



APPLICATION TO RENEW HACKNEY CARRIAGE/PRIVATE HIRE DRIVER'S LICENCE – 3 YEAR

Applicants are reminded that it is an offence to make a false statement/omit any material particular in connection with an application for a licence.

GUIDELINES FOR COMPLETION:

- 1. Apply in Good Time** - Apply to renew your licence well in advance of the expiry date, in case there is any delay in the processing of your application. **If you do not receive a new licence before the licence expiry date, you are not entitled to drive licensed vehicles until a new licence has been issued.**
- 2. DVLA Driving Licence share code** – must be provided for all renewal applications. See: www.gov.uk/view-driving-licence .
- 3. Medical Report** - Group 2 standard medicals are required every 3 years, unless special conditions require you to undergo more frequent assessments. Once you reach the age of 65 annual medicals are required. Medicals must be done by your own GP/surgery, using the Waverley medical form (email taxilicensing@waverley.gov.uk). It is for your GP/surgery to determine the charge for this service. Whilst the Licensing Section will endeavour to remind you when it is due, it is your responsibility to ensure that the medical is completed as required.
- 4. Disclosure and Barring Service (DBS) Check** - You are required to subscribe to the DBS update service and to evidence continuous registration with the DBS update service when requested. You must retain your DBS certificate while you are licensed by Waverley in case it is requested.

Failure to produce a valid Disclosure certificate in good time, and to continue your DBS update service registration could cause a delay to the renewal process.

5. HMRC Tax Check - Existing licensees, on renewal, are required to provide an HMRC tax check code. Use the link below or go to GOV.UK and search for: [Complete a tax check for a taxi, private hire or scrap metal licence](#) .

6. Submit your Licence Application & Payment to the Licensing Section, Waverley Borough Council, Council Offices, The Burys, Godalming, GU7 1HR.

Cheques should be made payable to **Waverley Borough Council**. We cannot process an application paid for by cheque until the cheque has been cleared by the bank. This will take approximately 12 working days. You may pay in person by debit/credit card at the Godalming offices, or by phone on 01483 523219.

7. If you allow your licence to lapse, you will have to reapply as though you had not been licensed previously. This will involve: a medical, knowledge test, licence application, and photos or digital photograph taken by officers, and presentation of the DVLA driving licence and DSA pass certificate. If your DBS update service registration has lapsed you will need to undergo and pay for a new DBS check and then re-register with the update service.

If you have any questions, please contact the Licensing Administrator on 01483 523219.

PLEASE KEEP FOR YOUR INFORMATION



APPLICATION TO RENEW HACKNEY CARRIAGE/PRIVATE HIRE DRIVER'S LICENCE – 3 YEAR

Type of licence being renewed: (Please tick relevant box)			
<u>Hackney & Private Hire (Dual Licence)</u>		<u>Private Hire ONLY</u>	
If PRIVATE HIRE what is the name of the Operator Licence you are working under:			
Current badge number		Licence Expiry Date	/ / / /

Privacy notice

Waverley Borough Council will use the information you provide in this form to process your drivers licence renewal application, to fulfil our licensing obligations and maintain our statutory public register and other Council licensing records. We may share your information with other local councils, the police and other government agencies to verify/process the information you have supplied, where required by law and for statistical research purposes (anonymised data) by government agencies only. We will keep it for ten years after the drivers licence ends.

For Online Payments Only: **Please note:** Our payments website processes your payment and does not store any personal data.

Driver Personal Details:

Please complete all sections in BLOCK CAPITAL LETTERS, one letter in each box only, in black ink.

Mr Mrs Miss Other (write in title)

1. Surname

11. Surname _____

2. First Names (s)

3. Previous Names or Alias

4. Current Home Address (House Number/Street Name)

5. District

6. City/Town

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7. Postcode

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8. Telephone Number (Home)

(Mobile)

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9. Email Address

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10. Date of Birth

Place of Birth

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11. National Insurance Number

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Do you require authorisation by the Immigration Authorities to take up employment in the UK

YES/NO

If you have a visa that entitles you to work/reside in the UK, please give details of type of visa and expiry date

..... if necessary, please continue on a separate sheet of paper

Driving Licence Details and History:

12. How long have you held a FULL UK driving licence?

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Years

Expiry Date

13. DVLA Licence Number

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14. EEA Licence Number (if applicable)

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15. Groups/Categories Covered

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Since your last application with Waverley have you had an application for a hackney carriage or private hire driver's licence refused by any other authority?

YES/NO

If YES, which Council refused the application?

Give reasons for the refusal

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..... if necessary, please continue on a separate sheet of paper

Do you currently hold a hackney carriage or private hire driver's licence from **YES/NO**
another local authority?

If YES, which local authority?

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Since your last application to Waverley, has another local authority **YES/NO**
suspended, or revoked a hackney carriage/private hire driver's licence held
by you, or taken any other enforcement action against you in connection with
such licence?

If YES, which Council took enforcement action?

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Give the reasons for the enforcement action.
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..... if necessary, please continue on a separate sheet of paper

Offences:

Have you ever been;

- a. Disqualified from driving** **YES/NO**
- b. Convicted of any motoring offence** **YES/NO**
- c. Reported for any motoring offence or endorsements of any type, including speed awareness courses** **YES/NO**
- d. Issued a fixed penalty notice (not parking related)** **YES/NO**
- e. Convicted of any criminal offence** **YES/NO**
- f. Arrested for any offence** **YES/NO**
- g. Cautioned for any offence** **YES/NO**
- h. Or have any communication notifying of any alleged offence** **YES/NO**

If yes to any of the above, please give details below:

Date of offence/ caution/notification etc.	Offence	Penalty/sentence imposed and date or outcome. Please also state whether the matter was dealt with at court, by fixed penalty, etc.

NOTE: Hackney carriage/ private hire drivers come within the scope of the Rehabilitation of Offenders Act (Exceptions) Order 1975, therefore you must list all cautions and convictions (even if they are spent) other than protected cautions and convictions. If you are uncertain as to the effect of the Act and Order, you should seek your own legal advice.

Are there any charges pending against you at the time of this application? **YES/NO**

Have you received a notice of intended prosecution from the police and are awaiting to hear further from the police? **YES/NO**

Have you been informed by any authority/organisation that you are under investigation for any offence? **YES/NO**

Have you been summoned to attend court on a future date? **YES/NO**

Are you currently on bail for any offence? **YES/NO**

If **YES** to any of the above, please give details below:

Other information

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..... if necessary, please continue on a separate sheet of paper

Health;

Have you suffered from any significant illness/medical condition since your last application? **YES/NO**

If YES, please give details below:

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..... if necessary, please continue on a separate sheet of paper

Do you have any reason to believe that you are not medically fit to drive a vehicle? **YES/NO**

If YES, please give details below:

..... if necessary, please continue on a separate sheet of paper

Has a doctor ever advised you not to continue driving? **YES/NO**

If YES, please give details below:

..... if necessary, please continue on a separate sheet of paper

Employment:

a) Are you self-employed? **YES/NO**

If YES, please give all of your company/advertised names and telephone numbers, and Private Hire Operator Licence number (if applicable)

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If NO, please give the name and telephone number of the company/business that you work for:-

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b) Do you drive full-time or part-time under the licence? **FULL TIME** **PART TIME**

c) If part-time, give details of any other employment in which you are involved

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..... if necessary, please continue on a separate sheet of paper

DECLARATION BY APPLICANT:

Please read this declaration carefully before you sign and date it.

I DECLARE that

- The information given in this application form is correct and complete.
- I understand that if I give information that is incorrect or incomplete you may take action against me, including prosecution and/or refusal/suspension/revocation of a licence.
- I know that I must inform Waverley Borough Council if any of the information given in this application changes during the application process.
- I know that if I am granted a licence I must abide by the conditions of the licence.
- I hereby consent to the Council's officers making any enquiries necessary to verify and process the information provided including reference to relevant records, nominated referees and the doctor who completed the medical certificate showing my fitness to drive a Hackney Carriage/Private Hire vehicle.

Applicant's Signature: **Date:**

I ENCLOSE/ATTACH (photocopies are not accepted):

The fee of £191, payable to Waverley Borough Council
Original DBS Disclosure Certificate (if applicable) which I have registered with the DBS update service.
Two passport photos or attend offices for a digital photograph to be taken
Completed medical report (if applicable)
HMRC tax check code, please add: _____
Use the link below to create a code or go to www.GOV.UK/guidance/Complete-a-tax-check-for-a-taxi-private-hire-or-scrap-metal-licence

DVLA Check Code, please add: _____
You can generate a DVLA 'check code' via website <https://www.gov.uk/view-driving-licence>. This code enables Licensing to view your DVLA driving licence details. By completing this section you are providing Waverley Borough Council with consent to undertake the check.

If you are completing this form on behalf of someone else, please complete the following:

Name:	
Date of Birth:	
Address:	
Relationship to applicant:	
Reasons for completing this form on their behalf:	
Declaration:	I understand that it is an offence to make a false statement in this application or to omit relevant details. I have read the questions, as they are written, and answers provided by the applicant, back to the applicant before the applicant signed the declaration.
Date:	
Signature:	

**OFFICIAL USE ONLY
DO NOT DETACH**

NAME OF APPLICANT.....

HACKNEY CARRIAGE/PRIVATE HIRE DRIVER RENEWAL LICENCE FEE

£191 (code 04510)

PRIVATE HIRE DRIVER LICENCE FEE

£191 (code 04553)

Please make cheques payable to Waverley Borough Council

IF APPLICABLE FINANCE OFFICAL RECEIPT BELOW