

Licence or Badge no.: DR
For office use 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 submit an application for a new licence as opposed to a renewal. You will then be seen as a new applicant subject and will have to meet the requirements expected of a new applicant.

Name..... Driver Number.....

Tel home..... Tel mobile.....

Address.....

Postcode 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. **YES / NO**
2. Are you the subject of an immigration condition that prevents you from holding a licence. **YES / NO**
3. Have you been convicted, cautioned or bound over for any **CRIMINAL** or **MOTORING OFFENCES** including disqualification from driving, which have not been previously disclosed to Runnymede Borough Council. **YES / NO**
4. Are you subject to any outstanding charges or summons. **YES / NO**

If you answered YES to either 3 or 4 of the above, please give full details below:-
(use extra sheet of paper if necessary)

Offence and Court date

Court (if applicable)

Penalty:

5. 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**
6. Have you ever had an application for such licence refused suspended or revoked? If so, by which Council and when. **YES / NO**
7. Will driving a hackney carriage or private hire vehicle be your only employment? If NO, please state the nature of your usual employment, together with total working hours per week. **YES / NO**
8. 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**
9. Which operator/company will you drive for?

Runnymede Borough Council, Civic Centre, Station Road, Addlestone, Surrey, KT15 2AH
Tel: 01932 425711 Fax: 01932 838384 www.runnymede.gov.uk

CONDITIONS OF APPLICATION

This application will only be considered as complete if accompanied by the following documents and the correct fee. Incomplete applications will be refused.

1. **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
2. **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**:

Please note that when renewing your driver's licence it is your responsibility to ensure that you have

:

1. **An up to date Disclosure and Barring Service** For any DBS checks carried out after 2 March 2020 applicants must sign up to the DBS update service as a condition of licensing. A code of practice exists to govern the disclosure of information, this can be viewed at: https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/474742/Code_of_Practice_for_Disclosure_and_Barring_Service_Nov_15.pdf
2. **A valid current Medical** which shows you meet DVLA group 2 standards (You must obtain a medical every 5 years up to 60 years of age and thereafter every 12 months)

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

National Register of Taxi Licence. Refusals and Revocations (NR3)

The licensing authority provides information to the National Register of Taxi Licence. Refusals and Revocations (NR3). Where a hackney carriage/ PHV licence is revoked, or an application for one refused, the authority will automatically record this decision on NR3. All applications for a new licence or licence renewal will automatically be checked on NR3.

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. 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 www.runnymede.gov.uk

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. For further information, please see <https://www.runnymede.gov.uk/datamatching>

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 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.

Signed:

Dated: