

# Application for Hackney Carriage/Private Hire Driver's Licence Application

Please refer to the information and notes within the application pack for guidance on how to make your application. Please note that applications must be submitted in person and cannot be submitted by post.

<b>Applicants Forename(s):</b>		<b>Surname:</b>	
<b>Applicants Address:</b>			
<b>Applicant's Date of Birth:</b>			
<b>Current Driver's Licence Number:</b>			
<b>Current Driver Badge Number (if applicable):</b>			
<b>National Insurance Number:</b>			
<b>Contact Telephone Number:</b>			
<b>Email address:</b>			
<b>DBS Reference Number:</b>		<b>F01</b> _____	
Track Enhanced DBS application <a href="http://www.gov.uk/dbs">www.gov.uk/dbs</a> or telephone 03000200190			
<b>PLEASE SEE CHECK LIST TO COMPLETE YOUR APPLICATION</b>			
<b>I am applying for a 1 year /3 year Licence (tick box)</b>		<b>1 Year</b>	<b>3 Year</b>
<b>I am making a New / Renewal Drivers Application</b>		<b>NEW</b>	<b>RENEWAL</b>
<b>Application form fully completed + 2 Passport size photographs</b>			
<b>Certificate of Good Character –</b> (see note 1 overleaf) Required if you have lived outside the UK since the age of 18 years old on first application or have lived outside the UK for more than 6 months since your last application.			
<b>Medical Certificate (to book contact Medigold (Tel. 0115 9209901))</b> Existing Licence holders - you have the medical expiry date printed on the back of your badge. New Drivers require a Medical certificate. (see note 2 overleaf)			
<b>Knowledge Test Fee: £60.00</b> (see note 3 overleaf)			
<b>Safeguarding Training</b> (see note 4 overleaf)			
<b>Driving Test</b> (to book and pay contact Nottingham City Council on 0115 8761279) All new applications require a Driving Test Certificate Pass (see note 5 overleaf)			
<b>A Driving Licence Report</b> from the DVLA - You can now download your Driving Licence Report online visit <a href="https://www.gov.uk/view-driving-licence">https://www.gov.uk/view-driving-licence</a> . If you wish, we will print this document for you at your appointment. The report must be less than 28 days old at the date of application – (see note 6 overleaf)			
<b>Application Fee - 1 Year Licence (Non Refundable) £139.00</b> <b>Application Fee - 3 Year Licence £359.00</b> <i>(Please note if you apply for a 3 year licence and only qualify for a 1 year licence you will only receive a refund of £95.00 of the Application Fee)</i> – (see Note 8)			<b>Fee</b>  <b>£139.00</b> <b>£359.00</b>
<b>Right to a Licence Check - Right to Stay and right to work in the UK</b> Required by every applicant (see note 10 overleaf)			
<b>Enhanced DBS Certificate</b> - Certificate must be less than 28 days old at the date of application - Fee: £44			

# Hackney Carriage/Private Hire Drivers Licence Application – How to Apply

We send renewal reminder letters to our existing drivers. However, it's your responsibility to make sure that we receive your completed application in good time. If your application is received after your current licence expires it will be treated as a new application and you will be required to pay the relevant fee and may need to undertake additional tests and checks. If you move, you must notify us of a change of address in accordance with your licence conditions.

**This is what you must do to make your application. You should do it in the order stated below.**

<b>A</b>	Obtain your Certificate of Good Character (if required)	See note 1 overleaf
<b>B</b>	Arrange your: <ul style="list-style-type: none"> <li>Medical Examination</li> <li>Knowledge Test (if required) only needs to be passed once.</li> <li>Safeguarding Test</li> </ul>	See note 2, 3 and 4 and 9 overleaf
<b>C</b>	<b>Driving Test</b> - New Drivers and previous licence holders with Gedling Borough Council whose licence expired more than three years ago will be required to pass the Driving Test.	See note 5 overleaf
<b>D</b>	Complete your application form and the Enhanced Disclosure and Barring Service (DBS) form (if required) in your pack	See note 6 overleaf regarding Enhanced DBS checks
<b>E</b>	<p><b>Now book an appointment</b> and bring your forms for checking with Customer Services on 0115 901 3971. Please note you must supply a DVLA report. You are now able to view/print your Driving Licence Report online visit – see <a href="https://www.gov.uk/view-driving-licence">https://www.gov.uk/view-driving-licence</a>. If you wish, we will print this document for you at your appointment. This report must not be less than 28 day old. If your Drivers Licence Report is not available online you will need to complete a D888 form and post this to the DVLA. Please ensure you bring with you all the documentation listed in the right hand column. If information is missing your forms will be returned and a further appointment will be required.</p> <p><b>At the appointment</b> a Customer Services Advisor will check your forms and ID.</p> <p>If you do not require a DBS check, your application will be accepted if complete.</p> <p>If you require a DBS check, all application forms will be returned to you while you await receipt of your DBS certificate. Please see stage F below.</p>	<p>You will need to bring the following to your appointment:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Your completed application form and application fee.</li> <li><input type="checkbox"/> Your driver's licence card – original photo card – no photocopies. N.B. If your Drivers licence does not have your picture you will require your passport for photo identification.</li> <li><input type="checkbox"/> Proof of right to stay – if applicable</li> <li><input type="checkbox"/> Proof of right to work – if applicable</li> <li><input type="checkbox"/> Your National Insurance Number</li> <li><input type="checkbox"/> Two recent passport photographs</li> <li><input type="checkbox"/> A Certificate of Good Character, (if required)</li> <li><input type="checkbox"/> Your Medical Certificate, if required</li> <li><input type="checkbox"/> Your Knowledge Test Certificate, if required</li> </ul> <p>If a DBS check is required, you will also need</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Your completed DBS form and fee</li> <li><input type="checkbox"/> Your passport or birth certificate</li> <li><input type="checkbox"/> A recent utility bill showing your current address</li> </ul>
<b>F</b>	When you receive your DBS certificate, you will need to make a further appointment, by contacting Customer Services on 0115 901 3971, to submit your complete application. The DBS certificate must be less than 28 days old at this appointment. If your application is incomplete it will be returned to you.	See note 7 overleaf

## Guidance Notes for applicants – Please read carefully

1	<p><b>Certificate of Good Character</b></p> <ul style="list-style-type: none"> <li>▪ <b>On First Application :-</b> If you have lived overseas or have spent six continuous months or more outside the UK since the age of 18 years you will need to provide evidence of a criminal record check from that country, usually in the format of a Certificate of Good Character or similar.</li> <li>▪ <b>On Renewal Application:</b> - If you have spent six continuous months or more outside the UK since your last application. You will need to provide evidence of a criminal record check from that country, usually in the format of a Certificate of Good Character or similar.</li> <li>▪ You will need to contact the relevant Embassy in London. Many embassies are familiar with such requests and will help you get your certificate. You can find a list of embassies in London at <a href="http://www.embassyhomepage.com/">http://www.embassyhomepage.com/</a>.</li> </ul>
2	<p><b>Medical</b></p> <ul style="list-style-type: none"> <li>▪ You are required to have a medical for all <u>new applications</u> and on <u>renewal applications</u> made in the years after your 45th, 50th, 55th, 60th and 65th birthday (or more regularly if recommended by the Doctor). After the age of 65, you will need to have a medical every year.</li> <li>▪ The expiry date of your current medical is printed on the back of your driver's badge.</li> <li>▪ Please contact Medigold to arrange your appointment on Tel. 0115 9209901. <b>Please do not forget to take the medical questionnaire attached to this form to you medical appointment.</b></li> </ul>
3	<p><b>Knowledge Test</b></p> <ul style="list-style-type: none"> <li>▪ All new drivers and renewal drivers need to pass a Knowledge Test before another licence will be issued. <u>You are only required to pass the test once.</u></li> <li>▪ The test is computer based, the tests is multiple-choice, and take place at the Civic Centre in Arnold. You don't need to know how to use a computer as you will be given instructions on the day of your test.</li> <li>▪ If you fail the test you may rebook and take the test up to 3 times, however, if you fail on your 3<sup>rd</sup> attempt you will not be eligible to retake the test for a 3 month period.</li> <li>▪ Drivers who have previously held a licence with this Authority and reapply after more than two years after their last licence has expired are required to take and pass the knowledge test again.</li> <li>▪ Please telephone to book your test on 0115 901 3971. The test fee is payable at the time of booking.</li> <li>▪ If you require support when taking the test please make us aware of this when you book.</li> </ul>

4.	<p><b>Safeguarding Test</b></p> <ul style="list-style-type: none"> <li>• All new drivers need to pass the Safeguarding Test from 1<sup>st</sup> April 2016. Renewing Drivers need to pass the Safeguarding Test from 1<sup>st</sup> July 2016 onwards. See section 9 for information on 3 year licences.</li> <li>• The test will take place at the Richard Herrod Centre, Foxhill Road, Carlton, Nottingham, NG4 1RL (see Gedling Borough Council website for full direction details).</li> <li>• To book an appointment for the test contact Customer Services on 0115 9013971. There is no fee to take the test and the test can be taken an unlimited number of times.</li> <li>• Training will be provided on the day of the test and further information is available on the Gedling Borough Council website. The test will consist of 12 multiple choice questions and the minimum pass rate will be 75%.</li> <li>• Once the test has been passed the driver will not be required to take the test again for a period of 3 years.</li> </ul>
5	<p><b>Driving Test</b></p> <p><u>All new applicants are required to pass the Driving Test.</u> All driving tests for Gedling Borough Council applicants are carried out by Nottingham City Council. Please call 0115 8761279 between 10am and 2pm to book your driving test. Payment for test to be made to Nottingham City Council.</p> <p><u>Previous licence holders with Gedling Borough Council</u> whose licence expired more than three years ago will be required to take the driving test again as part of the application. If you hold a <u>current licence</u> with Nottingham City Council you will not require a driving test as part of your application. A copy of your Nottingham City Council Licence must be provided.</p> <p>Applicants who take and fail the test 3 times in succession will not be able to re-take the test during the following 3 month period.</p>
6	<p><b>Driving Licence Report from the DVLA</b></p> <p>New and renewal applications require a DVLA Driving Licence Report. You can now download your Driving Licence Report online at <b><a href="https://www.gov.uk/view-driving-licence">https://www.gov.uk/view-driving-licence</a></b>. The GBC Customer Services Team can print this document for you at your appointment. If you would like your report printed you will need to bring with you:-</p> <ol style="list-style-type: none"> <li><b>1) Your Driving Licence Number</b></li> <li><b>2) Your National Insurance Number</b></li> <li><b>3) The postcode on your driving licence.</b></li> </ol> <p>If your Driving Licence Report is not available online you will need to print and complete the D888 form from <b><a href="https://www.gov.uk/view-driving-licence">https://www.gov.uk/view-driving-licence</a></b> and post to:- DVLA – Driver Licence Validation Service, DVRE, DVLA, Swansea SA99 1AJ. <b>DVLA reports are not accepted if they are more than 28 days old at the date of application.</b></p>

### **Enhanced Disclosure and Barring Service Check (DBS)**

- All applications need to have a completed DBS form for an Enhanced Disclosure. For information on the disclosure and barring check process, how to fill in a DBS form and the documents you need to submit, please refer to the DBS pages at [www.gov.uk](http://www.gov.uk)
- You must declare all convictions, including pending convictions, spent convictions and cautions/reprimands on your application form.
- The disclosure of a criminal record or any other type of offence will not necessarily mean that you cannot have a licence. However, it may mean that your application is referred to the Environment and Licensing Committee who will consider all relevant facts and make a decision as to whether or not to approve your application. Our staff cannot advise you on how the committee will view your application if you have convictions, as every case is decided on its merits.
- Gedling Borough Council has a policy on how it deals with convictions. You can see the policy at [www.gedling.gov.uk](http://www.gedling.gov.uk) (on the Taxi Licensing page) or you can get a copy by calling 0115 901 3971.
- We will send away your DBS form for you, but the Disclosure and Barring Service will return the enhanced certificate directly to you, and you will need to make an appointment to bring it in to our offices with the rest of your completed application and the required information from the checklist. Please contact 0115 9013971 to make this appointment.
- You can choose to subscribe and pay an annual fee to the DBS to keep your enhanced DBS certificate up to date online. The Customer Services Licensing Team will assist you with this if requested. This means that when you renew you can provide us with your reference number, giving us permission to see your certificate status online. See [www.gov.uk](http://www.gov.uk) for further details.

8	<p><b>Submission of Completed Applications</b></p> <ul style="list-style-type: none"> <li>▪ Your Application will be checked at your first appointment and the DBS application form sent to the DBS for you. When you have received your enhanced DBS certificate and your application is complete you will need to make a further appointment by calling us on 0115 901 3971 to submit your completed application. The enhanced DBS certificate must be less than 28 days old at the date of application. Applications submitted by post will not be accepted.</li> <li>▪ Please ensure that you have all the required information before submitting your completed application to us. Incomplete applications will be returned.</li> <li>▪ If your application is complete and successful, your licence will be issued by post. If you already hold a licence with Gedling Borough Council we will not issue a new licence until two weeks before the expiry of your current licence.</li> </ul>
9	<p><b>1 Year &amp; 3 Year Drivers Licences</b></p> <p><b>Fees</b> - If you apply for a 1 year driver's licence and you are unsuccessful your fee is non- refundable. Applicants applying for a 3 year driver's licence will pay a 3 year licence fee. If, on assessment of your application by the Licensing Team, you do not qualify for the 3 year licence but qualify for a 1 year licence you will be refunded £82.00 of the application fee. If, however, you do not qualify for a 1 year licence either, no fee is refundable.</p> <p><b>3 Year Licence Holders</b> - During the 3 year licence period you will be contacted at 12 months and 24 months by letter, to make an appointment with Customer Services on 0115 901 3971. At this appointment you will be required to sign a Declaration, submit a DVLA report, submit a DBS certificate and provide 1 item of photographic proof of identity in the form of a Passport, Drivers Licence or Drivers Badge and 1 item of proof with your name and address i.e. a Utility bill.</p> <p><b>Safeguarding test :-</b></p> <p>Drivers who currently have a 3 year licence will be required to take the safeguarding test from 1<sup>st</sup> July 2016. Drivers will required to take the test at the 12 or 24 month review.</p> <p>New Drivers applying for a 3 year licence will be required to take the safeguarding test on first Application.</p> <p><b>Failure to return the Declaration, DVLA report, DBS certificate and documentary proofs may result in your licence being suspended or revoked.</b></p>
10	<p><b>Right to a Licence check - Right to stay and the right to work in the UK</b></p> <p>From 1<sup>st</sup> December 2016 you are required to demonstrate that you have the right to stay and the right to work in the UK, as part of the drivers' licence application process. <b>You must bring the original document(s) with you at the time of making your application.</b> The document(s) will be copied and the copies retained by the Licensing Section. The original documents will be returned to you. The Licensing Section may check your immigration status with the Home Office each time you apply for a drivers' licence.</p>

**List A – Documents which we may accept for a person who has a permanent right to remain in the UK**

1.	A passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.
2.	A passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
3.	A Registration Certificate or Document Certifying Permanent Residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
4.	A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.
5.	A <b>current</b> Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
6.	A <b>current</b> passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
7.	A <b>current</b> Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, <b>together with</b> an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
8.	A <b>full</b> birth or adoption certificate issued in the UK which includes the name(s) of at least one of the holder's parents or adoptive parents, <b>together with</b> an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
9.	A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, <b>together with</b> an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
10	A certificate of registration or naturalisation as a British citizen, <b>together with</b> an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

There are restrictions on the right to work if you are the holder of one, or a combination of the following stipulated documents in List B

The Licensing Section will check your immigration status with the Home Office each time you apply for a drivers' licence.

Please bring the original documents with you each time you apply.

<b>List B – Documents which we may accept for a person who has a temporary right to be in the UK</b>	
1.	A <b>current</b> passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question.
2.	A <b>current</b> Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to do the work in question.
3.	A <b>current</b> Residence Card (including an Accession Residence Card or a Derivative Residence Card) issued by the Home Office to a non-European Economic Area national who is a family member of a national of a European Economic Area country or Switzerland or who has a derivative right of residence.
4.	A <b>current</b> Immigration Status Document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK, and is allowed to do the type of work in question, <b>together with</b> an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
1.	A Certificate of Application issued by the Home Office under regulation 17(3) or 18A (2) of the Immigration (European Economic Area) Regulations 2006, to a family member of a national of a European Economic Area country or Switzerland stating that the holder is permitted to take employment which is <b>less than 6 months</b> old <b>together with Verification</b> from the Home Office Evidence and Enquiry Unit.
2.	A <b>Verification</b> issued by the Home Office Evidence and Enquiry Unit to you, which indicates that the named person may stay in the UK because they have an in time application, appeal or administrative review and which is outstanding.



Office Use Only	Initials	Date
DBS Fee paid		
Application Fee paid		
<b>Total Paid</b>		
DBS Ref. No.		
Current badge number		

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

### Conditions

All licences are subject to the conditions attached to this form. You can get further copies from our website or by calling 0115 901 3971.

### Fraud

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

Please read through the form and the notes attached before filling in the form.  
Complete all sections, **using block capitals and black ink.**

### Your Details

<b>Forename(s)</b>		
<b>Surname</b>		
<b>Full Address</b>		
<b>Postcode</b>		
<b>Telephone</b> Please give us at least one number as we may need to contact you about your application	<b>Home</b>	
	<b>Mobile</b>	
<b>Email address</b>		
<b>Date of Birth</b>		
<b>Age</b>		

### Employment Details

<b>Occupation</b>	
<b>Name and Address of Current Employer</b>	

## Convictions

You must give details of all convictions, including overseas convictions, spent convictions and cautions/reprimands. If you have been convicted of any offence you must **circle 'yes'** in the relevant category below and give full details of each conviction. Please use a separate sheet if required. For any category in which you do not have any convictions you must **circle 'no'**.

Offence Type	Date	Description of Offence	Court/Police Station	Decision of the court/Police Station
<b>Motoring Offences</b> Yes <input type="checkbox"/> No <input type="checkbox"/>				
<b>Criminal Convictions</b> Yes <input type="checkbox"/> No <input type="checkbox"/>				
<b>Other Offences</b> Yes <input type="checkbox"/> No <input type="checkbox"/>				
<b>Cautions/ Reprimands etc</b> Yes <input type="checkbox"/> No <input type="checkbox"/>				
<b>Pending Prosecutions</b> Yes <input type="checkbox"/> No <input type="checkbox"/>				
Insert DBS Certificate No.				

## Your Licensing History

Have you had any previous experience as a Hackney Carriage or Private Hire Driver?

Yes ☐

No ☐

If 'Yes' please provide details

Authority you were licensed with	Dates from and to

Have you ever been refused a licence by any authority before?

Yes ☐

No ☐

If 'Yes' please give details.....

.....

Have you ever had a licence suspended by any authority before?

Yes ☐

No ☐

If 'Yes' please give details.....

.....

Have you ever had a licence revoked by any authority before?

Yes ☐

No ☐

If 'Yes' please give details.....

.....

Have you passed your Knowledge Test? Yes ☐ Date passed ..... No ☐

Have you passed your Safeguarding Test ? Yes ☐ Date passed ..... No ☐

## Your Residence History

(a) Where were you born? .....  
(if born in UK go to question (c))

(b) At what age did you come to live in the United Kingdom (UK)? .....

(c) Have you spent six continuous months or more outside the United Kingdom since the age of 18 years? YES/NO

(d) If you have answered Yes to question (c) please complete the table below.

Country resided in	Date from (month and year)	Date to (month and year)

If you've lived overseas or have spent six continuous months or more outside the UK since the age of 18, you'll need to provide evidence of a criminal record check from that country, usually in the form of a Certificate of Good Character or similar. The latest guidance from the DBS on obtaining an overseas criminal record can be found at: <https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants>

## **Right to a Licence Check – Right to Stay / Work in the UK**

Your right to stay and to work in the UK will be checked as part of your licence application. This could include the Licensing Section checking your immigration status with the Home office, to determine if you have a right to a licence. To enable this check, you must provide a document, or a combination of documents that is stipulated as being suitable for this check. You must bring the original document(s) with you at the time of making your application. The document(s) will be copied and the copies retained by the Licensing Section. The original documents will be returned to you. (Please see Section 10 of the application guidance notes for the list of prescribed documents).

### **Please give details of the document(s) that demonstrates your right to stay in the UK**

Document Type .....

Issued By .....

Document No. ....

Issue Date .....Expiry Date.....

Document Type .....

Issued By .....

Document No. ....

Issue Date .....Expiry Date.....

### **Please give details of the document(s) that demonstrates your right to work in the UK**

Document Type .....

Issued By .....

Document No. ....

Issue Date .....Expiry Date.....

Document Type .....

Issued By .....

Document No. ....

Issue Date .....Expiry Date.....

## Character Witnesses

Please give the names and addresses of two people who have known you personally for the past three years. These people must **not** be relatives of yours. We may contact these people during the application process.

Name			
Address			
	Post Code		
Telephone No.		Email address	

Name			
Address			
	Post Code		
Telephone No.		Email address	

## Declaration

Has this form been filled in by you?

Yes ☐

No ☐

If 'No', please state in the box below who has filled the form in for you and what relationship they are to you.

Name	Relationship to you

- I declare that all the information given in this application is true and accurate.
- I have read and understood the Hackney Carriage/Private Hire Driver's Conditions.
- If I am granted a licence I understand that if I breach any of the conditions related to my Hackney Carriage/Private Hire Drivers Licence, any of the provisions of the Local Government (Miscellaneous Provisions) Act 1976 or the Town Police Clauses Act 1847 or if I commit any other type offence during the period of my licence it may be suspended or revoked.
- I understand and agree that if my licence is suspended, revoked or refused the Council may inform other licensing authorities and/ or the Police.
- I understand that if there are any restrictions on the length of time I may work in the UK, the licence will not be issued for any longer than this period.
- I understand if, during the period that I am licensed, I am disqualified from holding a licence because I have not complied with the UK's immigration laws, the licence will lapse. I must return the licence to you. Failure to do so is a criminal offence. The Council may inform the Home Office where appropriate.
- I understand that I do not have a right of appeal at the Magistrates' Court should my application be refused due to my Immigration status

- I understand that the information I have provided, including personal data, may be used and/ or disclosed for the following purposes:
  - assessing whether I am, and continue to be, a fit and proper person to hold a licence (this means that your personal information may be passed to other agencies including other licensing authorities, Police, the courts and central and local government as part of the assessment process).
  - in response to valid requests for information from other bodies including local authorities, the police, other law enforcement agencies and solicitors where the disclosure is permitted under the General Data Protection Regulations and/or the Data Protection Act or required by law.
- I understand that my name, badge/licence number, start/ expiry date and status of my licence will be made available on request as part of the statutory public register.

Signature of Applicant
Date

If you have any queries regarding your application please contact email [licensing@gedling.gov.uk](mailto:licensing@gedling.gov.uk) or contact us on 0115 901 3971. If you want to view the Council's Policy on convictions please visit [www.gedling.gov.uk](http://www.gedling.gov.uk)

## **Hackney Carriage Driver's Licence Conditions**

### **Definitions**

'Authorised Officer' means any officer authorised in writing by the council for the purposes of these conditions, and any statutory requirements relating to taxi licensing.

'The Council' means Gedling Borough Council.

"Hackney Carriages" or "vehicle" has the same meaning as in the Town Police Clauses Act 1847.

'Proprietor' means the person or persons or body named in the licence as the Proprietor of the Hackney Carriage and includes part Proprietors and in relation to a vehicle subject to a hiring agreement or a hire purchase agreement, means the person in possession of the vehicle under that agreement.

### **1. Assignment of Licence**

The Licensee shall not assign or in any way part with the benefit of the Licence. It is personal to the Licensee.

### **2. Deposit of Licence with Hackney Carriage Proprietor**

The Licence shall be delivered to and deposited with the Proprietor of the Hackney Carriage or with the Operator, if applicable.

### **3. Drivers Badge**

The driver shall;

- A at any time while the vehicle is plying for hire or being hired wear, in a conspicuous position so as to be clearly visible, one of two drivers badge issued by the Council.
- B mount the identity badge holder inside the vehicle in such a location that it can be seen from all seats within the vehicle. One of the two drivers badges issued by the Council is to be mounted in the holder at any time while the vehicle is plying for hire or being hired.
- C return his/her badges to the Council as soon as the Licence ceases to be in force.

#### **4. Conduct of Driver**

The driver shall;

- A afford all reasonable assistance with passengers luggage.
- B be clean and respectable in his/her dress and person and behave in a civil and orderly manner.
- C take all reasonable steps to ensure the safety of passengers conveyed in, entering or alighting from the vehicle driven by him/her.
- D not, without the express consent of the hirer, drink or eat in the vehicle whilst it is being hired.
- E at no time cause or permit the noise emitted by any device in the vehicle which he/she is driving, to be a source of nuisance or annoyance to any person whether inside or outside the vehicle.
- F not smoke or permit passengers to smoke in the vehicle at any time.
- G not use or permit passengers to use E-Cigarettes, Personal vaporizers or Electronic Nicotine Delivery Systems within the vehicle at any time

#### **5. Prompt Attendance**

The driver of a Hackney Carriage who has agreed, or has been hired to be in attendance with the Hackney Carriage at an appointed time and place shall, unless delayed or prevented by some reasonable cause, punctually attend.

#### **6. Destination**

The driver of a Hackney Carriage when hired to a particular destination shall not, without reasonable cause, unnecessarily prolong in distance, or in time, the journey for which the Hackney Carriage has been hired.

#### **7. Passengers**

- A the driver shall not convey or permit to be conveyed in a Hackney Carriage, a greater number of persons than that prescribed in the Licence for the vehicle.
- B The driver shall not allow more than one passenger to be conveyed in front of the Hackney Carriage.
- C The driver shall not, without the consent of the hirer of the Hackney Carriage, convey or permit to be conveyed any other person in the vehicle.
- D The driver may, at his/her discretion, convey animals or pets, provided that the driver shall not refuse to convey assistance dogs.



## **8. Licence renewals and declarations**

For licences issued for more than one year but less than three years the licence holder will sign and submit a declaration to the Council in relation to their circumstances, at the end of each 12 month period. The licence holder will also undertake a DVLA check.

The licence holder will also undertake a Disclosure and Barring Services (DBS) check and submit the new DBS certificate, or provide the results from the online checking system, at the time of renewal in the case of a licence issued for 1 year, or at the time of the 12 or 24 month declarations in the case of a licence that has been granted for a period greater than 12 months.

If this condition is not complied with, the licence holder will be brought before the Environment & Licensing Committee

## **9. Medicals**

The licence holder shall notify the Council as soon as is reasonably practicable of any change to their medical circumstances which could affect them meeting the DVLA Group 2 Medical Standard.

The DVLA Group 2 Medical standard can be found at [www.gedling.gov.uk](http://www.gedling.gov.uk)

## **10. Statement of Fares**

The driver of a Hackney Carriage shall ensure that a statement of fares or rates of fares currently in force in the district shall be displayed at all times and shall not be concealed or rendered illegible at any time while the Hackney Carriage is plying, or being used, for hire.

## **11. Taxi Meters and Data Systems**

- A When the Licensee is driving a vehicle equipped with a taximeter they shall:-
- (a) when the vehicle is not hired keep the taximeter locked in the position in which no fare is recorded on the face of the taximeter.
  - (b) at the commencement of the journey when the vehicle is being used as a Hackney Carriage and is hired by distance, bring the machinery of the taximeter into action so that the word "Hired" is legible on the face of the taximeter and keep the machinery of the taximeter in action until the termination of the hiring.
  - (c) be entitled to demand and take for the hire of the vehicle, when used as a Hackney Carriage by distance the rate of fare indicated in the statement displayed inside the vehicle in accordance with Condition 7B of the Council's Conditions for a Hackney Carriage Vehicle, provided always that the Licensee shall not take or demand a fare greater than that shown on the face of the taximeter.
  - (d) ensure that during the time the vehicle is hired by distance the display of the taximeter is plainly visible to any person travelling in the vehicle and is properly illuminated.

- (e) not wilfully or negligently cause or suffer the letters or figures in the statement displayed inside the vehicle, in accordance with Condition 7B of the Council's Conditions for a Hackney Carriage Vehicle Licence, to be concealed or rendered illegible at any time.
- B the driver of a Hackney Carriage shall not tamper with or permit any person other than an authorised officer to tamper with any taxi meter, fittings or seals provided in the Hackney Carriage, provided that any necessary repairs may be carried out subject to prior notification to the Council.
- C vehicles must be presented for inspection by the Council as soon as is reasonably practicable following any adjustments or repairs to the taxi meter.
- D the driver shall ensure that when the vehicle is not undertaking a hire journey, no fare is recorded on the face of the meter.
- E on commencement of a journey the driver shall bring the meter into action and keep the meter in action until the termination of the hiring.
- F the driver shall cause the meter to be properly illuminated throughout any part of the hiring which is during the hours of darkness and at any other time if requested to do so by the hirer of the Hackney Carriage.
- G the meter switch must be independent of the roof sign illumination switch.
- H the driver must not charge a fare higher than that displayed on the meter at the termination of the journey.

## **12. Proceeding to Ranks**

The driver of a Hackney Carriage shall, when plying for hire in any street and not actually hired;

- A proceed with reasonable speed to one of the stands appointed by the Council.
- B if a stand, at the time of his arrival, is occupied by the full number of Hackney Carriages authorised to occupy it, proceed to another stand.
- C on arriving at a stand not already occupied by the full number of hackney carriages authorised to occupy it, park the carriage immediately behind the carriages already on the stand so as to face the same direction.
- D from time to time when any other hackney carriage immediately in front is driven off or moved forward cause his carriage to be moved forward so as to fill the place previously occupied by the hackney carriage driven off or moved forward.

## **13. Lost Property**

Any property left in a Hackney Carriage shall, within twenty four hours, be taken by the driver, to the nearest police station.

## **14. Change of Address**

The driver shall give notice to the Council of any change of his/her address, during the period of the licence, within seven days of such change taking place.

## **15. Convictions, Motoring Offences and Charges Pending**

MAY 2018 For Privacy Information please see the last page of this application form

The driver shall, within seven days, disclose to the Council, in writing, details of any convictions, motoring offences or any charges pending incurred by him/her during the period of the Licence.

## **16. Accidents**

The Proprietor shall within seventy two hours of any accident involving the vehicle, report in writing such occurrence to the Council.

### PENALTIES

The Local Government (Miscellaneous Provisions) Act 1976 provides that any person who acts in contravention of the provisions of Part II of the Act, shall be guilty of an offence and may be liable on summary conviction to a fine not exceeding £1,000 where no other specific penalty is expressed. In addition, such action may lead to the suspension or revocation of an existing Licence or the non-renewal of such a Licence.

Your attention is drawn to the various provisions contained in the 1976 Act which you are advised to obtain and read carefully.

N.B. These conditions are additional to the statutory requirements relating to Hackney Carriages contained in the Town Police Clauses Act 1847 (and any byelaws made thereunder) and the Local Government (Miscellaneous Provisions) Act 1976.

## **Private Hire Driver's Licence Conditions**

### **Definitions**

"Authorised Officer" means any Officer authorised in writing by the Council for the purposes of these conditions.

"The Council" means Gedling Borough Council.

"Proprietor" means the person or persons or body named in the licence as the Proprietor of the Private Hire Vehicle and includes part Proprietors and in relation to a vehicle subject to a hiring agreement or a hire purchase agreement, means the person in possession of the vehicle under that agreement.

"Private Hire Vehicle" or "Vehicle" means the private hire vehicle licensed by the Council under the Local Government (Miscellaneous Provisions) Act 1976.

"The Operator" means a person holding a Licence to operate Private Hire Vehicles issued pursuant to Section 55 of the Local Government (Miscellaneous Provisions) Act 1976.

"1976 Act" means the Local Government (Miscellaneous Provisions) Act 1976.

### **1. Assignment of Licence**

The Licensee shall not assign or in any way part with the benefit of the Licence. It is personal to the Licensee.

### **2. Deposit of Licence with Hackney Carriage Proprietor**

The Licence shall be delivered to and deposited with the Proprietor of the Private Hire Vehicle or with the Operator, if applicable.

### **3. Drivers Badge**

The driver shall;

- A at any time while the vehicle is plying for hire or being hired wear, in a conspicuous position so as to be clearly visible, one of two drivers badge issued by the Council.
- B mount the identity badge holder inside the vehicle in such a location that it can be seen from all seats within the vehicle. One of the two drivers badges issued by the Council is to be mounted in the holder at any time while the vehicle is plying for hire or being hired.
- C return his/her badges to the Council as soon as the Licence ceases to be in force.

#### **4. Conduct of Driver**

The driver shall;

- A afford all reasonable assistance with passengers' luggage.
- B be clean and respectable in his/her dress and person and behave in a civil and orderly manner.
- C take all reasonable steps to ensure the safety of passengers conveyed in, entering or alighting from the vehicle driven by him/her.
- D not, without the express consent of the hirer, drink or eat in the vehicle whilst it is being hired.
- E at no time cause or permit the noise emitted by any device in the vehicle which he/she is driving, to be a source of nuisance or annoyance to any person whether inside or outside the vehicle.
- F not smoke or permit passengers to smoke in the vehicle at any time.
- G not use or permit passengers to use E-Cigarettes, Personal vaporizers or Electronic Nicotine Delivery Systems within the vehicle at any time

#### **5. Prompt Attendance**

The driver of a Private Hire vehicle who has agreed, or has been hired to be in attendance with the vehicle at an appointed time and place shall, unless delayed or prevented by some reasonable cause, punctually attend.

#### **6. Destination**

The driver of a Private Hire vehicle when hired to a particular destination shall not, without reasonable cause, unnecessarily prolong in distance, or in time, the journey for which the vehicle has been hired.

#### **7. Passengers**

- A The driver shall not convey or permit to be conveyed in a Private Hire vehicle a greater number of persons than that prescribed in the Licence the vehicle.
- B The driver shall not allow more than one passenger to be conveyed in the front seat of the Private Hire vehicle, unless more than one seat is provided for passengers.
- C The driver shall not, without the consent of the hirer of the Private Hire vehicle convey or permit to be conveyed any other person in the vehicle.
- D The driver may, at his/her discretion, convey animals or pets, provided that the driver shall not refuse to convey guide dogs for the blind.

## **8. Licence renewals and declarations**

For licences issued for more than one year but less than three years the licence holder will sign and submit a declaration to the Council in relation to their circumstances, at the end of each 12 month period. The licence holder will also undertake a DVLA check.

The licence holder will also undertake a Disclosure and Barring Services (DBS) check and submit the new DBS certificate, or provide the results from the online checking system, at the time of renewal in the case of a licence issued for 1 year, or at the time of the 12 or 24 month declarations in the case of a licence that has been granted for a period greater than 12 months.

If this condition is not complied with, the licence holder will be brought before the Environment & Licensing Committee

## **9. Medicals**

The licence holder shall notify the Council as soon as is reasonably practicable of any change to their medical circumstances which could affect them meeting the DVLA Group 2 Medical Standard.

The DVLA Group 2 Medical standard can be found at [www.gedling.gov.uk](http://www.gedling.gov.uk)

## **10. Lost Property**

Any property left in a Private Hire Vehicle shall, within twenty four hours, be taken by the driver, to the nearest police station.

## **11. Change of Address**

The driver shall give notice to the Council of any change of his/her address, during the period of the licence, within seven days of such change taking place.

## **12. Accidents**

The Proprietor shall within seventy two hours of any accident involving the vehicle, report in writing such occurrence to the Council.

## **13. Convictions, Motoring Offences and Charges Pending**

The driver shall, within seven days, disclose to the Council, in writing, details of any convictions, motoring offences or any charges pending incurred by him/her during the period of the Licence.

## **PENALTIES**

The Local Government (Miscellaneous Provisions) Act 1976 provides that any person who acts in contravention of the provisions of Part II of the Act, shall be guilty of an offence and may be liable on summary conviction to a fine not exceeding £1,000 where no other specific penalty is expressed. In addition, such action may lead to the suspension or revocation of an existing Licence or the non-renewal of such a Licence.

Your attention is drawn to the various provisions contained in the 1976 Act which you are advised to obtain and read carefully.

N.B. These conditions are additional to the statutory requirements relating to Hackney Carriages contained in the Town Police Clauses Act 1847 (and any byelaws made thereunder) and the Local Government (Miscellaneous Provisions) Act 1976.





## **MEDICAL GUIDANCE FOR APPLICANTS FOR A HACKNEY CARRIAGE/ PRIVATE HIRE DRIVER'S LICENCE**

### Medical Examination Appointments

All new applicants are required to have a medical. For a 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>, 60<sup>th</sup> & 65<sup>th</sup> birthday and every year thereafter.

You are required to contact:

**Medigold Health Consultancy Ltd**  
**Church House,**  
**Bestwood Park Church Beckhampton Road,**  
**Bestwood Park, Nottingham, NG5 5NG**  
**Tel: 0115 9209901**

to make an appointment for your medical examination. This is to ensure that the appointment time is convenient to you.

You are required to pay for your medical examination when you arrive at the medical centre. Medigold would prefer a cheque but will accept cash. They are unable to accept **card payments**.

Medigold will do all they can to be helpful and flexible with appointments. However cancellations at short notice will incur a charge to you. If you need to cancel or rearrange an appointment, please let them know as soon as possible by telephone on 0115 9209901. Cancellations made less than 24 hours before the appointment time, or "no shows" to a previously arranged appointment will incur a fee. This will be applied to your next appointment in addition to the current fee for the examination itself.

**Please complete BOTH of the enclosed medical forms.**

**You are required to provide photo ID i.e. Driver's licence photocard or passport.**

**Applicants who wear glasses are required to bring their glasses and the latest (within 12 months) optician's prescription to the appointment.**

All applicants are advised that they should be prepared to provide a urine sample at the time of the examination; you are not required to take one with you.

**Please note that only medical certificates from Medigold Health Consultancy Ltd will be accepted by the Council. No application will be processed without such a certificate where a medical is required.**

The Department of Transport 'Taxi and Private Hire Vehicle Licensing: Best Practice Guidance' recommends that the DVLA Group 2 Medical Standards of fitness to drive are applied to applicants for Hackney Carriage/Private Hire Driver's Licences. The Medigold doctor will confirm to the Authority whether an applicant meets this standard.

This Medical Guidance is provided for anyone who considers they may have difficulty in meeting the required standard and who may wish to seek advice from their GP or the DVLA before requesting a medical appointment. The list of medical problems is not exhaustive but covers those which commonly may lead to refusal.

In addition if there is any doubt about meeting the visual standards it may be helpful to have an eye test with an optician before attending the medical examination appointment.

### **Epileptic Attack**

Applicants must have been free of epileptic seizures for at least the last 10 years and have not taken anti-epileptic medication during this period.

### **Diabetes**

Applicants who are insulin treated diabetics will have to demonstrate satisfactory control of their condition as specified in DVLA guidance. This will require hospital supervision and regular monitoring. The Council's medical advisor will deal with this during the examination.

### **Eye Sight**

In addition to meeting the private licence requirements and ability to read a vehicle number plate, a visual acuity of at least 6/9 in the better eye and 6/12 in the worse eye (with or without glasses or contact lenses) together with a normal binocular field of vision is required.

### **Other Medical Conditions**

Applicants who have had **heart problems or disturbance of cardiac rhythm** or who have **persistent high blood pressure** may not meet the required medical standards.

Applicants who have had **recent severe head injury or major brain surgery** may not meet the required standards.

Any condition, for example Parkinson's disease, Multiple Sclerosis or other 'Chronic' Neurological Disorder which is **likely to affect limb power and/or co-ordination** may not be accepted.

Please answer each of these questions by circling YES or NO.

<b>1 Medication</b>		
<b>Do you receive any prescribed medication?</b> <i>If YES, please bring details of your medication to the consultation</i>	YES	NO
<b>2 Hospital Treatment</b>		
<b>Have you been treated in hospital in the last five years?</b> <i>If YES, please bring details of your treatment to the consultation</i>	YES	NO
<b>3 Visual Problems</b>		
<b>Do you wear spectacles or contact lenses for driving?</b>	YES	NO
<b>Do you have any other visual disorder? (such as glaucoma)</b>	YES	NO
<b>4 Diseases of the brain and nervous system</b>		
<b>Have you ever suffered from or been treated for the following condition(s)?</b>		
Stroke or TIA (Transient ischemic attack)	YES	NO
A serious head injury	YES	NO
Brain surgery	YES	NO
Epilepsy	YES	NO
Parkinson's disease	YES	NO
Multiple sclerosis	YES	NO
<b>5 Diseases of the heart and circulation</b>		
<b>Have you ever suffered from or been treated for the following condition(s)?</b>		
High blood pressure	YES	NO
Angina (chest pain when exercising)	YES	NO
Myocardial infarction (a heart attack)	YES	NO
Palpitations	YES	NO
Peripheral vascular disease (poor circulation)	YES	NO
Congenital heart disease (for example, a hole in the heart)	YES	NO
<b>6 Sleep and breathing disorders</b>		
<b>Do you suffer with obstructive sleep apnoea?</b>	YES	NO
<b>7 Mobility</b>		
<b>Do you have any problems with arthritis, neck or back pain?</b>	YES	NO
<b>8 Disability</b>		
<b>Are you registered as being disabled?</b>	YES	NO
<b>9 Psychiatric illnesses and dependency</b>		
<b>Have you ever received medical attention or treatment for a psychiatric illness?</b>	YES	NO

Have you ever been dependent upon alcohol or drugs?	<b>YES</b>	<b>NO</b>
<b>10 Diabetes Mellitus ("Sugar Diabetes")</b>		
Do you have diabetes? If so, is it treated with:	<b>YES</b>	<b>NO</b>
Diet alone <input type="checkbox"/>		
Diet and tablets <input type="checkbox"/>		
Insulin injections <input type="checkbox"/>		
<b>11 Hearing</b>		
Do you have any impairment of hearing? (for example, do you wear a hearing aid?)	<b>YES</b>	<b>NO</b>
<b>12 DVLA</b>		
Have you ever needed to report a health concern to the DVLA?	<b>YES</b>	<b>NO</b>
Has the DVLA ever placed restrictions on your licence due to problems with your health?	<b>YES</b>	<b>NO</b>

### ***Declaration and consent:***

I confirm that the information I have provided is accurate, and that I have not withheld any material details relating to my health.

I understand that knowingly providing false information may render me liable to proceedings.

I authorise the doctor completing this report to provide an opinion to the Licensing Authority of my health in relation to the standards required to hold a taxi licence.

I authorise the doctor to retain and store this information in a manner consistent with the General Data Protection Regulations and the Data Protection Act.

Signed: .....

Dated: .....



Local Government (Miscellaneous Provisions) Act 1976

**Medical Report for a Hackney Carriage/Private Hire Vehicle Driver's Licence**

**A. THE APPLICANT**

<b>TITLE</b>	<b>Mr/Mrs/Miss/Ms</b>
<b>DATE OF BIRTH</b>	
<b>SURNAME</b>	
<b>FORENAME(S)</b>	
<b>ADDRESS</b> (Including postcode)	
<b>OCCUPATION</b>	

**SIGNATURE OF APPLICANT:** \_\_\_\_\_  
(To be signed in the presence of the Occupational Health Physician)

**NAME AND ADDRESS OF  
DOCTOR (OR GROUP  
PRACTICE) THAT YOU HAVE  
BEEN REGISTERED WITH  
OVER THE LAST 12 MONTHS**

--

**B. TO BE COMPLETED BY THE OCCUPATIONAL HEALTH PHYSICIAN ONLY:**

I certify that I have this day examined the applicant, who has signed this form in my presence and who in my opinion **MEETS / DOES NOT MEET** the medical requirements of fitness specified for Group 2 licences by the DVLA.

**Please indicate on which birthday anniversary the next medical is due**

**45<sup>th</sup> 50<sup>th</sup> 55<sup>th</sup> 60<sup>th</sup> 65<sup>th</sup>**

**Or the next medical is due in ..... months / years' time from the date below**

**Signature:** ..... **Date:** .....  
Occupational Health Physician

## **Privacy information**

We will use the information provided by you to process your application for licence. The basis under which the Council uses personal data for this purpose is that it is necessary for the compliance with a legal obligation to which the Council is subject to. You need to provide this information if you wish to enter into a contract with the Council to purchase a licence.

The information provided by you includes the following special categories of personal data (racial or ethnic origin and health). Information in these categories is used by the Council on the basis that it is necessary for reasons of substantial public interest and in accordance with the provisions of the Data Protection Act 2018.

The basis under which the Council uses information relating to criminal convictions is that it is necessary for reasons of substantial public interest.

The Data Controller is Gedling Borough Council, Civic Centre, Arnot Hill Park, Arnold, Nottingham, NG5 6LU. You can contact the data protection officer at the above address or by email at [dataprotectionofficer@gedling.gov.uk](mailto:dataprotectionofficer@gedling.gov.uk)

The information provided by you may also be used for the purpose of any other function carried out by the Council. Information about these functions and further information including how long we retain your data, who we share with and your rights can be found at [www.gedling.gov.uk/Licensing-privacy](http://www.gedling.gov.uk/Licensing-privacy)