

WATFORD COUNCIL

HACKNEY CARRIAGE AND PRIVATE HIRE VEHICLE DRIVER'S LICENCE APPLICATION

Town Police Clauses Act 1847;
Local Government (Miscellaneous Provisions) Act 1976 Part II

Community & Environmental Services, Watford Borough Council, Town Hall, Watford WD17 3EX
E-mail: licensing@watford.gov.uk

[] I wish to apply for a three year **combined Hackney Carriage and Private Hire (Dual)** drivers' licence

[] I wish to apply for a three year **Private Hire only** drivers' licence

Please tick the appropriate box above [✓]

If you are applying to renew your licence please do so as least eight weeks before it expires. You cannot continue to drive if your licence has expired.

Answer all the questions in ink using CAPITAL letters, either ticking ✓, crossing ☒ or writing "None" where appropriate

| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|-----------------------------------------------------------------------------------------------------------------|-----|--|--|----|---|--|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|---|--|--|--|---|--|--|--|---|--|--|--|---|--|--|--|-----|--|--|----|--|--|
| 1. Surname (family name) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2. All other names | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3. All other names by which you are currently or have ever been known. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4. Full current address and postcode. Are you registered on the electoral role/voters register at this address? | | | | | | | | | | | | | | | | | | | | | | | | | Yes | | | No | | |
| 5. At this address since (Date/Month/Year) | D | | | | D | | | | M | | | | M | | | | Y | | | | Y | | | | | | | | | |
| 6. Have you lived in the United Kingdom for the last five consecutive years | Yes | | | No | | | If you have not lived in the United Kingdom continually for the last 5 years you must submit a Certificate of Good Conduct from the appropriate Embassy or High Commission of the Country where you have lived. The certificate must be written in English and should be submitted with your application. | | | | | | | | | | | | | | | | | | | | | | | |
| 7. Previous address and postcode | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 8. At this address since (Date/Month/Year) | D | | | | D | | | | M | | | | M | | | | Y | | | | Y | | | | | | | | | |
| 9. Previous address and postcode | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 10. At this address since (Date/Month/Year) | D | | | | D | | | | M | | | | M | | | | Y | | | | Y | | | | | | | | | |
| 11. Previous address and postcode | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 12. At this address since (Date/Month/Year). | D | | | | D | | | | M | | | | M | | | | Y | | | | Y | | | | | | | | | |
| If you have lived at more than four addresses in the last five years please continue on a separate sheet. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

[illegible]

| | | | | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|---------|
| 26. Has your DVLA driving licence ever been suspended for any reason? (If so, give details) | | | | | |
| 27. Have you ever been convicted of an offence, bound over, had a conditional or unconditional discharge, been arrested or charged by the Police for any offence or been cautioned or had a reprimand or warning issued? | Yes | No | You must declare, in the appropriate sections below, ALL previous convictions, bind overs, conditional or unconditional discharges, arrests, police charges, cautions, reprimands and warnings: criminal and non-criminal, motoring offences, fixed penalties, whether spent or unspent , no matter how long ago they occurred and no matter whether they have been declared on a previous application. | | |
| 28. Have you ever had a civil injunction or non-molestation order taken out against you? | Yes | No | If yes please give details: | | |
| 29. Are you currently on bail for any offence? | Yes | No | If yes, what are your bail conditions: | | |
| 30. Please list all DVLA driving licence endorsements or convictions including fixed penalty notices whether spent or unspent. Please continue on a separate sheet if necessary. | Date | | Court | Offence | Penalty |
| 31. Please list all spent and unspent non-motoring convictions, arrests, charges, cautions, reprimands and warnings. Please continue on a separate sheet if necessary. | Date | | Court | Offence | Penalty |
| 32. Please list all spent and unspent (motoring and non-motoring) convictions, bind overs, conditional or unconditional discharges arrests, charges, cautions, reprimands and warnings occurring outside of the United Kingdom. Please continue on a separate sheet if necessary. | Date | | Country | Offence | Penalty |

DATA PROTECTION – Keeping your personal information safe

Any data that you provide will be stored and processed by Watford Borough Council or its appointed agents in accordance with the law.

Information collected may be shared with other Council departments and/or organisations the Council works with who assist us in the performance of our functions. It may also be shared with outside organisations such as the Police, DWP, and County Council, to prevent and detect crime. It may be shared with insurance companies and bodies responsible for auditing or administering public funds for the prevention and detection of fraud. **It will be shared with the National Anti-Fraud Network register of revoked and refused driver licences.**

Further information on the Council's obligations to safeguard your personal information and your rights on accessing data held about you can be found on the Council's website at:

<https://www.watford.gov.uk/privacynotice> and <https://www.watford.gov.uk/ehlprivacynotice> or by telephoning 01923 278000

When you have completed this form please make an appointment at our Wiggshall Road Offices, using our online diary at www.watford.gov.uk/taxi. Please ensure you bring with you the following things, without all of these being provided your appointment will not be able to take place:

1. This completed form.
2. A debit or credit card for your payment. Details of the fees can be found at www.watford.gov.uk/driver.
3. DVLA photocard driving licence.
4. Evidence of your entitlement to work in the United Kingdom in the form of either your UK or EU passport or your passport from another country or Biometric Residence Permit containing an endorsement detailing that you are entitled to remain and work in the United Kingdom. If you don't have a passport further information regarding the documents that you will need to produce can be found at www.gov.uk/legal-right-work-uk.
5. One other form of identification which must state your full name and address, and must have been sent to you through the post. We cannot accept printed online statements or bills, or statements printed within bank or building society branches (see below):
 - Mortgage statement (no more than 12 months old)
 - Bank/building society statement (no more than 3 months old)
 - Credit card statement (no more than 3 months old)
 - P45 or P60 statement (no more than 12 months old)
 - Utility bill, but not a mobile phone bill (no more than 3 months old)
 - Financial statement – e.g. pension, ISA etc (no more than 12 months old)
 - Council tax statement (no more than 12 months old)
 - Benefits statement – e.g. tax credits, pension etc (no more than 3 months old)

Further information on acceptable documents for verifying identification for Disclosure and Barring check purposes can be found at www.gov.uk/criminal-record-check-documents.

If you are applying for the first time you must also bring:

1. Evidence of spoken English competency. If you do not have this evidence please tick here: ☐
2. A certificate confirming that you have passed a practical driving assessment which is acceptable to the council (must have been passed within the last year) – details of approved test providers are available on our website at www.watford.gov.uk/driver
3. Knowledge Test pass confirmation letter (must have been passed within the last 6 months)
4. Completed medical examination form (must have been completed within the last 6 months by the GPs practice that you are registered with)

5. DVLA Mandate Form

Applicant's declaration:

Please read this section carefully. If you are unsure about any of these points, please ask a member of the licensing team for further information. If you make a false statement on your application, which includes leaving out information you should tell us, this is a criminal offence and could be enough to lead to your licence application being refused.

I declare that:

1. I have not knowingly or recklessly made a false statement in this application or left out any relevant information and I know that I can be prosecuted if I have.
2. I am entitled to work in the United Kingdom and understand that I can be prosecuted if I make an application and I am not entitled to work in the United Kingdom.
3. I have read and understood this application form and the notes that it contains.
4. I understand that I cannot drive a licensed vehicle, even if the plate is removed, unless I have been issued with a valid licence and badge and that if I do I can be prosecuted and this can prevent me from being issued with a licence in the future.
5. I understand that if I am issued with a drivers' licence by Watford Borough Council that entitles me to drive a licensed vehicle I may only use a vehicle licensed by Watford Borough Council to undertake work.
6. I understand that if I have applied for and am issued with a private hire licence I am only permitted to drive licensed private hire vehicles, not hackney carriages. However, if I have applied for and am issued with a dual drivers licence I will be permitted to drive both hackney carriages and private hire vehicles.
7. I give consent for the Council to conduct a criminals records search for the purpose of processing this application, including, where I have signed up to the Disclosure and Barring Service Update Service, conducting online Status Checks at any time the Council considers appropriate whilst my licence is in force.
8. I give consent for a copy of my application to be provided to Hertfordshire Police in order for them to conduct intelligence checks in connection with my application. I understand the results of these checks will be provided to the Council for consideration in connection with this application.
9. I undertake to inform the Licensing Department in writing of any change in my home address, contact telephone numbers or e-mail address as soon as is reasonably practicable.
10. The information on this form is used for the consideration of and processing of my application for a drivers licence. I understand that the information on this form may also be used in connection with the administration of Council Tax, and may be used by other council departments, the Department of Social Security and other public bodies for the prevention of fraud and the prevention and detection of crime.

| | | | |
|-----------------------|--|-------------|--|
| YOUR SIGNATURE | | DATE | |
|-----------------------|--|-------------|--|

FOR OFFICE USE ONLY

Reference No:/...../DUAL/PHDL

Renewal Drivers:

| | | | |
|----|----------------------------------------|---------------|------------------------------|
| 1. | DVLA Licence check | Date checked: | |
| 2. | DBS Cert required? (Update Service) | Yes/No | If no, date of status check: |
| 3. | DBS Application | Date sent: | Date received: |
| 4. | App form to police | Date sent: | Date received: |

New Drivers:

| | | | |
|-----|------------------------------------------|-----------------|----------------|
| 1. | Ongoing entitled to work in UK | Date checked: | |
| 2. | Knowledge Test (6 months validity) | Date completed: | Date produced: |
| 3. | DSA Test (12 month validity) | Date completed: | Date produced: |
| 4. | Medical (6 month validity) | Date completed: | Date produced: |
| 5. | Lived in UK for last 5 continuous years? | Yes/No | |
| 6. | If no to 3. COGC to be produced | Date of cert: | Date produced: |
| 7. | DVLA Mandate form | Date sent: | Date returned: |
| 8. | DBS application | Date sent: | Date returned: |
| 9. | DBS Cert required | Yes/No | Date received: |
| 10. | DVLA Licence check | Date checked: | Date received: |
| 11. | App form to police | Date sent: | Date received: |

DL Badge Number:

Expiry:

Payment: £

Receipt: