



Receipt No:

 Date.....
 Income Code
 I91130 C05027 9128

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Application to renew DRIVER LICENCE

Fees can be found on our website
<https://www.herefordshire.gov.uk/direct-ory-record/1994/dual-driver-licence-taxi-and-private-hire/category/37/taxi-and-private-hire>

Surname (MR.MRS.MISS.MS)..... Maiden Name.....

All Forenames.....Previous Surnames/Aliases.....

Date of Birth..... Place of Birth..... Sex M/F

Present address.....

.....Post Code.....

Telephone Number: Business.....Home.....

Mobile.....

E-mail.....

DVLA Driving Licence No.....

DVLA Summary Enclosed Yes/No?

(Note: Summary can be obtained by visiting <https://www.gov.uk/view-driving-licence>.)

National Insurance No.....

Tax Code.....

(Note: The Tax code can be obtained by visiting [Complete a tax check for a taxi, private hire or scrap metal licence - GOV.UK \(www.gov.uk\)](#))

PREVIOUS ADDRESSES IN LAST 5 YEARS **DATE FROM** **DATE TO**

Give names and addresses of any change of employment during the past **12 MONTHS**

FROM	TO	EMPLOYER	ADDRESS	NATURE OF EMPLOYMENT
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Name of Company/Group for which vehicle will operate

.....

Signature of vehicle Proprietor..... Date.....

Print Name (Block Capitals).....

CONVICTIONS/CAUTIONS

You must declare any convictions or cautions you may have, under the Rehabilitation of Offenders Act 1974. The information you give will be treated in confidence and will only be taken into account in relation to your application.

You should be aware that the Council is empowered in law to check with the DBS for the existence and content of any criminal record held in the name of an applicant. Information received from them will be kept in strict confidence 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 Council considers that the conviction renders you unsuitable. In making this decision the Council 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. 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.

CONVICTION – Please include all past convictions spent and unspent. If you have already given us this information in previous applications, check with staff and we will advise.

Have you ever been convicted at a court for any offence under the terms of the Rehabilitation of Offenders Act 1974? **YES/NO**

If **YES**, please complete the following: -

OFFENCE	DATE OF OFFENCE	COURT	DATE OF CONVICTION	PENALTY
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CAUTION

Have you ever been cautioned by for an offence? **YES/NO**

If **YES**, please complete the following: -

OFFENCE	DATE OF CAUTION	POLICE FORCE
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INCIDENTS WHICH MAY LEAD TO CAUTION OR CONVICTION – These include pending investigations.

Have you been involved in any incident, which may lead to Court proceedings being taken against you? **YES/NO** If **YES**, please supply full details on a separate sheet.

Have you undergone a previous DBS check by any other Licensing Authority or body during the last 12 months? **YES/NO** (you are not obliged to answer this question)

Have you been convicted of any **motoring offences** YES/NO?

If YES, please complete the following:-

DVLA OFFENCE CODE	DATE OF CONVICTION D/M/Y	DATE OF OFFENCE D/M/Y	FINE	DISQUAL PERIOD	PEN PTS
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MEDICAL SELF-DECLARATION

I.....(**NAME IN BLOCK CAPITALS**) in connection with my application to renew my driver's licence hereby certify that in the 12 month period ending with the date of this certificate, I have not suffered from any disease or illness which would affect my ability to drive a private hire/hackney carriage vehicle.

Signed..... Date.....

I certify that the above answers are true and understand that if there are any omissions or false statements, my application will be refused or if a licence has been issued, it will be liable to immediate suspension or revocation.

I am aware that the renewal of such a licence is subject to a police record check. This has been explained to me and I understand that the licensing authority does consider spent convictions. I hereby declare that the information given above is true.

TAX CHECK

The law now prevents us from issuing a licence unless we have checked you are registered with HM Revenue and Customs (the tax office). To do this you will need to go online to

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

This will provide you with a check code, which you will need to share with us. Not dissimilar to the DVLA code.

To make it clear: we will not and cannot issue a licence unless we have received a valid check code.

THEFT ACT 1968 SECTION 16

It is an offence under the Act to obtain a pecuniary advantage. If the application form is not filled in correctly i.e. failure to indicate any convictions subject to the Rehabilitation of Offenders Act 1974, you will have been deemed to have committed an offence and the matter may be referred to the Police.

IMMIGRATION ACT 2016

I certify that I am entitled to work within the United Kingdom and have the correct immigration status to apply for a licence. I understand that the licence will lapse if I cease to be entitled to work in the UK.

I enclose the following:

1. Valid driving licence
2. Right to work evidence
3. Copy of the insurance certificate for the vehicle I will be driving

4. DVLA check code
5. 2 passport size photos
6. Tax Check Code
7. Fee

https://www.herefordshire.gov.uk/directory_record/1997/taxi_and_private_hire_vehicle_licence

I agree that information in relation to my application may be shared with other directorates within Herefordshire Council. When appropriate Children's Services will interrogate their computer records for information which may be relevant in determining this application or complaint, any relevant information will be disclosed to the applicant and Panel Members if the application/complaint is referred to Officer Panel for determination.

Signed.....Date.....

THIS FORM SHOULD BE COMPLETED AND TOGETHER WITH THE APPROPRIATE FEE AND SUPPORTING DOCUMENTATION SUBMITTED ONLINE IN THE FIRST INSTANCE OR AT ONE OF THE HEREFORDSHIRE COUNCIL CUSTOMER SERVICE CENTRES

Any queries regarding any aspect of this application please contact the Taxi Licensing Office.

Tel: 01432 261761 OR email

taxi-licensing@herefordshire.gov.uk

General Data Protection Regulations and Data Protection Act 2018

This notice covers the treatment of personal data that Herefordshire Council may collect when you e-mail us, complete an application form, or when you complete and submit an online form on our web site.

When completing forms you may be asked for personal information such as name, address, postcode etc. from which you can be personally identified. Herefordshire Council is registered with the Information Commissioner's Office for the purpose of processing personal data in the performance of its legitimate business and is the Data Controller for the information that you supply. The legal basis for processing this data is our legal obligations under licensing legislation. We will keep your data for 6 years after the expiry of the licence.

We are obliged by legislation to make some of your information available as part of a public register. If you have valid reasons for your data not to be made public, please let us know. The data that is included in the public registers is Name, Badge Number, Expiry Date.

Where necessary we may have to share this personal data with partner organisations for the protection of public funds administered which may include the prevention or detection of fraud and auditing purposes.

Individuals have a number of rights under data protection law, including the right to request their information. You also have a right to make a complaint about our handling of your personal data to the Information Commissioner's Office <https://ico.org.uk/>



Further information about the processing of your personal data by the council is available on the council web site at

https://www.herefordshire.gov.uk/info/200148/your_council/15/access_to_information/4

Or you can contact the council's Data Protection Officer at Information Compliance & Equality, Herefordshire Council, Plough Lane, Hereford HR4 0LE or email

informationgovernance@herefordshire.gov.uk

Your right to work in the UK will be checked as part of your licence application, this could include the licensing authority checking your immigration status with the Home Office. We may also share information with the Home Office. You must either share your immigration status using the Home Office online checking service 'prove your right to work to an employer' if your status is compatible with the service, or provide a document or document combination that is stipulated as being suitable for this check. Where an online check has been carried out, the 'profile' page confirming your right to work will be copied and retained by the licensing authority. Where a manual check is carried out, and you have provided a document(s) set out at [guidance link]. You must provide the original document(s). The document(s) will be copied, and the copy retained by the licensing authority. The original document will be returned to you. Your application will not be considered valid until all the necessary information and any original document(s) have been produced and the relevant fee has been paid.

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.