

Wiltshire Council

 Where everybody matters

APPLICATION FOR A NEW LICENCE TO DRIVE A HACKNEY CARRIAGE OR PRIVATE HIRE VEHICLE

Note: Section 57(3) of the Local Government (Miscellaneous Provisions) Act 1976, provides that: 'If a person knowingly or recklessly makes a false statement or omits any material particular in giving information under this Section he shall be guilty of an offence' and liable on conviction to a fine not exceeding level 3 on the standard scale of maximum fines.

Wiltshire Council is committed to safeguarding children, young people and adults and operates safer recruitment practices.

Your personal information will be held and used in accordance with the requirements of the General Data Protection Regulation 2016. We may lawfully disclose information within this authority and to other public sector agencies such as the Police, or the Inland Revenue to (a) Prevent or detect fraud or other crime (b) Protect public funds (c) Make sure the information is accurate. Further information can be found on our website at: www.wiltshire.gov.uk

DBS information submitted to the Licensing Authority may be copied and shared with other departments within the Council. By signing this form you are giving your written consent.

As part of The Immigration Act 2016, The Council is required to carry out 'Right to Licence' checks on all applicants. To carry these out we will need to obtain, check & copy one of the following documents:

- A passport showing the holder is a British Citizen, a national from an EEA country or Switzerland
- Full birth or adoption certificate, issued in the UK with the names of at least one parent or adoptive parent TOGETHER with an official document stating the permanent national insurance number and their name issued by a government agency or previous employer
- A permanent residence card issued to a national from an EEA country or Switzerland
- A biometric residence card, issued by the Home Office stating that the holder is allowed to stay indefinitely in the UK
- A current passport endorsed to show that the holder is exempt from immigration or is allowed to stay indefinitely in the UK.

If you are unable to provide any of the above documents you will need to contact a Fleet Compliance Officer to discuss.

PERSONAL DETAILS

Type of Licence you wish to apply for: (tick relevant box)		Private Hire	Dual Licence
Surname:		Mr / Mrs / Miss / Ms / Other	
Forenames (in full):		Date of Birth:	
Address:			
		Post Code:	
Telephone No:		Mobile Tel No:	
Email Address:			
National Insurance No:			
DVLA Driving Licence No:		Issue No:	
Driving Licence valid from:		To:	

EMPLOYMENT

To be completed by the proprietor of a Hackney Carriage/Private Hire Vehicle licensed by Wiltshire Council

Proprietor's Name:		Full Time or Part Time
Address:		
Declaration:	I will employ the person listed above to drive my licensed Hackney Carriage/Private Hire Vehicle if his/her application is successful. I will be responsible for ensuring they are correctly insured on the vehicle.	
Signature:		Date:

Is driving a Hackney Carriage Vehicle to be your only employment?	YES	NO
If NO , please state the nature of your usual employment and the number of hours worked:		
Do you hold or have you previously held any type of Private Hire/Hackney Carriage Licence issued by this or any other licensing authority?	YES	NO
If YES , please state what type of licence, which Council, your licence number and the date(s):		
Have you ever been refused or had such a licence suspended or revoked?	YES	NO
If YES , please state which Council, the date(s):		
Have you ever had any summons served on you for any offence(s) which has NOT been heard at Court?	YES	NO
If YES , please provide details (use an additional sheet if needed):		
Do you have any disability that would require assistance with completing your application?	YES	NO
If YES please provide details(use an additional sheet if needed):		
Do you have any condition that would prevent you from providing adequate assistance to disabled passengers in wheelchairs?	YES	NO
<p>If Yes, you will need to apply for a medical exemption form, this will need to be completed by your GP and returned to the Fleet Compliance Team for consideration. If satisfactory you will be issued with a medical exemption certificate that will need to be displayed in the licensed vehicle that you drive.</p> <p>All hackney carriage/private hire drivers of wheelchair accessible vehicles must comply with the requirements set out Under Section 165 of The Equality Act 2010. These requirements are outlined in Section D7 & D30 of the Wiltshire Council Hackney Carriage/Private Hire Drivers Guideline. If you do not have a copy, it can be downloaded from our website at: http://www.wiltshire.gov.uk/licences-permits-transport. The document can be found in the New driver Application Pack and is labelled Guidelines.</p> <p>Further details about requirements under Section 165 of the Equality Act 2010 can be found at: https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/593350/access-for-wheelchair-users-taxis-and-private-hire-vehicles.pdf.</p> <p>If you are unsure whether you need to apply for an exemption please discuss with a Fleet Compliance Officer at your first appointment with the Fleet Compliance Team.</p> <p>Please note: A person who breaches the duties in Section 165 is liable on summary conviction to pay a fine not exceeding level three on the standard scale and the current maximum for this is £1,000. Any person that receives a conviction under Section 165 will have consideration made as to whether they remain a fit and proper person to hold a taxi or private hire driver licence.</p>		

OFFENCES

All applicants **MUST** complete the following declaration in relation to **convictions, cautions, warnings, and reprimands**. The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended) includes the occupation of 'taxi drivers' and allows the council to take all convictions, cautions, warnings and reprimands into account including those referred to as "spent" where it considers appropriate. The Council will take very seriously any caution, conviction or relevant intelligence that may indicate a child, young person or adult may be at risk of harm when considering whether to issue a licence. Applicants who have resided outside of the United Kingdom will be required to supply a certificate of good conduct from the country or countries where they have resided.

Have you ever been convicted or cautioned for ANY criminal or motoring offence? Please provide details of ALL offences. (This includes Fixed Penalty Ticket Notices)	YES	NO
Have you ever been disqualified from driving?	YES	NO
If the answer is YES to either of the above questions, please give full details of ALL convictions, cautions, warnings and reprimands and continue on a separate sheet if necessary. This includes all "spent" convictions and valid motoring matters. If the answer is NO , please state 'NONE' below.		
Nature of Offence	Court/Police	Penalty
Have you any charges pending against you at the date of this application?		
		YES
		NO
If your answer is YES , please give full details below.		
Nature of Alleged Offence	Date of Court Hearing	

DECLARATION

please tick in the boxes on the left hand side below to show you have read and understood the declaration

	In accordance with the provisions of the Town Police Clauses Act 1847 and Part II of the Local Government (Miscellaneous Provisions) Act 1976, or any re-enactment thereof, I hereby make application to the Wiltshire Council for a hackney carriage or private hire driver's licence.
	I hereby certify that the particulars contained on this and previous page(s) are true and I acknowledge that if I have stated in this application anything which I know to be false,
	I am aware that I am not allowed to drive a licensed hackney carriage or private hire vehicle until the requested driver's licence has been issued to me.
	If a licence is granted I undertake to comply with the Guidelines relating to hackney carriage/private hire licences. A copy of the current guidelines can be found at:
	I agree to take sufficient rest breaks when I am driving for hire. If I engage in other employment, I agree to partake of sufficient rest and refreshment after finishing work

Signature:			
Print Name:			Date:
<p><i>This application should be returned to a Wiltshire Council Compliance Officer at an arranged appointment and shall not be accepted unless done so in this way. Please contact us to make an appointment.</i></p>		<p>tel: 01225 770271 email: fleet.licensing@wiltshire.gov.uk web: www.wiltshire.gov.uk</p>	