



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

RENEWAL ☐

GRANT ☐

LICENCE NUMBER \_\_\_\_\_

PERSONAL			
TITLE	MR / MRS / MISS / MS	SURNAME	
FORENAME		KNOWN AS	
ANY PREVIOUS NAMES			
DATE OF BIRTH		N.I. NUMBER	
CURRENT ADDRESS			
		POSTCODE	
HAVE YOU LIVED AT THIS ADDRESS FOR THE PAST 5 YEARS?		Yes	No
		If you have answered 'no', please provide a 5 year address history on page 4 of this application	
HOME PHONE		MOBILE NUMBER	
EMAIL ADDRESS			
ARE YOU A FULL TIME STUDENT?	Yes No	IF 'YES', HOW MANY HOURS DO YOU WORK?	
NATIONALITY	You will be required to provide proof of eligibility to work in the UK e.g. European Economic Area Passport or Biometric Residents Card		

LICENCE	
How many years have you had a full UK, European Community or European Economic Area licence to drive a motorcar?  <b>Your current driving licence photo card MUST accompany this application</b>	Years: Months:
	Driver No:
	Issue Date:
	Expiry Date:

OPERATOR'S DETAILS			
Name and address of the hackney carriage/private hire operator for whom you drive or propose to drive			
<b>Renewals Only</b> I certify that the attached is a true photocopy of the applicant's driving licence		Yes	No
All Applications Operator's signature:		Operator's licence number:	

## DECLARATION OF CONVICTIONS

**Section A – please complete ALL of this section. If you answer ‘yes’ to any questions, please give details in Section B and continue on page 4 of this application if necessary.**

**Please note:** private hire and hackney carriage drivers are not subject to the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 2002. This means **ALL** convictions or cautions must be declared irrespective of if they could normally be regarded as spent.

**Have you ever received a conviction for ANY offence?**

*If you have ticked ‘yes’ you must give full details of ALL of your convictions, whether spent or not, in Section B.*

☐ Yes ☐ No

**Have you ever been cautioned by the Police for ANY reason?**

*If you have ticked ‘yes’ you must give full details in Section B*

☐ Yes ☐ No

**Do you have ANY unspent traffic convictions?**

*If you have ticked ‘yes’ you must give full details of ALL of your convictions, whether spent or not, in Section B*

☐ Yes ☐ No

**Do you have ANY pending matters for which you are currently being investigated, for example, by the police or other enforcement agency? (including traffic offences)**

*If you have ticked ‘yes’ you must give full details in Section B*

☐ Yes ☐ No

**Do you have ANY convictions or pending matters in any other country?**

*If you have ticked ‘yes’ you must give full details in Section B*

☐ Yes ☐ No

**Section B – please complete this section if you have answered ‘yes’ to ANY questions in section A**

**IMPORTANT:** It is an offence under Section 57(3) of the Local Government (Miscellaneous Provisions) Act 1976 for any person to knowingly or recklessly make a false statement or omit any material particulars in giving the required information.

### Convictions, Cautions and Pending Matters being Investigated (INCLUDING Motoring and Criminal)

Date Convicted	Type of Conviction (Criminal, Motoring, Caution or Pending Matter)	Court or Police	Offence or Pending Matter	Penalty
Eg. 28.02.13	Eg. Motoring or conviction	Eg.1733 or M/C	Eg. IN10 Driving without insurance	Eg.£500 fine and 6 points

If necessary, please continue on page 4 of this application.

**I list here details of ALL convictions and cautions I have ever received. I also list full details of any offences for which I am currently being prosecuted or other matters for which I am being investigated.**

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### Licence History

Have you previously been issued with a hackney carriage or private hire vehicle driver's licence? If so, state when and by which authority:	Authority _____ Dates from and to _____ Badge Number _____
Have you ever had an application for a hackney carriage or private hire drivers licence <b>refused</b> by any council?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Date of application:	Council applied to: Reason for refusal:
Have you ever had a hackney carriage or private hire drivers licence <b>revoked or suspended</b> by any council?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Date of application:	Council applied to: Reason for refusal:

**DECLARATION**  
(to be completed by EVERY applicant)

In signing this application I hereby declare that:

- I apply for a licence to act as a joint driver within the Dover District Council area
- I have read and understood the Hackney Carriage and Private Hire Licensing Policy
- to the best of my knowledge and belief the answers given on this form are true in every respect
- I am in possession of an up to date medical certificate and am fit to drive
- I am in possession of an up to date CRB/DBS certificate
- I have paid the appropriate fee
- I give Dover District Council permission to make enquiries with DVLA to verify my driving record and authorise DVLA to disclose this information to Dover District Council.

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. For further information, see <http://www.dover.gov.uk/Corporate-Information/Audit/Fair-Processing-Notice.aspx> or contact [corporateservices@dover.gov.uk](mailto:corporateservices@dover.gov.uk)

Checklist	Please tick yes
Application signed by operator	<input type="checkbox"/>
Driving licence enclosed (copies may be accepted)	<input type="checkbox"/>
DVLA mandate completed and enclosed	<input type="checkbox"/>
Right to work documentation enclosed (see list)	<input type="checkbox"/>
If you have lived outside the UK within the last 5 years a certificate of good conduct has been obtained from the police at each place of residence and is enclosed	<input type="checkbox"/>
Payment made (£279.00 renewal £293.00 new application)	<input type="checkbox"/>
I hold or enclose current CRB/DBS certificate	<input type="checkbox"/>
I hold or enclose current medical certificate	<input type="checkbox"/>
I enclose a photograph	<input type="checkbox"/>
I understand that if I do not comply with the above requirements my application will be rejected	<input type="checkbox"/>

Signature:		Date:	
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**NOTE:** Any person who knowingly or recklessly makes a false statement or omits any material particular in giving the required information shall be guilty of an offence under Section 57(3) of the Local Government (Miscellaneous Provisions) Act 1976, and shall be liable on summary conviction to a fine not exceeding £1,000.

**FOR OFFICE USE ONLY**

	GRANT			RENEWAL	
Fee	3 year £293 <input type="checkbox"/> 1 year £124 <input type="checkbox"/>		Receipt no:	3 year £279 <input type="checkbox"/> 1 year £110 <input type="checkbox"/>	Receipt no:
1 year approved					
Driver licence checked					
Medical expiry					
DBS certificate checked	Checked:	Expiry:		Checked:	Expiry:
DBS list checked					
Mandate	Sent:	Received:	Expiry:	Received:	Expiry:
Right to work in UK					
Practical driving test					
Knowledge test					
Photographs					
Declaration completed and signed by applicant					

Licensing Officer's signature:		Date:	
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**ADDRESS HISTORY**  
**(continuation sheet)**

<b>Dates to and from</b>	<b>Address</b>

**DECLARATION OF CONVICTIONS, CAUTIONS AND PENDING MATTERS**  
**(continuation sheet)**


## NOTES ON LICENSING OF HACKNEY CARRIAGE/PRIVATE HIRE DRIVERS

### 1. **QUALIFICATIONS**

Applicants shall hold a full driving licence issued in the UK, the European Community (EC) or one of the other countries in the European Economic Area (EEA). In addition any applicants who hold a EC/EEA driving licence shall also have a GB counterpart document.

Applicants shall have held a UK, EC or EEA driving licence for a least 12 months and be aged 18 years or over.

All applicants **must** provide a minimum of 5 years address history. If an applicant has lived outside of the UK for any part of the previous 5 years then Certificates of Good Conduct must be obtained from the Police at each place of residence detailing any driving or criminal convictions. Certificates must be translated into English at the applicant's expense and must also be verified as genuine by the relevant embassy in the UK for the country of origin.

All applicants must make a declaration that they have a statutory right to work in the UK. Any applicant that has a limited right to work will not be issued a driver licence for a period longer than that limited period. Checks will be made with partner agencies including the UK Border Agency and HMRC. Students from overseas are advised that they are not currently able to work as self-employed drivers and must therefore be employed. They must also not work for more than 20 hours per week.

### 2. **REHABILITATION OF OFFENDERS**

The Rehabilitation of Offenders Act does **NOT** apply to hackney carriage/private hire drivers and so an applicant **MUST** disclose **ALL** convictions and cautions for **ANY** offences, however old.

An enhanced Disclosure & Barring Service (DBS) check must be obtained. If your application/disclosure shows relevant convictions then you may be referred to the Regulatory Committee of the Council for a decision on whether a licence can be granted.

### 3. **DRIVER RECORD CHECKS**

All applicants will be required to provide their driving licence for inspection. A check will be made with the DVLA regarding the validity of the driving licence presented and any outstanding convictions and penalty points. A charge will normally be made for this service and all fees must be met by the applicant.

### 4. **FEES**

All fees must be paid in full before any application will be processed.

### 5. **IDENTITY CARD**

A driver badge will be issued which shall remain the property of the Authority and must be surrendered if the driver licence is suspended or revoked by the Authority. The badge shall be displayed on the driver's person at all times they are acting as a licensed driver.

### 6. **MEDICAL CERTIFICATE**

Applicants must produce upon request a certificate from a registered medical practitioner or doctor, in prescribed form, certifying their fitness to act as a hackney carriage/private hire driver:-

- (i) upon initial application;
- (ii) every 5 years thereafter until the age of 55 years;
- (iii) then every 3 years up to the age of 61 years;
- (iv) every 12 months thereafter.

The applicant is responsible for payment of any fee charged by the medical practitioner or doctor.

The Authority requires Group 2 Standards of Medical Fitness (as applied by the DVLA to the licensing of lorry and bus drivers) as the appropriate standard for licensed hackney carriage and private hire drivers.

Licence holders must advise the Authority, in writing and without delay, of any deterioration in their health that may affect their driving capabilities.

Where there is any doubt as to the medical fitness of the applicant the Authority may require the applicant to undergo, and pay for, a further medical examination by a medical practitioner or doctor appointed by the Authority.

## **7. BYELAWS**

Hackney carriage byelaws are in force in the controlled district of Dover District Council. They impose requirements in addition to the main legislation. Copies may be obtained from the Licensing Section. A small charge may be made.

## **8. RENEWALS**

Applicants renewing joint hackney carriage and private hire driver's licences, who are working for a company, may provide a photocopy of the DVLA driver's licence/photo card that has been certified by the holder of the operator's licence as being a true copy. **Individual drivers/operators cannot use this facility.**

## **9. NEW APPLICANTS FOR A DRIVER'S LICENCE ARE ALSO REQUIRED TO:**

### **9.1 UNDERTAKE A COMMUNICATION TEST AND LOCAL KNOWLEDGE TEST**

- The communications test must be passed before the local knowledge test can be taken
- The communication test aims to ascertain the applicants understanding of the English language and basic mathematics
- Only 4 attempts are allowed for each test. After 4 failures the driver must allow 2 months to elapse from the date of the fourth failure before a further attempt can be made
- The local knowledge test is written and aims to ascertain the applicants knowledge of locations of places of interest and routes
- A pass mark of 90% is required otherwise the test must be re-taken and a further fee payable.

### **9.2 PRACTICAL DRIVING ASSESMENT**

All new drivers are required to pass an approved driving assessment for hackney carriage and private hire drivers as part of the application process.

Applicants who have considerable relevant experience or alternative qualifications may apply, in writing, to have these taken into consideration in lieu of the assessment requirements. Each application will be considered on its own merits and a refusal to approve an application to have this requirement waived may be appealed to the Regulatory Committee for consideration.

### **9.3 MEDICAL**

Holders of Public Service Vehicle (PSV) and/or Heavy Goods Vehicle (HGV) Licences, where the holder is able to produce proof of current medical examination less than 3 months old, are not required to undergo a medical examination on first application.

## **10. RIGHT OF APPEAL**

Any person aggrieved by the refusal of the Council to grant a licence to drive a hackney carriage and/or private hire vehicle may appeal to a Magistrates' Court. There is also a right of appeal against any conditions attached to the grant of a driver's licence.

Applications for licences are to be sent to:

Licensing Section

Dover District Council

White Cliffs Business Park

Dover

Kent. CT16 3PJ

Telephone: 01304 872295

Email: [Licensing@dover.gov.uk](mailto:Licensing@dover.gov.uk)

***Dover District Council is a data controller under GDPR, your attention is drawn to our Corporate Privacy Notice at <https://www.dover.gov.uk/privacy>. This explains how we will use and share your personal information and protect your privacy and rights.***