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Licensing Unit
Cannock Chase Council
Civic Centre, PO BOX 28
Beecroft Road
Cannock
Staffs
WS11 1BG



**APPLICATION FOR A
HACKNEY CARRIAGE / PRIVATE HIRE DRIVERS' LICENCE**

In accordance with the appropriate provisions of the Town Police Clauses Act, 1847 and the Local Government (Miscellaneous Provisions) Act 1976, I hereby apply for a Licence from Cannock Chase District Council to act as a driver of licensed Hackney Carriage/Private Hire Vehicle.

IF ANY PERSON KNOWINGLY OR RECKLESSLY MAKES A FALSE STATEMENT OR OMITTS ANY MATERIAL PARTICULARS IN GIVING INFORMATION HE/SHE SHALL BE GUILTY OF AN OFFENCE.

PLEASE ANSWER ALL OF THE QUESTIONS.

FAILURE TO DO SO MAY DELAY YOUR APPLICATION

Full name and address of the applicant:

Post Code: _____

Telephone No.:

Mobile Telephone No.:

Email address:

Date of Birth:

Please confirm the length of Licence for which you wish to apply (please tick relevant box)

- 3 year Licence - £263.00 inc badge and mandate
- 1 year Licence - £128.50 inc badge and mandate

Within the past 12 months, have there been any medical reasons why you could not undertake the full range of hackney carriage or private hire duties, including driving, lifting or carrying etc?

Do you need to wear prescription spectacles or contact lenses for driving?

YES/NO
N.B. If you do wear spectacles for driving, the photographs you provide with your application will need to show you wearing them.

Please state the name and address of the hackney carriage/private hire company you intend to work for:

In which area(s) do you intend to work as a licensed driver?

DETAILS OF PREVIOUS CONVICTIONS

A. Have you ever been convicted of or cautioned for any criminal offences?	YES/NO	If yes, please give details on a separate sheet.
B. Within the past 12 months, have you been convicted of any motoring offences or have you received any fixed penalty notices?	YES/NO	If yes, please give details on a separate sheet.
C. Do you have any pending convictions/appearances at Court or Fixed Penalty Notices?	YES/NO	If yes, please give details on a separate sheet.
Are you currently licensed as a Hackney Carriage/Private Hire Driver with any other Council?	YES/NO. If YES, state where:	
Have you ever held a Hackney Carriage or Private Hire Drivers' Licence with another Authority?	YES/NO. If YES, state where and when:	
Have you ever been refused a Hackney Carriage or Private Hire drivers' Licence by any other Authority?	YES/NO. If YES, please give details:	
Have you ever had a Hackney Carriage or Private Hire Drivers' Licence suspended or revoked?	YES/ NO. If YES, please give details:	

DECLARATION OF APPLICANT

I hereby declare that the aforesaid is true, complete and correct and that I have no objection to the same being verified. I have read the guidance notes and understand that, before the Council can determine this application for a Licence, it may need an enhanced disclosure from the Disclosure & Barring Service. 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 otherwise share information with the Home Office. You must therefore provide a document or document combination that is stipulated as being suitable for this check. The list of documents is set out at [\[guidance link\]](#). You must provide the original document(s), such as your passport or biometric residence permit, as indicated in the published guidance, so that the check can take place. 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 original document(s) have been produced and the relevant paid 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.

I HAVE READ AND UNDERSTOOD THE GUIDANCE WHICH ACCOMPANIES THIS APPLICATION FORM.

Dated this day of 201_

Signed: _____ BLOCK CAPITALS: _____

Please note that Cannock Chase District Council hold and use data in accordance with the Data Protection Act 1998. You should be aware that by signing this form you are agreeing that the information you have provided within it may be used and shared with other departments and agencies in order to assist in the prevention and detection of crime and to protect public funds.

If you have any difficulty in completing this application form, or if you have any queries, please contact Mrs. Carron Barnes on 01543 464248, for advice.

THIS APPLICATION MUST BE ACCOMPANIED BY THE FOLLOWING:

- × A recent passport photograph taken within a month of making application.
- × Fee for the licence:- Current Licence holders:
- × £263.00 (3 year Licence) (0313 9221 R041) OR £128.50 (1 year Licence) (0313 9221 R006)

Medical Assessment required (£100.00) if you wish it to be carried out by Staffordshire County Council's Occupational Health Unit or (£55.00) if using the Council's alternative provider. Fees for medical assessments are payable directly to the providers themselves

× Your DVLA Driving Licence (in your current home address).

× Your passport. PLEASE NOTE THAT YOU MUST SUBMIT YOUR PASSPORT IF YOU HOLD ONE. (If you do not hold a current valid passport then you may submit a full birth certificate instead)

Enhanced Police check – forms enclosed cost of £44.00

N.B. Please contact Carron Barnes on 01543 464248 to arrange an appointment to have your ID documents verified. You will also be required under the Council's revised Hackney Carriage/Private Hire Driver, Vehicles & Operators Licensing Policy to subscribe to the Disclosure & Barring Update Service within 19 days of the date of your Enhanced Disclosure Certificate being issued and provide the Licensing Unit with your unique Update Service ID and by signing this application form you agree to comply with this request (please see guidance note on the front of the DBS form regarding ID documentation requirements) (0313 9221 R007)