

Application for Combined Private Hire and Hackney Carriage Licence

Name (BLOCK CAPITALS): _____

 Address: _____

Town: _____ Post code: _____

Phone. No: _____ Date of Birth: ____ / ____ / ____

Mobile No: _____

Email Address: _____

National Insurance No. _____

Driving Licence No. _____

Present Occupation: _____

Current Employer: _____

 Will you be employed full or part time as a driver? FULL PART

If part time, state how many hours each week? _____ HOURS

For Office Use Only

 Interviewed by: _____
 Date received: _____
 Rec. No: _____
 NR3: _____
 Knowledge: _____
 DBS returned: _____
 RTW: _____
 DDA Cert _____
 Safeguard _____
 Badge No: _____
 Date Issued: _____

 Have you ever held a licence with any other Authority? YES NO If Yes Whom.

 Have you ever had an application or licence refused or revoked? YES NO If Yes When.

How long have you held a licence to drive a motor vehicle? _____ YEARS

Have you ever been cautioned by the Police for any offence? YES NO

Have you ever been convicted of any motoring offences? YES NO

Have you ever been convicted in a court for any offences? YES NO

 Are there any court or other proceedings pending against you? YES NO

If 'Yes' – details of all active and historic cautions & convictions, including motoring offences, must be shown below, any inaccuracy may prejudice the issue of a licence.

Offence	Court	Date	Penalty

Applicants and Drivers are exempt from the Rehabilitation of Offender Act, please list all offences and continue on a separate sheet if required

To comply with the Immigration, Asylum & Nationality Act 2006 and Immigration Act 2016 this Council is required to check your eligibility to live and work in the UK.

Please Note: You will be asked to provide eligibility of your right to work in the UK. Original identification documents verifying your right to work in the UK will be requested, checked and a photocopy will be taken.

- I declare that my answers to the questions above are true to the best of my knowledge
- I am aware that this application is valid for 120 days. If I fail to complete this process within 120 days, I will have to submit a new application.
- I understand that if there are any omissions or incorrect statements of a serious nature, my application may be refused without further consideration or if a licence has been issued it will be liable to immediate suspension.
- I have read the standards printed overleaf and understand them.
- I give my permission for the Licensing Team office to check my DBS or / and DVLA details as required.

Signature: _____ Date: ____ / ____ / 20____

Conditions for Application of Combined Private Hire and Hackney Carriage Driver's Licence

In order that licensed drivers will be reliable and of a good standard, a person being considered for a Driver's Licence subsequently shall:

- a) Be aged 21 or over.
- b) Hold a full UK DVLA driver's licence for at least 3 years.
- c) Have the right to work in the UK.
- d) Submit a fully completed application form.
- e) Pass the Suitability Test (Maths and English requirements) and checks
- f) Be subject to an Enhanced DBS check
- g) Sign up to the DBS update service (after the initial DBS check has been completed).
- h) If any applicant has, from the age of 10 years, spent six continuous months or more living outside the United Kingdom then criminal records information or a 'Certificate of Good Character' from overseas must also be provided.
- i) Have been checked against the National Anti-Fraud Network (NAFN) database on refusals and revocations of Hackney Carriage and Private Hire licence.
- j) Have met the Council's Medical Fitness Criteria which is in line with the DVLA Group 2 standard.
- k) Have met the Council's Safeguarding and Child Sexual Exploitation Awareness Training criteria.
- l) Have met the Council's approved Disability Awareness training requirements.
- m) Have met the Council's Language proficiency requirements.
- n) Have paid the licence fee (please see current fees list).
- o) Have passed the Council's Hackney Carriage Knowledge Test.

Failure to comply with the above, the licence will be suspended immediately.

All relevant facts will be taken into account when consideration is given to an application for a Driver's Licence and it may be that additional or higher standards will be imposed.

Your suitability to hold a licence will be assessed using the Rochford District Council's conviction policy. A copy of this can be found at:

<https://www.rochford.gov.uk/hackney-carriage-and-private-hire-licensing-policy-2022-2027>.

Conditions of Licence

The full list of conditions and requirements are outlined within the Rochford District Council Hackney Carriage and Private Hire Licensing Policy and conditions which can be found at www.rochford.gov.uk/taxi

This form may be returned to:

Licensing Team

Rochford District Council, Licensing Department,
South Street, Rochford, Essex. SS4 1BW
Phone: 01702 318148 Fax: 01268 798604

“This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on the application form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes”.