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# Application for Grant of Hackney Carriage & Private Hire Vehicle Driver’s Licence

## Town Police Clauses Act 1847

Local Government (Miscellaneous Provisions) Act 1976

### Please read the notes before completing this form

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

Forenames (in full)

Address

Post Code: Tel.No:

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

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 and Operator

(A) Please state if full or part-time driver

1. If part-time, state name of present employer, nature of employment, details of any driving duties

4. Please confirm date of full entitlement to drive commenced

5. 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? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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7. Have you ever been refused a Hackney Carriage/Private hire licence, if so please provide details

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The 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](http://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 should 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 will 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.

Details of any motoring convictions or pending proceedings. If “None” please state “None”.

Date of Conviction Offence Fine Sentence/Penalty

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Details of all other cautions, convictions or pending proceedings or fixed penalty notices. If “None”, please state “None”.

Date of Cautions/Convictions Offence Fine Sentence/Penalty

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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.**

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

**Declaration**

**Tax Check (where applicable)**

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

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

# For Office Use Only

Paid Receipt No. Expiry Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

New Applicants: Please note the following:

1 You are required to make an appointment to submit the application form. Please telephone the Licensing Section 01656 643643 or email [licensing@bridgend.gov.uk](mailto:licensing@bridgend.gov.uk) to arrange an appointment. Special arrangements will be made to assist non UK residents.

2 Assistance is available on completing this form, or if you require a different format, please ask a Licensing Assistant for help. You are entitled to representation and/or assistance at any time during the application process, either by a solicitor, trade association or any other person of your choice (N.B. assistance is **not** permitted during the Knowledge Test).

3 At the appointment you will be required to submit the completed application form, pay the full fee (Please refer to fees list or telephone the Licensing Section on 01656 643643), produce your driving licence (please refer to notes 4 and 5), produce identification in order to complete the criminal records application form (please refer to the identification lists enclosed with the application pack), complete an identity check (please refer to note 10), satisfy the Council that you are entitled to reside and work in the United Kingdom (i.e. production of passport).

4 Applicants must satisfy the current requirements relating to driving in the United Kingdom under a EU/EEA licence.

5 You must provide details of your DVLA licence and provide a check code to the Council to allow your licence details to be verified. You must have held a licence (not being a provisional) for the 12 months immediately prior to the date of application, granted under Part III of the Road Traffic Act 1972 (as amended).

6 Upon receipt of the criminal records check and examination of your driving licence, your application will be assessed as to whether your licence can be issued 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, based on the criteria of whether you are a fit and proper person to hold a licence. Any medical matters or convictions can be referred to the Sub-Committee. You will be notified of the date of this meeting, and you may be accompanied. You will receive a letter explaining the decision of the Sub-Committee and how to appeal against a decision if you are dissatisfied.

7. Before a licence can be issued you will be required to submit a satisfactory medical certificate and pass the Council’s Knowledge Test. Successful completion of these requirements does not guarantee you a licence and you are advised to consider notes 6 and 8.

8 If you have doubts about your ability to meet the medical standards, consult your doctor before you make an application and before you arrange for the medical certificate form to be completed. Bridgend County Borough Council requires applicants to meet the DVLA 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 of the medical standards required for a Group 2 vehicle licence holder.

9 Upon notification from the Licensing Section that you will be granted a licence (which will be subject to submitting all documentation as listed above), you will be required to make an appointment with the Licensing Section to submit any outstanding documentation. Please telephone 01656 643643 or email [licensing@bridgend.gov.uk](mailto:licensing@bridgend.gov.uk) to make an appointment. At the appointment your photograph will be taken.

10 A licence will not be issued until details of a permanent United Kingdom address and acceptable photographic proof of identity such as a passport or driving licence have been provided to the Council and the applicant has attended the Civic Offices in person to complete the identity check.

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

The current requirements for a Disclosure and Barring Service check 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](mailto:licensing@bridgend.gov.uk)

4/3/2022