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

Name:	**Date of Birth:**
Address:	
	Postcode:
Tel No'	**Email:**

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	Have you ever 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 here:	**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	Which operator or company will you drive for?	

CONDITIONS OF APPLICATION

This application will only be considered as complete if the correct fee has been paid and the following documents are included with this application form. 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 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. An applicant must produce a Runnymede medical report form signed by a registered medical practitioner to the effect that he/she is physically fit to the DVLA specified group 2 standard to be the driver of a hackney carriage/private hire vehicle. This must be dated no more than 3 months from your application date. Please note that in accordance with Runnymede Councils Hackney Carriage and Private Hire Licensing Policy the examining Doctor must have access to your medical records. Such certificates are required to be produced on submission of a new HC or PHV driver licence application. In the event of a disability or medical condition which may affect an applicant's ability to drive being disclosed to the Council's licensing section whilst the grant of a licence is in force.

3. An applicant must produce for examination their current full UK driving licence (or equivalent) which must have been held for at least two years.

4. An applicant must produce their birth certificate and 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.

5. An applicant must be able to demonstrate that they possess a good working knowledge of the district of Runnymede and the Regulations covering the type of vehicle, or vehicles, for which the application is made. This will normally be by way of passing the Runnymede Knowledge test. If you were previously a driver, have previously passed the knowledge test and less than 12 calendar months have elapsed since you last held a licence this requirement will be waived.

5. An applicant must supply an up-to-date Enhanced Disclosure and Barring Service certificate.
   This must be obtained through Runnymede Borough Council as part of your application and no more than 3 months old. It is a requirement that you register for the DBS update service. Please note that failure to register for the update service may cause your licence to be suspended and you will have to carry out and pay for a further DBS check. For applicants who have been resident in a country other than the UK we will also require an equivalent DBS certificate from that country. This must be dated no more than 3 months from your application date. Please note - A criminal record will not necessarily be a bar to your application but will be considered in the decision-making process.

7. The applicant must supply a current valid DVLA access code obtained from the online DVLA Shared Driving Licence service https://www.gov.uk/view-driving-licence to allow the licensing authority to check your driving record. Note – these are valid for 21 days and will be in both upper case and lower case and you must copy it exactly as given.

   Place DVLA code here:

8 **Tax Conditionality** the Finance Act 2021 applies tax conditionality to licence applications for hackney carriage driver, private hire drivers and private hire vehicle operators. This is a condition of licensing which places obligations on applicants to provide confirmation that they are aware of the guidance about their tax obligations.

Tax Conditionality code here if applicable:

This application will not be considered as complete unless you confirm you have read the guidance. Please read the guidance and note that you will be asked to confirm you are aware of the guidance at the declaration on this form. Complete a tax check for a taxi, private hire or scrap metal licence - GOV.UK (www.gov.uk)

You will not be granted a licence if you do not confirm you have read the guidance

9. The applicant must have successfully completed Safeguarding / Prevention of Child Sexual Exploitation online training module and produced the pass certificate as part of this application.

10. The applicant must have completed Disability Awareness Training online training module and produced the completion certificate as part of this application.

11. It is important to recognise that there may be a delay between the time of your application being submitted and the time your licence is granted. If during the period between you applying for a licence and a licence being granted, you are convicted, cautioned or bound over for any CRIMINAL or MOTORING offences including disqualification from driving OR having points added to your licence OR are subject to any outstanding charges or summons then you must inform the licensing authority immediately. Failure to do so may result in your application being refused.

National Register of Taxi Licence. Refusals, Suspension and Revocations (NR3S)
The licensing authority provides information to the National Register of Taxi Licence. Refusals and Revocations (NR3S). Where a hackney carriage/ PHV licence is revoked or 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.'

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 (our) tax registration obligations.

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

Work Area Declaration - I confirm that I intend to work predominantly within the Runnymede Borough area.

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