

	Horsham District Council	APPLICATION FOR THE GRANT OF A PRIVATE HIRE DRIVER LICENCE Local Government (Miscellaneous Provisions) Act 1976
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Please complete all sections of the application form and provide the required documents as detailed within the checklist at the end of this form (or within the stipulated time frame for completion).

If this application is submitted and is incomplete and/ or documents are not provided or have expired, then your application will be rejected.

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-andguidance) or contact the Licensing Team directly via Licensing@Horsham.gov.uk

APPLICANT DETAILS

Title	Full Name		
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 <u>3 months or more</u> 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 Horsham District Council or another 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

Please list your current and previous employment history. Please include all employment whether employed or self employed. Continue on a separate sheet if necessary.			
Company	Role	Start Date	End Date

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:			
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 / CONVICTION 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 <https://www.horsham.gov.uk/licensing/taxi-and-private-hire/taxi-and-private-hire-licensing-criminal-convictions-policy>. 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									

APPLICANTS CHECKLIST

Your application will not be accepted without all appropriate documentation:

Type of application	Required Document	Check Box
NEW APPLICATION	Completed Enhanced DBS Enquiry Form (Available from the councils website / licensing@horsham.gov.uk) <i>All certificates must be supplied within 3 months of issue date, you will be required to sign up to the update service within 30 days of certificate issue and the supply the council with your registration number</i>	
	Group 2 Medical Form <i>Must be completed by a registered doctor and completed within the last 3 months</i>	
	Applicants must partake and supply certification (where stated) for successful completion of the following programs:	
	Tax Check Code <i>Obtained from https://www.gov.uk/guidance/complete-a-tax-check-for-a-taxi-private-hire-or-scrap-metal-licence</i>	
	DVSA Private Hire/Hackney Carriage driving proficiency assessment – Pass Certificate https://digital.horsham.gov.uk/outreach/ENV_Taxi_Assessment.ofm1	
	Safeguarding Course– Pass Certificate <i>Sat with either the Blue Lamp Trust or West Sussex County Council</i>	
	Right to work document <i>Passport, Birth Certificate or Share code https://www.gov.uk/prove-right-to-work/get-a-share-code-online</i>	
	Certificate of Good Conduct <i>If you have spent in excess of 3 months overseas as outlined above</i>	
	Knowledge Test - Pass Confirmation <i>Must have been pass this within the 3 months of initial application</i> Full guidance on inclusions and preparation advice can be found on our webpages https://www.horsham.gov.uk/licensing/taxi-and-private-hire/private-hire-licences/private-hire-driver-licence	
	Passport/Digital passport style photo <i>Must be recent photos</i>	
	DVLA / Equivalent Driving Licence <i>Must be in the name of the applicant</i>	
	Proof of address issued within the last 3 months <i>Bank statement or utility bill (we do <u>not</u> accept credit card statements or mobile phone bills)</i>	
	Completed DVLA, NAFN and DBS consent mandate forms <i>Available from the councils website / licensing@horsham.gov.uk</i>	
	Payment of the licence fee debit / credit card or cheque <i>For the cost of the Fee and to make payment over the phone contact with the Licensing Team directly 01403 215407 or contact licensing@horsham.gov.uk</i>	

DECLARATION

I HEREBY make an application to Horsham District Council for the grant of a new 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
Albery House
Springfield Road
Horsham
West Sussex
RH12 2GB

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