

**FOR OFFICIAL USE ONLY**

Amount Paid: \_\_\_\_\_  
Date Paid: \_\_\_\_\_  
Receipt No.: \_\_\_\_\_  
Expiry Date.: \_\_\_\_\_  
HC/PHD No.: \_\_\_\_\_

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



**RENEWAL 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 of applicant:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_

**Post Code:** \_\_\_\_\_

**Telephone No.:** \_\_\_\_\_

**Mobile Tel No.:** \_\_\_\_\_

**Email address:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_

**DVLA Check No:** \_\_\_\_\_

**National Insurance No:** \_\_\_\_\_

**Tax Conditionality Code:** \_\_\_\_\_

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

- 3 year Licence - £280.00 inc badge**  
 **1 year Licence - £135.00 inc badge**

**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?

Have you ever been questioned, interviewed, arrested or charged in connection with:

- Touching a child or young person unnecessarily or inappropriately  YES  NO
- making offensive or inappropriate comments towards a child  YES  NO
- misusing or attempting to misuse personal details obtained as part of a fare or booking;  YES  NO
- sexual activity with a child or vulnerable person;  YES  NO
- inappropriate relationship with a child or vulnerable person;  YES  NO
- violence, coercion or intimidation of a child or vulnerable person;  YES  NO
- Human trafficking;  YES  NO

If you have, you must inform the council and circle yes. You must specify the nature of the incident in the space below and include the date of the incident, the date of arrest and/or questioning.

**DETAILS OF PREVIOUS CONVICTIONS**

A. Have you ever been convicted of or cautioned for any criminal offences? **N.B You must declare any and all previous convictions and cautions.**

YES  NO

If yes, you must give details on a separate sheet.

B. Within the past 3 years, 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:

<p><b>Have you ever been refused a Hackney Carriage or Private Hire drivers' Licence by any other Authority?</b></p>	<p><input type="checkbox"/> YES <input type="checkbox"/> NO If YES, please give details:</p>
<p><b>Have you ever had a Hackney Carriage or Private Hire Drivers' Licence suspended or revoked?</b></p>	<p><input type="checkbox"/> YES <input type="checkbox"/> NO If YES, please give details:</p>
<p>The licensing authority provides information to the National Register of Taxi Licence Refusals and Revocations (NR3), a mechanism for licensing authorities to share details of individuals who have had a hackney carriage or Private Hire Vehicle (PHV) licence revoked, or an application for one refused. This is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the licensing authority – that is, assessing whether an individual is a fit and proper person to hold a hackney carriage or PHV licence. Therefore:</p> <ul style="list-style-type: none"> <li>• Where a hackney carriage/ PHV licence is revoked, or an application for one refused, the authority will automatically record this decision on NR3.</li> <li>• All applications for a new licence or licence renewal will automatically be checked on NR3. If a search of NR3 indicates a match with an applicant, the authority will seek further information about the entry on the register from the authority which recorded it. Any information received as a result of an NR3 search will only be used in respect of the specific license application and will not be retained beyond the determination of that application.</li> </ul> <p>The information recorded on NR3 itself will be limited to:</p> <ul style="list-style-type: none"> <li>• name</li> <li>• date of birth</li> <li>• address and contact details</li> <li>• national insurance number</li> <li>• driving licence number</li> <li>• decision taken</li> <li>• date of decision</li> <li>• date decision effective</li> </ul> <p>Information will be retained on NR3 for a period of 25 years.</p> <p>This is a mandatory part of applying for a hackney carriage/private hire drivers' licence. The authority has a published policy on the approach it will take to requests by other authorities for further information about entries on NR3, and about the use it will make of any further information provided to it. You can read that policy at <a href="http://WWW.cannockchasedc.gov.uk">WWW.cannockchasedc.gov.uk</a></p> <p>Information will be processed in accordance with the Data Protection Act (DPA) and General Data Protection Regulation (GDPR). Any searches, provision or receipt of information of or under NR3 are necessary to the authority's statutory licensing functions of ensuring that all drivers are fit and proper to hold the applicable licence. It is not intended that any NR3 data will be transferred out of the United Kingdom.</p> <p>If you wish to raise any issue related to the data protection legislation, including by relying on any of the rights afforded to data subjects under the GDPR, you can do so to the authority's Data Protection Officer at <a href="mailto:infomanager@cannockchasedc.gov.uk">infomanager@cannockchasedc.gov.uk</a> This includes submitting a subject access request.</p> <p>You always have the right to make a complaint to the Information Commissioner's Office (ICO). Advice on how to raise a concern about handling of data can be found on the ICO's website: <a href="https://ico.org.uk/make-a-complaint/">https://ico.org.uk/make-a-complaint/</a></p>	

## 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.

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 COUNCIL'S TAXI POLICY AND CONDITIONS AND THE NR3 GUIDANCE CONTAINED ON THIS APPLICATION FORM.**

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 202\_

Signed: \_\_\_\_\_ **BLOCK CAPITALS:** \_\_\_\_\_

Please note that Cannock Chase District Council hold and use data in accordance with Data Protection legislation. 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.  
How we use your personal information

The information that you have provided will be used by Cannock Chase Council, who are the data controller, to allow us to carry out our statutory obligations in relation to the administration, compliance and enforcement of the licensing function within the District. We will only share your information with agencies involved in licence processing or licensing enforcement where the law requires or permits us to do so. For further information, please see: <https://www.cannockchasedc.gov.uk/council/about-council/data-protection/data-protection-privacy-notice>

If you have any difficulty in completing this application form, or if you have any queries, please contact Mr. Matt Lockley on 01543 464523, 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:
- × £280.00 (3 year Licence) (0313 9221 R005) OR £135.00 (1 year Licence) (0313 9221 R006)

Medical Assessment required (£55.00) Fee 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 £49.50

N.B. Please contact Matt Lockley on 01543 464523 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 30 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)**