

# Wiltshire Council



## APPLICATION FOR RENEWAL 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. 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.

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](http://www.wiltshire.gov.uk)

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 and private hire vehicle (PHV) driver 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 and PHV drivers’ licence.

Therefore:

- Where a hackney carriage and PHV drivers’ 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 the application process for renewal of a hackney carriage/private hire driver licence. Wiltshire Council 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 the policy at the Wiltshire Council website [www.wiltshire.gov.uk/licences-permits-transport](http://www.wiltshire.gov.uk/licences-permits-transport)

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 [dataprotection@wiltshire.gov.uk](mailto:dataprotection@wiltshire.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/>

**PLEASE COMPLETE IN BLOCK LETTERS**

**Failure to complete any of these sections will render your application invalid and it will be returned to you  
PERSONAL DETAILS**

Licence Number:			
Surname:			
Forenames (in full):		Date of Birth:	
Address:			
		Post Code:	
Telephone No:		Mobile Tel No:	
Email Address:			
National Insurance No:			
DVLA Driving Licence No:			
<b>EMPLOYMENT</b>			
Proprietor's Name:			Full Time or Part Time
Address:			
Signature of Proprietor proposing to employ you:			
<b>HEALTH</b>			
<b>Since the issue of your previous licence:</b>			
<b>Have you had any operations, serious illness or injury?</b>		<b>YES</b>	<b>NO</b>
<b>Are you on any medication that would affect your ability to drive a taxi or private hire vehicle?</b>		<b>YES</b>	<b>NO</b>
<b>Are you aware of any medication or other reasons why you should not be driving a taxi or private hire vehicle?</b>		<b>YES</b>	<b>NO</b>
If you have answered <b>YES</b> to any of the above questions, please give details below			

## OFFENCES

Since the issue of your previous licence:

(a) Have you been convicted, charged or cautioned for ANY criminal or motoring offence? (This includes Fixed Penalty Ticket Notices)	YES	NO
(b) Have you any charges pending against you at the date of this application?	YES	NO

If the answer is **YES** to either of the above questions please give full details of **ALL offences** below and continue on a separate sheet if necessary.

Nature of Offence	Court/Police	Penalty	Date

## DECLARATION

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

<input type="checkbox"/>	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.
<input type="checkbox"/>	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, or I have omitted anything which I know to be material, any misrepresentation or omission may be taken into account when my application is considered and could make me liable to prosecution.
<input type="checkbox"/>	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.
<input type="checkbox"/>	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: <a href="http://www.wiltshire.gov.uk/licences-permits-transport">www.wiltshire.gov.uk/licences-permits-transport</a> .
<input type="checkbox"/>	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 before commencing to drive for hire.

**Signature:**

**Print Name:**

**Date:**

**Please make an appointment to renew your licence by calling or emailing using the contact details below:**

**Tel:** 01225 770271

**Email:** [fleet.licensing@wiltshire.gov.uk](mailto:fleet.licensing@wiltshire.gov.uk)

**Web:** [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk)