or to omit any material particular in giving information required on this form.

I consent to my Disclosure and Barring Certificate or DVLA record disclosure or any other documentation submitted with this application (if applicable) being shown to the members of any relevant Council committee or other government agency if necessary to determine my application.

I consent to members of the Basildon Borough Council Licensing Team checking my Disclosure and Barring record held on line as part of the Disclosure and Barring Service online update scheme.

I declare that I have medical condition as stated above/no known medical condition\* that may prevent me from obtaining a Combined Hackney Carriage and Private Hire Drivers Licence.

The Council is the Data Controller of the information you provide and we have a statutory duty to collect and process this information in order to make an appropriate assessment of whether a person is “fit and proper” to hold a hackney can/or private hire driver licence in accordance with the Local Government (Miscellaneous Provisions) Act 1976. This also includes processing information on medical checks, DBS checks and DVLA checks.

I authorise any person or organisation to release to the Council such information that it may require to enable it to properly determine my suitability to be licensed as a combined hackney carriage and private hire driver.

I consent to the information provided in this application and the supporting documents being used by Basildon Borough Council for the purposes of undertaking its statutory licensing functions in relation to drivers of private hire and hackney carriage vehicles and understand that, should my hackney carriage and private hire drivers combined licence ever be refused or revoked in the future, that details will be provided in the National Register of Refusals or Revocations and information any may disclose any information to any third party as may be required or permitted in law.

I understand that I will have my application checked against the National Register and any relevant information taken into account in assessing the applications.

I understand that where an application is refused, or where a licence is granted but subsequently revoked, this information will be entered into the register.

If necessary the Council may pass your details to the Home Office in order to make further enquiries regarding your immigration status and right to work in the UK. In addition, the Home Office may require that we supply them with copies of your documentation in relation to immigration and right to work enquiries. Applicants who cannot produce the necessary evidence should be aware that their details may be passed to the Home Office and that the Home Office may also pass your details to other Government bodies such as the DVLA in relation to immigration matters.

The personal information you provide will be held for the duration of your licence, from the date of receipt, after which it will be securely destroyed 7 years after the expiry, surrender or revocation of your final licence, in line with our retention policy (except in the event of an appeal or judicial enquiry, in which case it will be retained for as long as is required to determine these matters).

The Council's corporate privacy notice, which includes details of the authority's Data Protection Officer and your Information Rights is available at: <https://www.basildon.gov.uk/privacy>

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 of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes. For further information, refer to the Council's website. [www.basildon.gov.uk](http://www.basildon.gov.uk).

Each licensing authority is required to maintain a public register giving certain details of the current hackney carriage and private hire drivers' licences it has issued. Basildon drivers are issued with a dual licence which enables them to drive both types of vehicles. Section 42 of the Town Police Clauses Act 1847, Section 51 (3) of the Local Government (Miscellaneous Provisions) Act 1976 & the Equality Act 2010 specifies the requirements of the public registers. Following the issue of a combined hackney carriage and private hire drivers licence granted by Basildon Borough Council, relevant details will be held on the public register and made available for public inspection at any reasonable time.

I have read the Enhanced Check Privacy Policy for applicants <https://www.gov.uk/government/publications/dbs-privacy-policies> and I understand how DBS will process my personal data and the options available to me for submitting an application.

I, the above named applicant, confirm that I have read all of the above statements, and by signing below, confirm my agreement to each statement. If you do not sign, we will not be able to accept your application. If you do not agree to these statements, but want the Council to consider granting a licence to you, you must first write to the Council explaining your reasons why.

Signature: ..... Date: .....

## COMBINED HACKNEY CARRIAGE & PRIVATE HIRE DRIVER'S LICENCE

A person being considered for a Driver's Licence on the first occasion shall:

- (a) Be over 21 years of age, and have held a full DVLA driving licence for at least three years.
- (b) Submit a completed application form, the completed Disclosure and Barring service application form and DVLA mandate together with the appropriate fee and any supporting original documents that may be required to the licensing office, in person, for the purpose of interview by the Licensing Officer. Sign up to the DBS update service (after the initial DBS check has been completed). Present their full driving licence, valid passport (if applicable) and full birth certificate, together with this form (for the purposes of the submission of the Disclosure and Barring Services Check and Immigration Status Check).
- (c) All applicants will have their details checked against the National Anti-Fraud Network (NAFN) database on refusals and revocations of Hackney Carriage and Private Hire licence, and any relevant information taken into account in assessing the applications. Where an applications is refused, or where a licence is granted but subsequently revoked, this information will be entered into the register.
- (d) Undergo a communication and numeracy assessment as a pre-requisite to the knowledge test.
- (e) Following successful completion of the assessment in (d) above and the submission of the completed application form and relevant documents, attend a further interview to undertake a knowledge test of the streets in the Borough of Basildon, and answer questions on byelaws, the conditions of licence and the Highway Code. Following the successful completion of the knowledge test undertake the Safeguarding test.
- (f) Submit themselves for a medical examination to DVLA Group 2 standards at a clinic designated by the Council. This examination to be at the expense of the applicant.
- (g) Produce a valid certificate issued under the Passenger Assistant Training Scheme. Training will be at the expense of the applicant.
- (h) Pass a hackney carriage and private hire driving assessment as the Council may direct. Test to be taken at the expense of the applicant.
- (i) Obtain and submit a 'Certificate of Good Conduct' (where applicable) from each country outside the UK that you have been resident in for 6 months or more since the age of 18. Overseas nationals will also be required to provide evidence of their right to work in the UK.

For full details of 'Relevance of Convictions, Cautions, Arrests, Pending Prosecutions', please refer to the Basildon Borough Council 'Guidelines on the Relevance of Convictions' enclosed within the initial application pack.

**You must disclose all cautions, convictions and/or motoring offences even if they fall outside the above guidelines.** The Rehabilitation of Offenders Act 1974 does not apply to applicants for hackney carriage or private hire drivers' licences. Any relevant facts will be taken into account when consideration is given to an application for a driver's licence and it may be that additional or higher standards will be imposed. Any error or omission in an application may result in it being refused or, if a licence has already been issued, to its revocation.

1. Cautions or convictions recorded since the submission of the application form for this Licence shall be reported to the Council within seven days in writing by emailing [licensing@basildon.gov.uk](mailto:licensing@basildon.gov.uk)
2. Any arrest(s) recorded since the submission of the application form for this Licence shall be reported to the Council immediately or within 48 hours in writing by emailing [licensing@basildon.gov.uk](mailto:licensing@basildon.gov.uk)

Please contact the licensing office on 01268 206925 to make an appointment to submit an application.