



# Application to Renew a Licence to drive a Hackney Carriage/Private Hire Vehicle in the Borough of High Peak

Information contained in this form  
may be passed to other  
Departments of the Council

FOR OFFICIAL USE ONLY

Date Application Received		Date Approved	
Licence Fee Paid		Driving Licence Checked	
Police Check Paid		Medical Certificate Checked	
Date Paid In		Licence & Badge Issued No	
From		To	

**THIS APPLICATION INCLUDES A STATUTORY DECLARATION WHICH MUST BE SWORN BEFORE A SOLICITOR, COMMISSIONER FOR OATHS OR A JUSTICE OF THE PEACE**

All Applicants must :

- Have held a full Driving Licence for at least 12 months and produce the Licence with this application.
- Produce on the prescribed form a medical certificate of fitness to drive a licensed vehicle, or produce a HGV/PSV Licence.(if applicable)
- Complete the Police Check form.(if applicable)
- Provide two passport size photographs
- Enclose with this form a licence fee of £67.00 (one year licence) or £110.00 (three year licence).
- Plus a fee of £26.00 for your Police check (where applicable).

**PLEASE COMPLETE IN BLOCK CAPITALS**

1. Full Name :

Surname \_\_\_\_\_

First Name(s) \_\_\_\_\_

Date of Birth \_\_\_\_\_

Telephone No \_\_\_\_\_

2. Present Address : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Post Code \_\_\_\_\_

3. Name, Address and Telephone No. of firm you will be employed to drive for, if applicable :

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Phone No. \_\_\_\_\_

4. How long have you held a full driving licence ? \_\_\_\_\_

5. Do you intend to work as a full-time or part-time driver ? \_\_\_\_\_

6. Do you wish to renew for one or three years ? \_\_\_\_\_

I declare that to the best of my knowledge and belief the answers given above are true. If a licence is granted I undertake to comply with the byelaws and the conditions on the grant of a licence.

**APPLICANTS ARE ADVISED THAT TO KNOWINGLY MAKE A FALSE STATEMENT IN THIS APPLICATION IS A CRIMINAL OFFENCE PUNISHABLE ON CONVICTION BY A FINE OF UP TO £100.**

Date : \_\_\_\_\_ Signature : \_\_\_\_\_

This form, together with the Disclosure of Criminal Records form must be returned to :

The Licensing Officer  
High Peak Borough Council  
Town Hall  
BUXTON  
Derbyshire  
SK17 6EL

Telephone : 0845 129 77 77 Extension 4577  
Fax : 01298 27639  
Textphone : 0845 129 48 76

## STATUTORY DECLARATION

(Before completing the declaration you are advised to read the explanatory notes over the page).

I, \_\_\_\_\_

of \_\_\_\_\_

Date of Birth : \_\_\_\_\_

Do solemnly and sincerely declare that :

(Declaration 1 and 2 below relate to **ALL** offences and not just motoring offences)

1. I have never been convicted of **ANY** offence.
  
2. I have been convicted of an offence or offences and I list below within the terms of the Rehabilitation of Offences Act 1974 the offence or offences including the date, the offence, the place the offence was committed, the name and address of the court which heard the case and the sentence imposed by the court.

Date	Offence	Name & Address of Court	Sentence or Order

I make this solemn declaration conscientiously believing the same, together with the answers given in the attached application form, to be true and by virtue of the provisions of the Statutory Declarations Act 1835 and Section 5 of the Perjury Act 1911.

\_\_\_\_\_  
Signature of Applicant

Declared at :

In the County of :

This                      day of

Before me

Solicitor / Commissioner for Oaths / Justice of the Peace

## EXPLANATORY NOTES

- When submitting an application for a licence to drive a hackney carriage or private hire vehicle you must declare any convictions or cautions you have. Private Hire and Hackney Carriage drivers are exempted occupations for the purposes of the Rehabilitation of Offenders Act 1974, by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) (Amendment) Order 2002 and convictions are therefore never spent. The information you give will be treated in confidence and will only be taken into account in relation to your application.
- The licensing authority is empowered by law to check with the Police for the existence and content of any criminal record held in the name of an applicant. Information received from the Police will be kept in strict confidence while the licensing process takes its course and will be retained for no longer than is necessary.
- The disclosure of a criminal record or other information will not debar you from gaining a licence unless the authority considers that the conviction renders you unsuitable. The authority will consider the nature of the offence, how long ago and what age you were when it was committed and any other factors which may be relevant. (Authorities may wish to refer to any guidelines to which they adhere). Any applicant refused a driver's licence on the ground that he/she is not a fit and proper person to hold such a licence has a right of appeal to a Magistrates' Court.
- If you would like to discuss what effect a conviction might have on your application you may telephone Maureen Ochojna – telephone number 0845 129 77 77 extension 4577, in confidence, for advice.