# Application for Renewal

# Hackney Carriage and Private Hire Vehicle Driver’s licence

## Town Police Clauses Act 1847

**Local Government (Miscellaneous Provisions) Act 1976**

### Please read the notes before completing the form

1. Surname (Mr,Mrs,Ms, Miss,Other)

Forenames (in full)

Address

Postcode Tel No

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Country of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Nationality: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EU Settlement Scheme Share Code (EU Citizens): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you have the right to live and work in the UK? Yes/No \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Name of Vehicle owner/operator

(A) If part-time, state name of present employer, nature of employment, details of any driving duties

4. Licence/Badge No.

5. I declare that there has/has\* not been a change in my medical condition since the date of the last renewal of my licence. (\*Delete as appropriate)(Provide details on page 6 of this form if there has been a change).

6. Will you be employed on school/social service or private contracts where you will be working with children or have regular contact with vulnerable adults? Yes/No

7. Do you hold Hackney Carriage/Private Hire driver licences with any other Council? (Please provide Council details and licence number)

|  |
| --- |
|  |

8. If you have been refused a Hackney Carriage/Private hire licence, please provide details

|  |
| --- |
|  |

This authority is under a duty to protect the public funds it administers, and to this end may use the information you provide on your application 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. We may also share your information with other Council departments and regulatory bodies for the purposes of ensuring public safety and public health. Any information you provide will be used in accordance with the Data Protection Act 1998. For further information on the Council’s privacy notice, see www.bridgend.gov.uk and select ‘Data Protection’ on the A-Z of services

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. [NR3](https://www.bridgend.gov.uk/business/licensing/taxi-licences/)

Guidance on Determining the Suitability of Applicants and Licensees in the Hackney and Private Hire Trades

The Council has published guidance about the relevance of convictions which is available at [Guidance](https://www.bridgend.gov.uk/business/licensing/taxi-licences/) You must read this document before completing your application.

When submitting an application for a licence to drive a hackney carriage you are requested to declare all convictions. The Rehabilitation of Offenders Act 1974 (Exemption) (Amendment) Order 2002 came into force on 28 February 2002 and made taxi drivers an excepted occupation under Part 1 of Schedule 1 of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. This Order means that previous convictions are not to be treated as rehabilitated under the 1974 Act and a licensing authority is permitted to ask an applicant for details of any convictions which, otherwise, would be considered spent. The information you give will be treated in confidence and will only be taken into account in relation to your application.

You should note that any failure to disclose or attempt to mislead is an offence and may result in prosecution. The licensing authority may also require you to consent to undertake a Disclosure and Barring Service (DBS) check at Enhanced level. Information received from the DBS will be kept in strict confidence while the licensing process takes its course and will be managed in accordance with the Council’s policy. If you would like to discuss what effect a conviction might have on your application for renewal you may telephone the Licensing Department in confidence on 01656 643643 or take separate legal advice.

Details Of Any Motoring Convictions (Within The Last FiveYears) Or Pending Proceedings. If “None” Please State “None”.

Date Of Conviction Offence Fine Sentence/Penalty

1.­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Details Of All Other Cautions, Convictions, Fixed Penalty Notices (Within The Last Five Years) Or Pending Proceedings. If “None”, Please State “None”.

Date Offence Fine Sentence/Penalty

1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tax Checks

**This section is only applicable if you are making an application on or after 4 April 2022**

The Finance Act 2021 introduced tax checks as part of applications to renew licences for taxi and private hire drivers and private hire operators. You will not be granted a licence if you do not provide a taxi check code.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Tax Check Code |  |  |  |  |  |  |  |  |  |

Declaration

I confirm that I have read the [guidance](https://www.gov.uk/guidance/changes-for-taxi-private-hire-or-scrap-metal-licence-applications-from-april-2022) 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 declare that all the statements made in this application form are true to the best of my knowledge and belief. (NOTE: It is an offence if any person knowingly or recklessly makes a false statement or omits any material particular in giving information making that person liable to a fine).

Signed Dated:

# Cheques made payable to: Bridgend County Borough Council (BCBC): A receipt will be issued

# Notes

1 If you require help with completing this form, or require a different format, please contact us on 01656 643643. You are entitled to representation and/or assistance at any time during the renewal process, either by a solicitor, trade association or any other person of your choice.

2 You must complete all parts of the renewal form and authorisation to undertake a check of criminal convictions, (if applicable) and pay the fee (please refer to fees list or telephone the Licensing Section on 01656 643643).A full application for renewal may consist of the application form, the Disclosure and Barring Service check and fee, and a satisfactory medical certificate (if applicable).If you have any doubts about your ability to meet the medical standards, consult your doctor BEFORE you make an application for renewal and BEFORE you arrange for the medical certificate form to be completed. Bridgend County Borough Council requires applicants to meet Group 2 medical standards. If you have a medical condition which may cause problems for road safety and taxi driving you should discuss this with your doctor. This may include neurological disorders such as epilepsy/seizure or loss of consciousness, or disabling giddiness; cardiovascular disorders; insulin treated diabetes or diabetic complications; psychiatric disorders; drugs and alcohol misuse and dependency; visual disorders; renal disorders; respiratory and sleep disorders; difficulty communicating by telephone in an emergency. Your doctor should be aware that the Council requires taxi drivers to meet the Group 2 medical standards applicable to bus and lorry drivers.

3 Bridgend County Borough Council has no responsibility for the payment of medical or other fees if you decide to proceed with your application for renewal and it is subsequently refused.

4 You must produce your driving licence for examination and copying. If the licence is damaged, defaced or does not show your current address, we will make further checks with the DVLA. You will be responsible for paying any additional fees.

5 You will be informed whether your licence can be renewed automatically, or whether your case has to be referred to a meeting of the Licensing Sub-Committee. The Licensing Sub-Committee consists of County Borough Councillors who will determine your application for renewal based on the criteria of whether you are a fit and proper person to hold a licence. Any medical matters or convictions may also be referred to the Sub-Committee. You will be notified of the date of this meeting, and you may be accompanied (see note 1). You will receive a letter explaining the decision of the Sub-Committee and how to appeal against a decision if you are dissatisfied.

1. The Council cannot accept any responsibility for loss of earnings if you fail to renew your licence in good time. The Council recommends that you make application for renewal no later than one month before the expiry date of the licence.

7 Existing taxi drivers who fail to submit an application for renewal prior to the expiry date but who subsequently wish to re-apply may be entitled to “grandfather rights” and therefore exempted from the requirement to sit for the Knowledge Test on application. This exemption may only apply if an application is submitted within six months of the expiry date. Applicants in this category will be required to comply with the remaining pre-licensing checks.

The current requirements for a Disclosure and Barring Certificate are on the grant of a licence and every three years thereafter. The current requirements for production of a medical certificate are on the grant of a licence, on the first renewal after the age of 45, then every five years between the ages of 45 and 65 and every year after the age of 65 years. Please be aware, however, that an applicant for the renewal of a licence may be asked to provide such other information as may be required by the Council at the time the application is made.

Bridgend County Borough Council Licensing Section

Civic Offices

Angel Street, Bridgend, CF31 4WB licensing@bridgend.gov.uk

Details Of Change To Current Medical Condition

Brief details of change to medical condition

Date of Change

Doctor or Medical Practitioner dealing with case

Address and contact details of General Practitioner

I declare that the above details are true to the best of my knowledge and I hereby give consent to the Bridgend County Borough Council contacting my doctor or consultant to seek details on how this may affect my fitness to act as a taxi driver. I understand that this information will be treated in confidence and will only be disclosed to those persons involved in the decision making process.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4/3/2022