

 Horsham District Council	APPLICATION FOR THE RENEWAL OF A PRIVATE HIRE DRIVER LICENCE Local Government (Miscellaneous Provisions) Act 1976
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With your application you must provide the documents detailed in the checklist at the end of this form. If these documents are not provided or have expired, then your application will be rejected.

Please allow 10 working days for your application to be processed.

Any driver who has not received their renewed licence must not undertake private hire duties and your insurance may become invalid. The Council is not responsible for any delays in renewing the licence caused by the late or incomplete submission of the renewal application.

Please complete all sections of the application form. If you have any questions relating to the application process or requirements, please refer to the Council's Licensing Policy (available at www.horsham.gov.uk/licensing/taxi-and-private-hire/taxi-and-private-hire-licensing-policy-and-guidance) or contact the Licensing Team directly via Licensing@Horsham.gov.uk

APPLICANT DETAILS

Title		Full Name		
PHD Licence Number:				
Date of Birth			Place of Birth	
Previous Name(s)			Date(s) Known	
National Insurance Number			Nationality	
Email Address				
Home Phone Number			Mobile Number	
Current Home Address incl. postcode			Date moved to current address	
At any time, have you spent 3 months or more overseas since the age of 16? This includes any time spent residing or travelling, holidaying or visiting others in another country.			YES	NO
If YES, please provide details including dates travelled and countries visited and/or lived in for every trip:				

ADDRESS HISTORY

Please provide previous addresses covering the past 5 years. Do not leave any gaps. Continue on a separate sheet if necessary.

Previous Address incl. postcode		Dates	From	to
Previous Address incl. postcode		Dates	From	to

DRIVING LICENCE DETAILS

Driving Licence number			How many years have you held the licence?	
Is your Driving Licence registered in your current address?	Yes	No	Valid until	
Issuing Authority	DVLA	Other (Specify)	Category / Group Entitlement	
Do you currently or have you previously held a Hackney Carriage / private hire driver's licence with any other local authority, including Transport for London?			YES	NO
Have you ever been refused a Hackney Carriage / Private Hire driver's licence by this or any other local authority / TfL, or had a licence suspended or revoked?			YES	NO
If YES, please provide details:				

EMPLOYMENT

Will you be carrying out any other employment while working as a licensed driver?	YES	NO
If YES, please provide details of employment and hours worked:		
Name of all Private Hire Operators you will be driving for:	If you are currently not driving as a Hackney Carriage/Private Hire driver, you must notify the Council should you start working for an operator or proprietor.	

MEDICAL HISTORY

Have you ever suffered from any physical or mental medical condition or illness, or other disability which could impair your ability to drive?	YES	NO
Have you ever been advised by a doctor that you should not drive?	YES	NO
If YES, please provide details:		

OFFENCE HISTORY

Please declare details of **any** Convictions, Spent Convictions, Motoring offences (including endorsements, periods of disqualification and driver awareness courses), Cautions, Discharges, Fixed Penalty Notices, Anti-Social Behaviour Orders, County Court Judgements, Warning, Reprimands, Restraining Orders, Criminal Behaviour Order or if are you subject to current enquiries which could lead to any of the above in the box below.

A previous conviction may not prevent you from obtaining a licence. Please refer to the Councils policy on convictions for further guidance. Continue on a separate sheet if necessary.

If you omit any information your application is likely to be refused and you could be prosecuted.

Details of conviction, caution, charge or notice	Date of conviction, caution, charge or notice	Issuing Authority (Court / Police)	Sentence

Have you been convicted of an offence in another country?		YES	NO
Have you ever been arrested but not charged?		YES	NO
If YES, please provide details:			

TAX STATUS

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. Guidance is available at: <https://www.gov.uk/guidance/complete-a-tax-check-for-a-taxi-private-hire-or-scrap-metal-licence>

Please provide your 9 character tax check code issued within the last 120 days:

Tax Check Code									
Date Issued									

DBS Update Service Status

Disclosure and Barring Service (DBS) check As part of our policy, we require licensed drivers to maintain an online certificate through the DBS update service <https://www.gov.uk/dbs-update-service> This enables the Council to access this certificate on renewal or at other times as reasonably necessary. Drivers must pay an annual fee to the DBS for the on-line update facility.

Please provide your 10 Digit DBS Update Service Reference

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Update Service Expiry Date:										

APPLICANTS CHECKLIST

Your application will not be accepted without all appropriate documentation: (Please do not submit originals).

Type of application	Required Document	Check Box
RENEWAL	DVLA / Equivalent Driving Licence – Images of both Front & Back of Licence <i>Must be in the name of the applicant</i>	
	Right to work document <i>Passport, Birth Certificate or Share code</i> https://www.gov.uk/prove-right-to-work/get-a-share-code-online	
	Tax Check Code https://www.gov.uk/guidance/complete-a-tax-check-for-a-taxi-private-hire-or-scrap-metal-licence	
	Photograph – Passport or digital passport style <i>Must be recent photos</i>	
	Proof of address issued within the last 3 months <i>Bank statement or utility bill (we do not accept credit card statements or mobile phone bills)</i>	
	Proof of DBS update service subscription for an Enhanced DBS Certificate https://secure.crbonline.gov.uk/crsc/subscriber	
	Please confirm that you have provided an email address to receive a payment link, for the Licence Fee. The cost can be found at: https://www.horsham.gov.uk/licensing/taxi-and-private-hire/private-hire-licences/private-hire-driver-licence	

DECLARATION

I HEREBY make an application to Horsham District Council for the renewal grant of a Private Hire Driver's licence subject to the Statutes, Regulations, Policies and Conditions relating to the same for the time being in force.

I declare that I am over the age of 18, and I have held a full DVLA licence (or equivalent) for at least one year, and I have the right to live and work in the United Kingdom.

I declare that I have checked the information on this application and to the best of my knowledge and belief it is correct. I understand that it is an offence for any person to knowingly or recklessly make a false statement or to omit material information for which I could be prosecuted, and any licence issued suspended or revoked.

I understand that should I engage in other employment, I also agree to partake of sufficient rest and refreshment after finishing work before commencing driving for hire.

I declare that I have supplied all the appropriate supporting documentation listed in the checklist below, and I am aware that if any of the information supplied on this application should change, I need to inform the Council in writing and pay the fee for amending the licence, if applicable.

I understand that I must undertake to comply with the legislation, byelaws, policy, code of conduct and conditions of licence as are now, or may hereafter be in force, for regulating hackney carriage or private hire business and drivers within the said District.

I consent to the Council carrying out any checks of relevant systems as part of this application and subsequently for the duration of any licence issued to me, including:

- Identification checks
- Right to work checks
- DVLA Driving licence checks using Council nominated suppliers
- DBS Update Service checks via the online Update Service or other such facility
- Any other checks considered relevant to this application and any associated matters in connection with any licence granted
- Checks of the National Taxi Database (NR3S – NAFN) or other such services

Signature of applicant:		Date:	
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The information you provide on this form will be used by Horsham District Council for licensing purposes. We may share your information and make any other necessary enquiries regarding your application with other departments and statutory organisations in relation to the application. Your personal information will be processed in line with Data Protection legislation and we will not disclose information about you to anyone outside the Council unless the law permits or requires us to.

The Council is under a duty to protect the public funds it administers and to assist other agencies in the prevention and detection of crime. We may use the information provided on this form for this purpose and share this information with other bodies responsible for auditing or administering public funds.

Under Section 51(3) Local Government (Miscellaneous Provisions) Act 1976, the local authority is required to maintain a register of private hire vehicle licences, including the following details which are available for inspection by members of the public:

The name of the person to whom it is granted; the date on which and the period for which it is granted; if the licence has a serial number, that number. As Horsham District Council issues dual Hackney Carriage and Private Hire Licences, the above applies to both. We will retain your data for as long as it is required for our administrative use, after which it will be securely disposed of.

If you believe the data we process regarding you is incorrect you may request to see this information and, if necessary have it corrected or deleted. If you believe we are not processing your data lawfully you can complain to the Information Commissioner's Office (<https://ico.org.uk/>).

Completed application should be returned to:

Horsham District Council, Licensing Team
Parkside
Chart Way
Horsham
West Sussex
RH12 1RL

Alternatively you can scan and send your application by email with all supporting documentation to:
licensing@horsham.gov.uk