

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.

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.

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.
- (c) 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).
- (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.
- (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 10. 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.
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.

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

Revised November 2017

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
1 year£220.00
3 year£290.00

Are you planning to work for a particular circuit? **YES/NO** Name of Circuit:

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? **YES/NO** If Yes, please provide details.

Have you previously held a Hackney Carriage and/or Private Hire Driver's Licence issued by Basildon Council or another Local Authority? **YES NO** If Yes, please provide details of expiry date.

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 10 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)**

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 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?

Do you have a medical condition that would prevent you from undertaking the handling of a passenger in a wheelchair? **YES*/NO**

***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.**

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.

I have read the standards printed overleaf and understand them.

Signature: Date:

