

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**

Full name of applicant: _____

Address: _____
 _____ Post Code: _____

Telephone No.: _____

Mobile Telephone No.: _____

Email Address.: _____

Date of Birth: _____

DVLA Check No: _____

National Insurance No: _____

Name and address of present employer: _____

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

Do you hold a UK or EU Passport/National Identity card or a UK Birth Certificate?

YES NO

Have you ever lived in any Country other than the UK, IF YES PLEASE STATE WHEN.

YES NO

From _____ To _____

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.

For how many years have you held a full driving licence?

Give the following details from your current driving licence:-

The full driver number: _____

Period valid: From: _____ To: _____

Are you the proprietor or owner or operator of the vehicle(s) you intend to drive?

YES NO

If 'NO', please state the name and address of the hackney carriage/private hire company you intend to work for:

Full/Part-time: _____ Hrs. per day/wk.: _____

Do you intend to follow any occupation in addition to driving a hackney carriage or private hire vehicle?

YES NO

DETAILS OF PREVIOUS CONVICTIONS

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.

YES NO

B. 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

C. Do you have any pending convictions or appearances at Court or Fixed Penalty Notices? If yes, please give details in Section B.

YES NO

D. Do you have any convictions or pending matters in any other country? If yes, please give details in Section B.

YES NO

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 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>Are you currently licensed as a Hackney Carriage/Private Hire Driver with any other Council?</p>	<p>YES <input type="checkbox"/> NO. <input type="checkbox"/> If YES, state where:</p>
<p>Have you ever held a Hackney Carriage or Private Hire Drivers' Licence with another Authority?</p>	<p>YES <input type="checkbox"/> NO. <input type="checkbox"/> If YES, state where and when:</p>
<p>Have you ever been refused a Hackney Carriage or Private Hire drivers' Licence by any other Authority?</p>	<p>YES <input type="checkbox"/> NO. <input type="checkbox"/> If YES, please give details:</p>
<p>Have you ever had a Hackney Carriage or Private Hire Drivers' Licence suspended or revoked?</p>	<p>YES <input type="checkbox"/> NO. <input type="checkbox"/> If YES, please give details</p>

**SECTION B: CONVICTIONS, CAUTIONS AND PENDING PROSECUTION DETAILS
(INCLUDING Motoring and Criminal)**

Date Convicted	Type of Conviction (Criminal Motoring, Caution or Pending Matter)	Court or Police	Offence or Pending Matter	Penalty
Example 27.8.10	Example Motoring conviction	Example 1733 or M/C	Example IN10 Driving without insurance	Example £500 fine and 6pts

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, see: <https://www.cannockchasedc.gov.uk/council/about-council/data-protection/data-protection-privacy-notices>

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:

- Where a hackney carriage/ PHV licence is revoked, or an application for one refused, the authority will automatically record this decision on NR3.
- 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.

The information recorded on NR3 itself will be limited to:

- name
- date of birth
- address and contact details
- national insurance number
- driving licence number
- decision taken
- date of decision
- date decision effective

Information will be retained on NR3 for a period of 25 years.

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:

www.cannockchasedc.gov.uk

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.

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 infomanager@cannockchasedc.gov.uk This includes submitting a subject access request.

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: <https://ico.org.uk/make-a-complaint/>

