

**Application for a NEW
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

Part 1

Date Application Rec'd		2 nd Interview date	
Fee Paid (DBS)	£	Fee Paid (1 year Licence)	£
Receipt No.		Receipt No.	
Right to Work checked		Medical Certificate checked	
DBS Documents check*		DBS Update Service ID No.	
Safeguarding Course date		Knowledge Test Sent	
DBS Sent	Date: No:	Knowledge Test Date / pass	
DBS Certificate Returned		Level 2 Course Enrolment	
Licence & Badge No.		From	To

*Current Driving Licence; Current Passport or other Doc; Proof of Current Address

PLEASE COMPLETE ALL 4 PARTS IN BLOCK CAPITALS AND REFER TO GUIDANCE

Part 2

Personal Information	
Title (Mr/Mrs/Ms/Miss/etc)	Date of Birth
First Name(s)	Surname
Telephone	Mobile
Email Address	National Insurance Number
Address Details	
Present address	

Postcode	Length of residence: Date of occupation:
Previous address (if less than full 5 years at current address);	
Postcode	Length of residence: Date of Occupation:

Are you eligible to work in the UK?

Yes No

If you are not a British or Irish Citizen, the easiest way to prove your right to work is by providing your RTW share code, get this here <https://www.gov.uk/prove-right-to-work/get-a-share-code-online>

For Further Details on how to prove your right to work, please visit <https://www.gov.uk/prove-right-to-work>

Please Confirm the Document type you have submitted for proof of your Right to Work, or provide your Online Share Code:

Your right to work in the UK will be checked as part of your licensing application, this could 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 in our guidance. You must bring the original document(s), 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.

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.

Part 3

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

DECLARATION

I/We declare that to the best of my/our knowledge and belief the answers given above are true. If a Licence is granted I/We undertake to comply with the relevant legislation and conditions attached on the grant of the Licence.

Signature of Applicant(s):

Date:

HPBC PRIVACY POLICY - HOW WE USE YOUR DATA

We may use personal information about you to process your application for a Consent and maintain the Council's customer records, to carry out our licensing functions including correspondence and enforcement and/or to prevent or detect crime (including participation in the National Fraud Initiative). For these purposes, we may share your personal information with, and obtain information about you from, other parts of the Council or outside organisations.

I have read the Council's Privacy Policy for applicants at <https://www.highpeak.gov.uk/yourdata> and I understand how the Licensing Service will process my personal data and the options available to me for submitting an application.

Signature of Applicant(s):

Date:

Part 4

STATUTORY DECLARATION

Please note:- This declaration applies to ALL offences, including motoring offences and DVLA licence endorsements, criminal convictions and cautions, and should be completed by ALL applicants regardless of whether you have any convictions

I (TITLE) Please tick

Mr Mrs Miss Ms Other (please state)

do solemnly and sincerely declare that:

TICK AS APPROPRIATE

- a.) I have never been convicted of **ANY** offence
- b.) I have been convicted of an offence or offences and I list below those 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.

Please continue on a separate piece of paper if necessary

Date	Offence	Name & Address of Court	Sentence or Order

Have you ever been questioned, interviewed or arrested for any of the following?

- Dishonesty** Yes No
- Violence** Yes No
- Drugs** Yes No
- Sexual and/or indecency offences.** Yes No
- Sexual activity with a child or vulnerable person** Yes No

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:	Date:
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Explanatory Notes

1. 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.
2. 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.
3. 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 Magistrate's Court.
4. If you would like to discuss what effect a conviction might have on your application you may telephone the Licensing Officer, telephone number 0345 129 7777, in confidence, for advice.

NOTES (For office use only)

DATE	NOTE / COMMENTS