

## APPLICATION FOR A HACKNEY CARRIAGE AND PRIVATE HIRE DRIVER'S LICENCE

**All questions must be answered unless specified. Please use BLOCK CAPITALS.  
All pages of this application form must be submitted to the Licensing Department.**

The Council has published a statement of policy about the relevance of convictions which is available at [www.valeofglamorgan.gov.uk](http://www.valeofglamorgan.gov.uk) or as a hard copy from the Licensing Section. You should read this document before completing every application.

Mae'r ffurflen hon hefyd ar gael yn Gymraeg / This form is also available in Welsh

<b>ONE YEAR LICENCE</b>	Please Tick [ <input type="checkbox"/> ]	<b>THREE YEAR LICENCE</b>	Please Tick [ <input type="checkbox"/> ]
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<b>DVLA DRIVER CHECK CODE</b>	
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*Please write the code in the box **exactly** as you see it on your screen, or as it has been relayed to you by the DVLA over the phone ensuring **correct use of capital or lower case letters**.*

<b>FULL NAME</b>	
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<b>MAIN RESIDENTIAL ADDRESS</b>	
<b>POSTCODE</b>	

Please tick as applicable:	
<b>GRANT</b> [ <input type="checkbox"/> ]	<b>RENEWAL</b> [ <input type="checkbox"/> ]

1. Date of Birth

2. Nationality

3. Are you permitted to work in the U.K?

4. National Insurance Number

5. Details of current DVLA Driving Licence

<b>GRANT APPLICANTS ONLY</b>	
Date you obtained a full DVLA driving licence.	
6. Details of any Current/Pending Endorsements	

7. Right to Work in UK

Country of Birth:	
Nationality:	

(EU Citizens) EU Settlement Scheme Share Code:

*[Continued Overleaf]*

8. Give name and address of person or company for whom you drive or intend to drive a licensed vehicle	
<b>PLEASE NOTE: FAILURE TO STATE <u>ALL</u> CONVICTIONS/CAUTIONS/WARNINGS/PENALTY NOTICES MAY RESULT IN YOU HAVING TO ATTEND A COMMITTEE HEARING WHERE AN EXPLANATION WILL BE REQUIRED.</b>	
<b>COMPLETE QUESTIONS 9a OR 9b and 9c – Use additional sheet if required</b>	

**NEW APPLICANTS ONLY**

<p><b>9a. The Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 2002 requires that you disclose all previous convictions, cautions, fixed penalty notices, warnings and/or other penalty notices regardless of whether they are deemed spent or not and regardless of the age of the conviction.</b></p> <p><b>By writing <u>NONE</u> I confirm that I have no convictions/cautions/warnings/ fixed penalty notices to declare.</b></p>	<p><b>Please ensure you have read the notes in the attached box before answering.</b> Enter <u>any</u> convictions here.</p>
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**RENEWAL APPLICANTS ONLY**

<p><b>9b. Have you been cautioned/convicted of any motoring offence, any offence involving dishonesty, indecency, violence, drink or drugs, received any Fixed Penalty notices or any type of penalty notice <u>since your last application</u>?</b></p> <p><b>By writing <u>NONE</u> I confirm that I have no convictions/cautions/warnings/ fixed penalty notices to declare.</b></p>	<p><b>Please ensure you have read the notes in the attached box before answering.</b> Enter <u>any</u> convictions here.</p>
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*[Continued Overleaf]*

<p><b>9c. Has there been any change in your medical condition since your last application?</b> No <input type="checkbox"/> Yes <input type="checkbox"/> If yes, please provide details</p>
<p><b>DETAILS</b></p>

**ALL APPLICANTS - ANSWER YES OR NO**

<p>10. Are there any Court proceedings pending against you? No <input type="checkbox"/> Yes <input type="checkbox"/> If yes, please provide details</p>
<p><b>DETAILS</b></p>

<p>11. Have you previously held or do you currently hold a Hackney Carriage and Private Hire Driver's Licence issued by <b>this</b> authority? No <input type="checkbox"/> Yes <input type="checkbox"/> If yes, please provide details</p>
<p><b>DETAILS (including licence/badge number/dates)</b></p>

<p>12. Have you previously held or do you currently hold a Hackney Carriage and Private Hire Driver's Licence issued by <b>any other</b> authority? No <input type="checkbox"/> Yes <input type="checkbox"/> If yes, please provide details</p>
<p><b>DETAILS (including licence/badge number/dates)</b></p>

<p>13. Has any Hackney Carriage and Private Hire Driver's Licence held ever been suspended or revoked by this or any other authority? No <input type="checkbox"/> Yes <input type="checkbox"/> If yes, please provide details</p>
<p><b>DETAILS:</b></p>

*[Continued Overleaf]*

**14. Tax Checks**

The Finance Act 2021 introduced tax checks as part of applications to renew licences for taxi and private hire drivers and private hire operators.

**This section is only applicable if you are making an application on or after 4 April 2022, and if you are doing any of the following:**

- renewing a licence; or
- applying for the same type of licence you previously held, that ceased being valid less than a year ago; or
- applying for the same type of licence you already hold with another licensing authority

**Please see declaration below.**

<b>Tax Check Code</b>									
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**Declaration -Tax Check**

The Finance Act 2021 introduced tax checks as part of applications to renew licences for taxi and private hire drivers and private hire operators.

I confirm that I have read the [guidance](#) by HMRC on registering my tax check.

By providing my HMRC tax check code I am consenting to the Council confirming with HMRC that I have carried out a tax check.

I understand that I will not be granted a licence if I do not provide a tax check code.

**DECLARATION**

**I declare to the best of my knowledge and belief that I have disclosed all previous Convictions, Cautions, Fixed Penalty Notices, Warnings and/or any other Penalty Notices, regardless of whether they are deemed spent and regardless of the age of the conviction. OR if a renewal applicant, any disclosures since my last application.**

**I declare to the best of my knowledge and belief the above information is correct. I understand that if I knowingly or recklessly make a false statement or omission I render myself liable to prosecution and my licence may be suspended or revoked.**

**I have read the Standard/Enhanced Check Privacy Policy for applicants <https://www.gov.uk/government/publications/dbs-privacy-policies>**

**and I understand how the Disclosure and Barring Service (DBS) will process my personal data and the options available to me for submitting an application. I understand that the certificate will be sent to my home address and it is my responsibility to bring the original to the Council when I receive it. This will apply to all new Grant applications and some Renewal applications where we need to view the certificate.**

*[Continued Overleaf]*

**Data Protection Act 2018 and Privacy Notice**

With regard to the Data Protection Act 2018, the Council has a duty to protect the public funds it administers, and to this end may use the information that you provided in respect of your licensing application and the data held within the authority for the prevention and detection of fraud. Where required, it may also share this information with other bodies administering public funds and other organisations solely for these purposes. Under Article 6(1)(e) of the GDPR, we are permitted to use data for our tasks.

Any data supplied by you on this form will be processed in accordance with Data Protection Act requirements and in supplying it you consent to the Council processing the data for the purpose for which it is supplied. All personal information provided will be treated in the strictest confidence and will only be used by the Council or disclosed to others for a purpose permitted by law. Visit [www.valeofglamorgan.gov.uk](http://www.valeofglamorgan.gov.uk)  
<https://www.valeofglamorgan.gov.uk/Documents/Working/Public-Notices/Fair-Processing-Notice-Licensing.pdf>

**NR3 National Register of Refusals and Revocations**

When we receive an application for a licence, we will check the applicant's details on the register to confirm that there is no record of them having being revoked or refused elsewhere.

The licensing authority will add basic details about drivers when we refuse an application or revoke their licence. The details contained on the register are limited to information that will help to identify an individual to a certain degree of accuracy. The register does not include any information about why an application was refused or a why a licence was revoked. For more information please see:

<https://www.valeofglamorgan.gov.uk/Documents/Working/Licensing/National-Register-of-Taxi-Licence-Revocations-and-Refusals-NR3-Policy-English.pdf>

Signature		Print Name	
Landline telephone No.		Mobile No.	
Email Address		Date	

All applicants are required to:

Submit a Disclosure Barring Service (DBS) check in respect of their first application and every three years thereafter.

Produce a medical certificate (required if applying for the first time, after their 45<sup>th</sup>, 50<sup>th</sup>, 55<sup>th</sup>, 60<sup>th</sup> or 65<sup>th</sup> birthday, then annually after age 65) signed by a registered general practitioner to the effect that you are physically fit to be a driver of a Hackney Carriage or Private Hire Vehicle. You should inform your GP that this authority requires taxi drivers to meet the DVLA Group 2 standard of fitness. You are required to meet the cost of any certificate or examination.

*[Continued Overleaf]*

Produce their DVLA driving licence for inspection. No taxi licence will be issued without proof of a current DVLA licence. The licence must show the same address as stated in the application form. In addition, applicants must provide the DVLA 'Check Code' authorisation for the Council to access your driving record.

Pass a Knowledge Test prior to the first grant of a licence.

Any queries please email the Licensing Section via [licensing@valeofglamorgan.gov.uk](mailto:licensing@valeofglamorgan.gov.uk) or telephone (01446) 709105.