Driver Number: **DR**……(renewal only)

TOWN POLICE CLAUSES ACT 1847
LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976 part II
APPLICATION FOR RENEWAL HACKNEY CARRIAGE / PRIVATE HIRE DRIVER'S LICENCE

Please note - If you have allowed your hackney/private hire licence to expire your application for renewal will be rejected. You will be required to apply for a new licence as opposed to a renewal and will have to meet the requirements expected of a new applicant.

Name:	**Date of Birth:**
Address:	
	Postcode:
Tel No'	**E mail:**

I hereby apply to RUNNYMEDE BOROUGH COUNCIL to grant me a licence to drive :-
(tick as appropriate, incomplete forms will be rejected)

Private Hire Vehicles **ONLY** ☐ Hackney Carriage (includes Private Hire Vehicles) ☐

The following information is required under Section 57 of the Local Government (miscellaneous provisions) Act 1976. This gives Councils the power to require information to determine whether to grant a licence and whether to attach conditions. It is an offence under Section 57(3) of the Local Government (miscellaneous provisions) Act 1976 for a person to knowingly or recklessly make a false statement or to omit any material particulars in giving information under this section.

1	Do you have lawful immigration status in the UK? **All applicants <u>MUST</u> complete Condition 1 and 6 overleaf**	**YES / NO**
2	Are you the subject of an immigration condition that prevents you from holding a licence.	**YES / NO**
3	Since the issue of your most recent licence have you have been:	
(a)	Convicted of any offence in any part of the United Kingdom **OR** abroad This includes any motoring offence / disqualification from driving.	**YES / NO**
(b)	Given a simple caution by any police force in the United Kingdom for any matter.	**YES / NO**
(c)	Given a fixed penalty notice (FPN) for a motoring **OR** any other matter This includes any endorsements (points) on your DVLA driving licence.	**YES / NO**
(d)	Arrested on suspicion of committing any offence **OR** charged with any offence which is sexual in nature, dishonest, violent or motoring-related.	**YES / NO**
(e)	If you answered YES to any of the above, please give full details below. (use extra sheet of paper if necessary)	
4	Do you hold or have you previously held a hackney carriage or private hire driver's licence with another Council? If **YES**, please give name of Council:	**YES / NO**
5	Have you ever had an application for such licence refused, suspended or revoked? If **YES**, by which Council and when:	**YES / NO**
6	Are there any changes to your medical fitness that may affect your driving or ability to carry out your duties as a Hackney Carriage/Private Hire driver?	**YES / NO**
7	Which operator/company will you drive for?	

CONDITIONS OF APPLICATION

This application will only be considered as complete if: the correct fee has been paid, it is accompanied by 2 photographs, your DVLA access code, your Tax Conditionality check code and where applicable your DBS certificate and medical. Incomplete applications will not be accepted.

1. Licensing authorities have a legal duty not to issue operator or PHV or taxi driver's licences to people disqualified by their immigration status from holding them, in order to prevent illegal working in the private hire vehicle and taxi sector. Your right to work in the UK will be checked as part of your licensing renewal application, this will include the licensing authority checking your immigration status with the Home Office. You must therefore provide a document or document combination that is stipulated as being suitable for this check. The list of documents is set out on this form. You must bring the original document(s), such as a passport or biometric residence permit, so that the check can take place. The document(s) will be copied and the copy retained by the licensing authority. The original document will be returned to you.
   The easiest way to prove your right to work in the UK is a Home Office online right to work check (non-British and non-Irish citizens only) Prove your right to work to an employer: Get a share code online - GOV.UK

   Place Right to work Share code here:

   If there are restrictions on the length of time you may work in the UK, your licence will not be issued for any longer than this period. In such circumstances, the check will be repeated each time you apply to renew or extend your licence. If, during this period, you are disqualified from holding a licence because you have not complied with the UK's immigration laws, your licence will lapse and you must return it to the licensing authority, failure to do so is a criminal offence

2. **2 passport size photographs** (without sunglasses or headwear-unless these are necessary for religious or medical reasons) for inclusion on the driver's badge issued by the Council

3. **DVLA access code** - obtained from https://www.gov.uk/view-driving-licence the online DVLA Shared Driving Licence service to allow the licensing authority to check your driving record. The code will be in upper case and lower case, you must copy it exactly as given **here:**

   Place DVLA code here:

3. **Tax Conditionality** the Finance Act 2021 applies tax conditionality to licence applications for hackney carriage drivers and private hire drivers. As from 4 April 2022 this is a condition of licensing which places obligations on an applicant who wishes to renew a licence to carry out a tax check. The licensing authority will have to obtain confirmation from HMRC that the applicant has completed the check before being able to consider their renewed licence application.

   Tax Conditionality code here if applicable:

   If your licence is due for renewal you will need to complete a tax check if you are;

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

   You must carry out the tax check yourself. You cannot ask a tax agent or adviser to do this on your behalf. The tax check will ask questions about how you pay any tax that may be due on income you earn from your licensed trade. For information on how to complete a tax check please see;

   Complete a tax check for a taxi, private hire or scrap metal licence - GOV.UK (www.gov.uk)

   After you have completed the tax check you will be given a 9-character tax check code. You will need to give the code on your application to the licensing authority, so they can confirm you have carried out a tax check. Place the code exactly as given **here**:

You will not be granted a licence if you do not give a tax check code to your licensing authority.

4. **Your DBS certificate must comply with the requirements of Runnymede's Hackney Carriage and Private Hire Licensing Policy**. You must register with the DBS update service and maintain your update service subscription to allow the Council to make online checks.

5. **You must have a valid current Medical** which shows you meet DVLA group 2 standards You must produce this with this application if your medical is due. Medicals are due; at age 45 and thereafter every five years until the age of 65. At age 65 and thereafter on an annual basis.
The licensing authority requires licence holders to advise it, within 7 days, of any change and/or deterioration to their health or medical status that may affect either their driving capabilities and/or their ability to perform the duties of a licensed driver.

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Your licence renewal may be refused if your DBS and/or Medical are not up to date in accordance with the requirements of Runnymede's Hackney Carriage and Private Hire Licensing Policy.

National Register of Taxi Licence. Refusals, Suspensions and Revocations (NR3S)
The licensing authority provides information to the National Register. Where a hackney carriage/ PHV licence is revoked, suspended or an application for one refused, the authority will automatically record this decision on NR3S. All applications for a new licence or licence renewal will automatically be checked on NR3S.

Data Protection and Privacy

Any data supplied by you on this form will be processed in accordance with the General Data Protection Regulations; in supplying it you consent to the Council processing the data for the purpose 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. Medical reports may be shared with our medical advisor for the purposes of obtaining their opinion as to whether we should issue you with a licence. Data is deleted in accordance with our data retention policy.

The Council may be statutorily required to supply any information you provide, to other bodies exercising functions of a public nature, for the prevention and detection of fraud.

We are committed to protecting your privacy when you use our services, the privacy policy explains how we use information about you and how we protect your privacy, this is published on our web site
https://www.runnymede.gov.uk/council-local-democracy/privacy-statement/4

A DBS code of practice exists to govern the disclosure of information by registered bodies:
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/474742/Code_of_Practice_for_Disclosure_and_Barring_Service_Nov_15.pdf

HMRC has powers to obtain information from licensing authorities:
'Schedule 23 to Finance Act 2011 (Data Gathering Powers) and Schedule 36 to Finance Act 2008 (Information and Inspection Powers), grant HMRC powers to obtain relevant information from third parties. This includes licensing bodies being required to provide information about licence applicants.'

Applicants MUST sign and date the below Declaration

DECLARATION

I certify that the information provided on this form is correct. I understand that it is a criminal offence to state anything in this application which is false or which I do not believe to be accurate or true.

I confirm that I am aware of the content of HMRC guidance relating to my tax registration obligations.

Work Area Declaration

I confirm that I intend to work predominantly within the Runnymede Borough area.

I have read and understand the Runnymede Bylaws / requirements and conditions in relation to Hackney Carriage / Private Hire driver's licences and agree to abide by them.

Signed: Dated

Annex A: Lists of acceptable documents for manual right to work checks

1. A passport (current or expired) showing the holder is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.
2. A passport or passport card3 (in either case, whether current or expired) showing that the holder is an Irish citizen.
3. A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man, which has been verified as valid by the Home Office Employer Checking Service, showing that the holder has been granted unlimited leave to enter or remain under Appendix EU(J) to the Jersey Immigration Rules, Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 or Appendix EU to the Isle of Man Immigration Rules.
4. A current passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
5. A current Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.
6. A birth or adoption certificate issued in the UK, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.
7. A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.
8. A certificate of registration or naturalisation as a British citizen, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.

List B: documents where a time-limited statutory excuse lasts until the expiry date of permission to enter or permission to stay

1. A current passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question.
2. A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man, which has been verified as valid by the Home Office Employer Checking Service, showing that the holder has been granted limited leave to enter or remain under Appendix EU(J) to the Jersey Immigration Rules, Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 or Appendix EU to the Isle of Man Immigration Rules.
3. A current Immigration Status Document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK and is allowed to do the type of work in question, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer. Employer's guide to right to work checks: 26 June 2025 (accessible) - GOV.UK