



*PLEASE READ ALL THE ATTACHED INFORMATION CAREFULLY*

**PROCEDURE**

**A. ON FIRST APPLICATION YOU ARE REQUIRED TO SUBMIT:-**

1. A completed application form (attached).
2. A Criminal Record Check (see separate form and notes). PLEASE BRING THE FOLLOWING IDENTITY DOCUMENTS TO THE GEDLING 1STOP FOR AUTHORISATION PURPOSES: Passport, Birth Certificate, a current utility bill (see CRB guide for further information).
3. A completed Mandate for Release of Information from the Driver and Vehicle Licensing Agency (DVLA) (attached).
4. The fee of **£199.25** which includes:
  - £27.00 Driving Test Fee
  - £68.25 Medical Fee
  - £36.00 Criminal Records Bureau Check
  - £68.00 Non-Refundable Application Fee
5. Two recent passport photographs.
6. Your full drivers licence (a photocopy will not be accepted).

**B. ON RENEWAL APPLICATION YOU ARE REQUIRED TO SUBMIT:-**

1. A completed application form (attached).
2. A Criminal Record Check (when necessary – see note overleaf). PLEASE BRING THE FOLLOWING IDENTITY DOCUMENTS TO THE GEDLING 1STOP FOR AUTHORISATION PURPOSES: Passport, Birth Certificate, current utility bill (see CRB guide for further information).
3. A completed Mandate for Release of Information from the Driver and Vehicle Licensing Agency (DVLA) (attached).
4. The fee of **£53.00** (Plus a further £68.25 if a medical is required - see note on Medicals overleaf and £36.00 if a Criminal Records Check is required).
5. Two recent passport photographs.
6. Your full drivers licence (a photocopy will not be accepted).

**C. HOLDERS OF CURRENT LICENCES WITH OTHER AUTHORITIES**

Please ask for advice from Gedling 1Stop on telephone (0115) 901 3971 before completing any forms.

## NOTES

### 1. **CRIMINAL RECORDS BUREAU**

All *new* applications require a Criminal Record Check supplied by the Criminal Records Bureau. Please note that the Criminal Record Check can take approximately 6 -8 weeks to be processed and no licence will be issued until this information is received. On *renewal* applications, a further Criminal Record Check will be required **every three years**.

There is provision on the application form for you to declare any convictions you may have. **This includes pending convictions, spent convictions and any cautions.** If you are in any doubt about whether you need to declare a conviction, please contact the Licensing Section on telephone (0115) 901 3895 before you complete any forms. The disclosure of a criminal record or any other type of offence will not necessarily debar you from obtaining a licence. However, you may be required to be interviewed by the Environment and Licensing Committee who will consider all relevant facts and make a decision as to whether or not they consider that you are a 'fit and proper person' to hold a Hackney Carriage/Private Hire Driver's Licence. If the Committee decides to refuse to grant or renew your licence, you have a right of appeal to the Magistrates' Court.

### 2. **DRIVERS LICENCE**

Please note that your application will not be considered unless you have held a full drivers licence for twelve months.

### 3. **REMINDER LETTERS**

Renewal reminder letters are sent to existing drivers as a matter of courtesy. The responsibility remains with the Driver to ensure that his/her application is received in good time.

### 4. **CONDITIONS**

If the licence is granted to you, this will be subject to the conditions attached to this form. Further copies of these conditions can be obtained from the Licensing Section, Planning and Environment Department, Gedling Borough Council, Civic Centre, Arnot Hill Park, Arnold, Nottingham NG5 6LU.

### 5. **MEDICALS**

All new applicants are required to have a medical examination which is carried out by the Council's Occupational Health Physician. An appointment will be made for you by the Licensing Section. On renewal application, you are only required to have a medical if the application is made after your 45<sup>th</sup>, 50<sup>th</sup>, 55<sup>th</sup> birthday and every year after your 60<sup>th</sup> birthday.

### 6. **RELEASE OF INFORMATION**

This Authority is under a duty to protect the public funds it administers and, to this end, may use the information you have provided on this form within this Authority for the prevention and detection of fraud. It may also share this information with other bodies administering public funds solely for these purposes.

**If you have any queries regarding your application, please contact Gedling 1Stop on telephone 0115 901 3971 or e-mail: [licensing@gedling.gov.uk](mailto:licensing@gedling.gov.uk)**



Office Use Only	Date & Initials
Driving Test Fee paid	
Medical Fee paid	
CRB Fee paid	
Application Fee paid	
TOTAL PAID	

**Application for a Hackney Carriage/Private Hire Driver's Annual Licence**

*BEFORE COMPLETING THIS FORM, PLEASE READ THE NOTES ATTACHED.  
PLEASE COMPLETE ALL SECTIONS OF THE FORM – USING BLOCK CAPITALS AND BLACK INK*

**1. YOUR DETAILS**

<b>FULL NAME:</b>	
<b>FULL ADDRESS:</b>	
<b>POST CODE:</b>	
<b>TELEPHONE:</b>	
<b>DATE OF BIRTH:</b>	
<b>AGE:</b>	

**2. EMPLOYMENT DETAILS**

<b>OCCUPATION:</b>	
<b>NAME &amp; ADDRESS OF CURRENT EMPLOYER:</b>	

**DETAILS OF FULL-TIME OR PART-TIME EMPLOYMENT DURING LAST TWO YEARS**

Name and Address	Period from	Period to	Reason for Leaving

**3. CONVICTIONS - PLEASE ANSWER THE FOLLOWING SECTION GIVING DETAILS OF ALL CONVICTIONS (N.B. THIS ALSO INCLUDES ALL OVERSEAS CONVICTIONS AND SPENT CONVICTIONS)**

Offence Type	Date	Description of Offence	Court	Decision of the court
<b>MOTORING OFFENCES</b>				
<b>CRIMINAL CONVICTIONS</b>				
<b>OTHER OFFENCES INCLUDING CAUTIONS</b>				
<b>PENDING PROSECUTIONS</b>				

**4. YOUR LICENSING HISTORY**

HAVE YOU HAD ANY PREVIOUS EXPERIENCE AS A HACKNEY CARRIAGE OR PRIVATE HIRE DRIVER? Please tick (✓) relevant box

Yes  No  If 'Yes' please give details:

Authority you were licensed with	Dates from and to

**5. YOUR WORK ARRANGEMENTS**

DO YOU INTEND TO DRIVE FULL-TIME OR PART-TIME AS A HACKNEY CARRIAGE/PRIVATE HIRE DRIVER? Please tick (✓) relevant box

Full-time  Part-time

PLEASE STATE THE NAME OF THE OPERATOR AND/OR VEHICLE PROPRIETOR YOU PROPOSE TO DRIVE FOR:

.....  
.....

**6. YOUR HEALTH**

DO YOU SUFFER FROM ANY MEDICAL DISABILITIES? Please tick (✓) relevant box

Yes  No  If 'Yes' please specify:-

Please give details of any regular medication or treatment prescribed by a Doctor which you are receiving. (If you are receiving no medication, Please write 'NONE').

**7. CHARACTER WITNESSES**

Please give the names and addresses of **TWO** persons, not relatives, who have known you personally for the past three years. These persons will be contacted individually by the Licensing Section to supply a reference on your behalf.

<b>Full Name and Address of Character Witnesses</b>	
1.	
	<b>Post Code</b>
2.	
	<b>Post Code</b>

**8. DECLARATION**

I, the undersigned, hereby declare that all the information given in this application is true and accurate.

I confirm that I have read and understood all the attached Hackney Carriage/ Private Hire Drivers Conditions.

I understand that if I contravene any of the provisions of the Local Government (Miscellaneous Provisions) Act 1976 or any of the Hackney Carriage/Private Hire Drivers Conditions my Hackney Carriage/Private Hire Drivers Licence may be suspended or revoked.

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_