

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



BEFORE COMPLETING THIS APPLICATION FORM, PLEASE ENSURE YOU HAVE READ AND UNDERSTAND THE NEW DRIVER FACTSHEET & POLICY & CONDITIONS (GREEN BOOKLET)

APPLICATION FOR A NEW 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.

**PARTICULARS: PLEASE ENSURE THAT YOU ANSWER ALL OF THE QUESTIONS.
 FAILURE TO DO SO MAY DELAY YOUR APPLICATION**

<p>1. Full name and address of the applicant:</p> <p>Email address:</p>	<p>_____</p> <p>_____</p> <p>_____</p> <p>Post Code: _____</p> <p>_____</p>
2. Telephone No.:	_____
3. Mobile Telephone No.:	_____
4. Date of Birth:	_____
5. National Insurance No.:	_____
6. Name and address of present employer:	<p>_____</p> <p>_____</p> <p>_____</p>
6.a In which area(s) do you intend to work as a licensed driver?	_____
7. Do you hold a UK or EU Passport/National Identity card or a UK Birth Certificate?	YES <input type="checkbox"/> NO <input type="checkbox"/>
8. Have you ever lived in any Country other than the UK, IF YES PLEASE STATE WHEN.	YES <input type="checkbox"/> NO <input type="checkbox"/> From _____ To _____
9. 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?	<p>_____</p> <p>_____</p> <p>_____</p>

<p>10. Do you need to wear prescription spectacles or contact lenses for driving?</p>	<p>YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>N.B. If you do wear spectacles for driving, the photographs you provide with your application will need to show you wearing them.</p>
<p>11. For how many years have you held a <u>full</u> driving licence?</p>	
<p>12. Give the following details from your current driving licence:-</p> <p>(a) The full driver number:</p> <p>(b) Period valid:</p>	<p>_____</p> <p>From: _____ To: _____</p>
<p>13. (a) Are you the proprietor or owner or operator of the vehicle(s) you intend to drive?</p> <p>(b) If 'NO', please state the name and address of the hackney carriage/private hire company you intend to work for:</p>	<p>YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Full/Part-time: _____ Hrs. per day/wk.: _____</p>
<p>14. Do you intend to follow any occupation in addition to driving a hackney carriage or private hire vehicle?</p>	<p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>
<p>DETAILS OF PREVIOUS CONVICTIONS</p>	
<p>A. Within the past 12 months, have you been convicted of any motoring offences or have you received any fixed penalty notices? If yes, please give details in Section B.</p> <p>B. Have you ever been convicted of or cautioned for any criminal offences? If yes, please give details in Section B.</p> <p>C. Do you have any pending convictions or appearances at Court or Fixed Penalty Notices? If yes, please give details in Section B.</p> <p>D. Do you have any convictions or pending matters in any other country? If yes, please give details in Section B.</p>	<p>YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>
<p>Have you ever been questioned, interviewed, arrested or charged in connection with:</p> <ul style="list-style-type: none"> • 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 • trafficking a child or vulnerable person; YES/NO <p>If you have, you must inform the council 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.</p>	

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-notices>

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:-

- One recent passport photograph taken within a month of making application.
- Completed DVLA Data Protection Mandate.
- 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 birth certificate instead)
- Enhanced Police check

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)