

Driver Licence checklist

Please take your time to complete application carefully - where an applicant has made a false statement or a false declaration on their application for the grant or renewal of a licence, the licence will normally be refused.

Please ensure you have submitted the following documents with your application. Failure to do so will make your application invalid - officers will not process any part of your application, and the Council rejecting incomplete applications causes significant delays.

| | |
|---|---|
| You must submit with your application: | ✓ |
| Digital Passport Style Photo taken within the last year www.gov.uk/photos-for-passports | |
| Copy of UK DVLA driving licence | |
| Enhanced Disclosure and Barring Service (DBS) Certificate Apply online: www.taxiplus.co.uk/im-a-driver The DBS certificate must be registered with the DBS Update Service www.gov.uk/dbs-update-service <i>You can only register to the update service within 28 days of applying for the certificate or within 30 calendar days of the 'date of issue' which is printed on the certificate.</i> | |
| Certificate of Good Conduct If you have spent three continuous months or more overseas since the age of 16, the Council will need to see evidence of a criminal record check from the country / countries lived in / visited covering the period spent overseas. This includes any time spent overseas during the course of a licence. www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants | |
| Documents evidencing right to work in the UK www.gov.uk/prove-right-to-work | |
| Medical Report A medical report, completed by your registered doctor less than 4 months before application. The medical report is available in the documents section of the Council's website;- www.epsom-ewell.gov.uk/business/licensing-permits/taxis/drivers-licence-hackney-carriage-or-private-vehicle | |
| Safeguarding Adults and Child Sexual Exploitation certificate Guidance on how to register for this course is available in the documents section of the Council's website;- www.epsom-ewell.gov.uk/business/licensing-permits/taxis/drivers-licence-hackney-carriage-or-private-vehicle | |

Please e-mail your application and supporting documentation to licensing@epsom-ewell.gov.uk

When a valid application is received you will be contacted by phone to pay the application fee by card payment. Our current fee are available in the documents section of the Council's website;- www.epsom-ewell.gov.uk/business/licensing-permits/taxis/drivers-licence-hackney-carriage-or-private-vehicle

Only once the fee is paid will officers begin to process your application.

It typically takes up to a month for officers to complete all necessary checks. Only when all checks are completed officers will notify you and make an appointment to sit the knowledge test. The additional fee for the knowledge test will need to be paid in advance. Guidance on the knowledge test is available in the

documents section of the Council's website;- www.epsom-ewell.gov.uk/business/licensing-permits/taxis/drivers-licence-hackney-carriage-or-private-vehicle

Application for Hackney Carriage / Private Hire Drivers Licence

If you knowingly or recklessly make any false statement or omit any material information on this form you may be prosecuted for an offence and the licence may be refused.

- With your application you must provide the documents detailed in the checklist attached to this form
- All questions must be answered.
- Incomplete applications will be rejected and returned.
- You may wish to keep a copy of the completed form for your records.

| Section 1: Applicant Details | | | |
|--|--|------------------------------|---|
| Title | <input type="checkbox"/> Mr | <input type="checkbox"/> Mrs | <input type="checkbox"/> Miss Other: |
| Forename: | | | |
| Middle name(s) | | | |
| Surname: | | | |
| Have you been known by any other name? | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| | If YES please give details; | | |
| | Date(s) Known: | | |
| | Previous Name(s): | | |
| Home Address: <i>(including postcode)</i> | | | |
| Telephone number: | | Mobile number: | |
| Email address: | | | |
| Date of birth | | Place of Birth: | |
| National Insurance Number | | | |
| Nationality | | | |
| Have you spent three continuous months or more outside the UK since the age of 16? <i>If YES you must also provide a criminal records check from that country covering the relevant period.</i> | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| | If YES please give details for each continuous period spent outside the UK for more than 3 months since the age of 16; | | |
| | Country: | | |
| | Date From: | Date To: | |
| | Please continue on an additional sheet if necessary. | | |

| | |
|---|---|
| If you're not a British or Irish citizen only | <p>Provide your 'right to work' share code</p> <p style="text-align: center;">— — — — —</p> <p>www.gov.uk/prove-right-to-work/get-a-share-code-online</p> |
|---|---|

| Section 2: Type of application | | |
|--|---|--|
| Type of licence being applied for; | <p>Licence to drive Epsom & Ewell BC licensed hackney carriages. <input type="checkbox"/></p> <p>Licence to drive Epsom & Ewell BC licensed private hire vehicles. <input type="checkbox"/></p> <p>School run only private hire driver licence (Restricted licence to drive Epsom & Ewell BC licensed private hire vehicles only whilst being used for carrying out contracted school runs through an Epsom And Ewell licensed private hire operator accepting the booking from a local education authority) <input type="checkbox"/></p> | |
| Are you applying to renew an existing licence, or is this a new application: (tick one) | <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input type="checkbox"/> Renewal of licence If this is a RENEWAL application please provide your current badge/licence number: — — — — — </div> <div style="width: 45%;"> <input type="checkbox"/> New licence If this is a NEW application you do not need to complete a tax check, HOWEVER you must confirm you are aware of the following guidance available on the .GOV website;- <ul style="list-style-type: none"> • PAYE information • Registering for Self Assessment • Corporation Tax Information </div> </div> | |
| Tax Conditionality | <p>Declaration: <i>I confirm that I am aware of the content of guidance relating to my tax registration obligations:</i> <input type="checkbox"/></p> <p style="text-align: right;">Please visit: www.gov.uk/guidance/complete-a-tax-check-for-a-taxi-private-hire-or-scrap-metal-licence</p> <p>This is a legal requirement. Renewal applications that do not include a valid tax check code will be returned as invalid and will not be processed.</p> | |

Section 3: Driving Licence Details

| | | | |
|--|--|--------------|------|
| DVLA Licence Number | | | |
| Is your Driving Licence registered in your current address? | <input type="checkbox"/> Yes <input type="checkbox"/> No | Valid Until: | |
| DVLA Access Code**: (case sensitive) | | | |
| Endorsements – you must give details of ALL endorsements including those spent (i.e. removed from your licence). | Offence | Points | Date |
| | | | |
| | | | |
| | | | |

** You are required to evidence your driving licence record. To do this you must access the DVLA's 'View Your Driving Licence Information' online service (www.gov.uk/view-driving-licence) to obtain a unique Access Code. Please enter this code into the relevant box above. This should be obtained no sooner than 15 days prior to submitting your application and all documentation.

Section 4: Licence History

Do you hold or have you ever held a licence to drive a Hackney Carriage or Private Hire Vehicle issued by Epsom & Ewell Borough Council or any other local authority, including Transport for London?

☐ Yes ☐ No

If Yes, Name of Council:

Period of Licence:

Have you had any Hackney Carriage Driver or Private Hire Licence suspended, refused or revoked?

☐ Yes ☐ No

If **YES**, please provide details:

Section 5: Employment Details

If known, give the details of the operator(s) you will be receiving bookings from:

Name:

Address: (incl. postcode)

Telephone number:

Will you be carrying out any other employment while working as a licensed driver?

☐ Yes ☐ No

If **YES**, please provide details of employment and hours worked:

Section 6: Medical History

Have you ever suffered from any physical or mental condition or illness or other disability which could impair your ability to drive?

☐ Yes ☐ No

Have you ever been advised by a doctor that you should not drive?

☐ Yes ☐ No

If YES to either question above, please provide details:

Section 7: Details of convictions and cautions

Taxi and private hire vehicle drivers are exempt from the Rehabilitation of Offenders Act 1974. This means that convictions and cautions that would usually be considered spent can be taken into account by councils when making licensing decisions.

You are required to disclose **all** convictions, cautions reprimands etc., including spent convictions. The only exceptions to this requirement are 'filtered' convictions and cautions that are considered 'protected'. For more information search the .gov webpage for 'DBS filtering guide' or contact the licensing department.

A previous conviction may not prevent you from obtaining a licence. Please refer to the Council's policy on convictions for further guidance.

If you omit any information your application is likely to be refused and you could be prosecuted.

Have you received **any** of the following?;-

- Convictions,
- Spent Convictions,
- Motoring Offences (see section 3 above), including endorsements periods of disqualification and driver awareness courses,
- Cautions,
- Discharges,
- Fixed Penalty Notices,
- Anti-Social Behaviour Orders,
- County Court Judgements,
- Warnings,
- Reprimands,
- Restraining Orders,
- Criminal Behaviour Order
- or if you are subject to current enquiries which could lead to any of the above in the box below.

☐ Yes ☐ No

If **YES** you must give details below (continue on a separate sheet if necessary).

| Detail of conviction, caution, charge or notice | Date of conviction, caution, charge or notice | Issuing Authority (Court / Police) | Sentence |
|---|---|------------------------------------|----------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

Have you ever been convicted of an offence in another country?

☐ Yes

☐ No

Have you ever been arrested but not charged?

☐ Yes

☐ No

If YES to either question above please provide details:

Section 8: Declaration and signatures

1. I hereby make an application to Epsom & Ewell Borough Council for the grant of a Hackney Carriage / Private Hire Drivers licence subject to the Statutes, Regulations, Policies and Conditions relating to the same for the time being in force.
2. I declare that I have checked the information on the application and to the best of my knowledge and belief it is correct. I understand that it is an offence for any person to knowingly or recklessly make a false statement or to omit material information which is relevant to this application for which I could be prosecuted and any licence issued suspended or revoked.
3. I declare that I have held a full DVLA licence (or equivalent) for at least one year, and I have the right to live and work in the United Kingdom.
4. I confirm that I have read the Council's policies on the licensing of Hackney Carriage and/or Private Hire drivers available at www.epsom-ewell.gov.uk/ on the Taxis and Private Hire page (or in hard copy on request) and that I am aware of the convictions policy and the standard conditions that will be applied to my licence if granted.
5. I understand that the Council may make enquiries with, or share the information supplied as part of this application with other Teams of the Council, other Enforcement Authorities, insurance companies and/or the DVLA as appropriate for the prevention and detection of fraud or criminal behaviour.
6. I understand that Disclosure of Criminal Records will be requested from the Disclosure and Barring Service and that the search is not limited by the Rehabilitation of Offenders Act. I am aware that the Council complies with the Bureau's code of Practice in handling disclosures <https://www.gov.uk/government/publications/dbs-code-of-practice> Particular attention is drawn to section's "processing an application" and "decision making process" – all licences.
7. I consent to members of the licensing team sharing my medical information with my Doctor, the Council's Medical Advisor or consultants where required for the purposes of processing this application.
8. I understand that I must apply to the DBS update service and remain subscribed to the service for the duration of my licence. I give permission to Epsom & Ewell Borough Council to check my DBS certificate status online at anytime that I hold a Hackney Carriage / Private Hire Drivers Licence issued by them.
9. I understand that I must undertake to comply with the legislation, byelaws, policy, code of conduct and conditions of licence as are now, or may hereafter be in force, for regulating Hackney Carriage or Private Hire business and drivers within the said borough.
10. I understand that if any of the information supplied on this application should change, I need to inform the Council in writing and pay the fee for amending the licence, if applicable.
11. I understand that if my application is refused, or granted and subsequently revoked for any reason; my details will be relayed to the NAFN to feature on the DFT's National Register or Refusals and Revocations, this will be held for a period of 25 years. All applicants will have their details checked against the NR3 register and any relevant information taken into account in assessing the application. Where an application is refused, or where a licence is granted but subsequently revoked, this information will be entered into the register. www.nafn.gov.uk

| | | | |
|-------------------|--|--------------|--|
| Print name | | | |
| Signature | | Dated | |

Completed application forms should be submitted to licensing@epsom-ewell.gov.uk along with copies of supporting documents. On receipt of a valid application you will be contacted by phone to make payment by debit card.

How we use your data

The Council is the Data Controller of the information you provide and we have a statutory duty to collect and process the information to be compliant with the Local Government (Miscellaneous Provisions) Act 1976 and Town and Police Clauses Act 1847. This is part of our public task obligations as a Local Authority to ensure whether a person is 'fit and proper' to hold a Hackney Carriage or Private Hire Driver licence. This also includes processing information on medical checks, DBS check and DVLA checks. We may share your information and make any other necessary enquiries regarding your application with other departments and statutory organisations in relation to the application. Your personal information will be processed in line with Data Protection Legislation and we will not disclose information about you to anyone outside the Council unless the law permits or requires us to.

The Authority is under a duty to protect the public funds it administers and to assist other agencies in the prevention and detection of crime. We may use the information provided in this form for this purpose and share this information with other bodies responsible for auditing or administering public funds.

Under Section 51(3) Local Government (Miscellaneous Provisions) Act 1976, the local authority is required to maintain a register of private hire driver licences, including the following details which are available for inspection by members of the public: The name the of the person to whom it is granted; the date on which and the period for which it is granted; if the licence has a serial number, that number.

The personal information you provide will be held for the duration of your licence from the date of receipt, after which it will be securely destroyed 5 years after the expiry, surrender or revocation of your final licence, in line with our retention policy (except in the event of an appeal or judicial inquiry, in which case it will be retained for as long as is required to determine these matters).

If you believe the data we process on you is incorrect you may request this information and if necessary have it corrected or deleted. If you wish to raise a complaint you can contact our Data Protection Officer. If you believe we are not processing your data lawfully you can complain to the Information Commissioner's Office <https://ico.org.uk>