



## TOWN POLICE CLAUSES ACT 1847

## LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976

### APPLICATION FOR RENEWAL OF A LICENCE TO DRIVE HACKNEY CARRIAGE VEHICLES

<b>Applicant details</b>		
Title:	First name(s):	Surname:
Home Address (including postcode):		
Phone (Home):	Phone (Mobile):	
Email address:		
Date of Birth:	Place of Birth:	
NI number:	Nationality:	
DVLA Driving Licence Number:		

<b>Name of Hackney Carriage Plate Licence Holder and Plate No if known:</b>	
<b>(This is the person whose name is on the Licence)</b>	

<b>Driver Licence Checking Code</b>								
<p>This code gives us your permission to check your DVLA driver licence for endorsements.</p> <p>You can obtain a code from "View or share your driving licence information" at the DirectGov website: <a href="https://www.gov.uk/view-driving-licence">https://www.gov.uk/view-driving-licence</a>. A code is valid for 21 days once produced so make sure it is still valid when you make your application.</p> <p>The code is case-sensitive, so WRITE THE CODE EXACTLY AS IT APPEARS ON SCREEN.</p>								
EXAMPLE:	p	P	5	s	S	y	x	X

**Driving convictions and endorsements**

Please list in the box below details of any convictions or endorsements from your DVLA Driver's Licence. If you have nothing to enter write "NONE" – Do not leave any blank spaces

ENDORSEMENTS as supplied by convicting Court

Convicting Court code	Date of conviction (D/M/YY)	Offence	Date of offence (D/M/YY)	Fine (£)	Disqual. Period	Penalty Points

**Criminal matters**

Have you EVER been convicted or received a formal caution? (Please circle. If yes, provide details below of ALL your convictions, including cautions)

YES

NO

Date	Convicting Court	Offence	Sentence

Do you currently know of any pending criminal charges or criminal investigations against you? (please circle)

YES

NO

If you have answered "YES" supply full details here:

Have you been involved in any other incident which may lead to Court proceedings being taken against you? (please circle)

YES

NO

If you have answered "YES" supply full details here:

<b>Medical matters</b>		
Are you currently receiving any medical treatment? (please circle)	YES	NO
If YES is this for a long term condition other than minor ailments?	YES	NO
If you have answered "YES" to any of the previous two questions supply full details here:		

<b>General matters</b>		
Do you currently have the right to work in the United Kingdom?	YES	NO
Are there any restrictions on your right to work in the United Kingdom?	YES	NO
If you have answered "YES" to the previous question, provide details here:		
Do you hold a licence to drive Hackney Carriage vehicles with any other local authority? If "YES" provide details below:	YES	NO
Authority	Licensed From	Licensed To
Have you ever had a Hackney Carriage vehicle driver licence refused, revoked or suspended? If "YES" provide details below	YES	NO
Authority	Date	Refused/Revoked/Suspended and Reason

### Tax registration declaration

As someone applying for a Hackney Carriage Vehicle driver licence, you are required to confirm that you are aware of the content of HMRC guidance relating to your tax registration obligations (see Notes). If you do not confirm this, the Council will not be able to grant you a licence.

Please note that Schedule 23 to Finance Act 2011 (Data Gathering Powers) and Schedule 36 to Finance Act 2008 (Information and Inspection Powers), grant HMRC powers to obtain relevant information from third parties. This includes licensing bodies being required to provide information about licence applicants.

I confirm that I am aware of the content of HMRC guidance relating to my (our) tax registration obligations.

Signature:

Print Name:

Date:

### HMRC Tax Check Code

HMRC requires authorities to carry out tax registration checks for Hackney Carriage, Private Hire Driver and Private Hire Operator licence from 4th April 2022. This is to check that you are registered with HMRC for Tax and Self Assessment.

When you've completed the tax check, you'll be given a 9-character check code. You'll need to give this code to us so that we can confirm you have completed the tax check.

If you have not yet registered for tax and self assessment, or have forgotten your Government Gateway user ID or password visit [HMRC Services: Sign in or Register](#)

**We cannot proceed with your licence renewal until you have completed the tax check and provided us with a valid code.**

--	--	--	--	--	--	--	--	--

### Declarations on making your application

I declare that the information given above is true to the best of my knowledge and that I have not wilfully omitted any necessary material. I understand that if there are any wilful omissions, or incorrect statements made, my application may be refused without further consideration or, if a licence has been issued, it may be liable to immediate suspension or revocation. I understand that it is an offence under Section 57 of the Local Government (Miscellaneous Provisions) Act 1976 to knowingly or recklessly make a false statement or omit any material particular in giving information.

I understand that the Authority is collecting my data for the purposes described on this form and will not be used for any other purpose, or passed on to any other body, except as required by law, without my consent.

I understand that the Authority is under a duty to protect the public funds it administers, and to this end may use the information I have provided on this form for the prevention and detection of fraud. I understand that it may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

Signature:

Print Name:

Date:

### Privacy Notice

We are collecting your information in order to process your licence application. For more information on how we use your information, please refer to the Privacy Notice on our website: [www.thanet.gov.uk](http://www.thanet.gov.uk)

<b>Application checklist*</b>	
DVLA driving licence (a copy or photograph of both sides of the licence card)	
Two passport sized colour photographs	
Utility Bill/Council Tax Bill showing your current address	
Proof of right to work in the UK (required by the Immigration Act 2016)	
Proof of payment of fee (include a receipt for telephone/online payments)	
Disclosure and Barring Service (DBS) enhanced check application form/certificate**	
Medical report form - this is to be completed and dated within one month of appointment	
Fully completed, signed and dated the application form	
<p>* ALL items in bold must be provided AT THE TIME OF APPLICATION. Incomplete applications will be returned to you.</p> <p>** Original documents confirming your name, current address and date of birth MUST be provided with the Enhanced DBS application form if you submit one. There is an additional fee for an enhanced DBS application. If you are providing an Enhanced DBS Certificate this must be the ORIGINAL DBS Enhanced Check Certificate, which must have been issued NO MORE THAN ONE MONTH BEFORE it is presented.</p> <p>If you subscribe to the DBS update service you must provide the ORIGINAL DBS ENHANCED CHECK CERTIFICATE with your application.</p>	

## Notes

### Making your application

It is YOUR responsibility to make sure your application is complete. Incomplete applications may not be accepted for processing and in this case will be returned to you for resubmission. In particular:

- Answer ALL the questions on the form or mark them as “not applicable”
- Sign and date the form.
- Include ALL the supporting documents AT THE TIME OF APPLICATION. A checklist is included on the application form to help you with what you must include. Original documents must be produced when specified.
- Provide payment or proof of payment of the required fee. Current fees are on the Council’s website. Applications are processed in the order they are received and applications received earlier will be processed sooner. We accept no responsibility for delays in issuing a licence due to the late submission of an application or to the return of an incomplete application.

### National Register of Refusals and Revocations (NR3)

In accordance with the Council’s Hackney Carriage and Private Hire Licensing Policy, the details of any decision to refuse, suspend or revoke a licence will be added to the national register of hackney carriage and private hire driver licence refusals and revocations (also known as NR3). The Council will also use NR3 to check whether any applicants for licences appear on the register as having had a licence refused, suspended or revoked by any other licensing authority.

### DBS Update Service

In accordance with the Council’s Hackney Carriage and Private Hire Licensing Policy, you are required to sign up the DBS Update Service and give your consent for the Council to carry out update checks throughout the period that you remain licensed. This enables the Council to ensure no new information has come to light since a licence was issued. Where an update check reveals that new information is available, the licence holder will be required to co-operate with the requesting of a new DBS certificate to confirm the details of the new information.

Please note that if you fail to sign up the DBS Update Service as required, your licence may be suspended or revoked and you may also be required to reapply for a fresh DBS check every six months.

### Tax Registration Obligations

HMRC guidance on your tax registration obligations can be found online here:

If you are going to be an employee paying tax on your income via PAYE: [www.gov.uk/income-tax/how-you-pay-income-tax](http://www.gov.uk/income-tax/how-you-pay-income-tax) If you are going to be self-employed: [www.gov.uk/register-for-self-assessment](http://www.gov.uk/register-for-self-assessment) If you are going to pay tax on your profits by operating as a company: [www.gov.uk/corporation-tax](http://www.gov.uk/corporation-tax)

### What you need to do next

- **Book an appointment with the Technical Support Team to have your paperwork checked, the appointment can be requested by emailing [licensing@thanet.gov.uk](mailto:licensing@thanet.gov.uk) (please do not book an appointment unless you have all the documentation requested above otherwise you will need to book another appointment).**
- **Payment can be made via Bank Transfer using the details below.**

***National Westminster Bank PLC***

***Sort Code - 60 14 05***

***Account - 67834000***

***Payee - Thanet District Council***

***Your Reference - Your Name***



## APPENDIX

This medical certificate must be completed by any general practitioner every three years.

**If the applicant is 70 years of age or over, then it must be completed annually.**

I hereby certify that having regard to advice on assessing the medical fitness of professional drivers in the publication "For Medical Practitioners: At a Glance Guide to the Current Medical Standards of Fitness to Drive".

**I have today examined the applicant**

**Mr/Mrs/Miss/Ms**

And certify that he/she meets with the requirements of Group 2 entitlement of the Current Medical Standards for Fitness to Drive issued by the DVLA, Swansea.

<b>Surgery Stamp</b>	<b>Date:</b>
	<b>Signature:</b>
	<b>Qualifications:</b>
	<b>Address:</b>

For Office Use Only:

Expiry date of Medical:
-------------------------

### NOTES FOR MEDICAL PRACTITIONER

1. This certificate can be signed by any General Practitioner.
2. Advice on assessing the medical fitness of professional drivers can also be obtained from the Driver's Medical Unit, DVLA, Longview Road, Morriston, Swansea, SA99 1TV. Telephone (01792) 783686.