



**TOWN POLICE CLAUSES ACT 1847**

**LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976**

**APPLICATION FOR A LICENCE TO DRIVE  
HACKNEY CARRIAGE VEHICLES (NEW APPLICANTS ONLY)**

<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.          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.          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

<b>Have you ever lived in another country (apart from the UK) for more than 6 months?</b>	YES	NO
If YES which Country/Countries and for how long?		
If YES you must provide a Certificate of Good Character (see notes) from the relevant Embassy a licence cannot be issued without this. A certificate must be provided for each Country if more than one.		

<b>Tax registration declaration</b>	
<p>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.</p> <p>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.</p> <p>I confirm that I am aware of the content of HMRC guidance relating to my (our) tax registration obligations.</p>	
Signature:	
Print Name:	Date:

<b>Declarations on making your application</b>	
<p>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.</p> <p>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.</p> <p>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.</p>	
Signature:	
Print Name:	Date:

<b>DBS Update Service</b>	
<p>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 cooperate with the requesting of a new DBS certificate to confirm the details of the new information.</p> <p>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.</p>	
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)

**Application checklist\***

DVLA driving licence

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) – see notes

Proof of payment of fee including DBS fee if applicable

Disclosure and Barring Service (DBS) enhanced check application form or update service details (original certificate will be required if on update service)

2 Proof of ID to include either a birth certificate/full passport or a marriage certificate

Medical report form - this is to be completed and dated within one month of appointment

Certificate of Good Character from relevant embassy (if applicable see page 4)

Fully completed, signed and dated the application form

Knowledge Test Passed

Ambassador Course Certificate/Details

DBS Privacy Statement signed

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 currently subscribe to the DBS update service you must provide the **ORIGINAL DBS ENHANCED CHECK CERTIFICATE** with your application.

All of the above must be provided **AT THE TIME OF APPLICATION** Incomplete applications will be returned to you or refused at your appointment.

## Notes

### Making your application

It is YOUR responsibility to make sure your application is complete. Incomplete applications will not be accepted for processing and 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 fees. 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, the return of an incomplete application or delays in the DBS being returned.

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

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

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.

### Certificates of Good Conduct

Certificates of Good Conduct are used alongside DBS Checks to make sure that licensing authorities have all the information they need to make safe licensing decisions.

#### What is a Certificate of Good Conduct?

A Certificate of Good Conduct is basically a kind of letter or certificate from an overseas authority confirming a part or all of your criminal record history. They are sometimes called different things. Some of the more common names for these certificates are:

- Certificate of Good Standing
- Police Clearance Certificate
- Letter of Good Conduct
- Certificate of No Criminal Record

These certificates are usually equivalent to a Basic DBS Check but can sometimes can into more detail.

### Why Do I Need a Certificate of Good Conduct?

Licensing authorities have a statutory responsibility to make sure anyone that wants to become a taxi or private hire driver is 'fit and proper'. The fit and proper test is a tool used in several regulated industries to make sure that only suitable individuals are employed to do certain jobs. A big part of this is carrying out a criminal record check. A Certificate of Good Conduct gives them the information they need about any potential criminal activity committed abroad.

### How Do I Get a Certificate of Good Conduct?

The process for getting a Certificate of Good Conduct depends on where you have lived abroad. The process generally involves applying to the relevant countries embassy online for a certificate and providing them with some personal documentation.

The Home Office have a complete list of how to apply for every country internationally.

<https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants>

### **Proof of Right to Work**

Your right to work in the UK will be checked as part of your licence application. This could include the licensing authority checking your immigration status with the Home Office. We may also share information with the Home Office. You must either share your immigration status using the Home Office online checking service 'prove your right to work to an employer' if your status is compatible with the service, or provide a document or document combination that is stipulated as being suitable for this check.

Where an online check has been carried out, the 'profile' page confirming your right to work will be copied and retained by the licensing authority.

Where a manual check is carried out, and you have provided a document(s) set out at:

[https://www.gov.uk/government/publications/right-to-work-checks-employers-guide/an-employers-guide-to-right-to-work-checks-6-april-2022-accessible-version#annex-a-lists-of-acceptable-documents-for-manual-right-to-work-checks\(Annex A\)](https://www.gov.uk/government/publications/right-to-work-checks-employers-guide/an-employers-guide-to-right-to-work-checks-6-april-2022-accessible-version#annex-a-lists-of-acceptable-documents-for-manual-right-to-work-checks(Annex A))

You must provide the original document(s). The document(s) will be copied, and the copy retained by the licensing authority. The original document will be returned to you. Your application will not be considered valid until all the necessary information and any original document(s) have been produced and the relevant fee has been paid.

If there are restrictions on the length of time you may work in the UK, your licence will not be issued for any longer than this period. In such circumstances the check will be repeated each time you apply to renew or extend your licence. If, during this period, you are disqualified from holding a licence because you have not complied with the UK's immigration laws, your licence will lapse and you must return it to the licensing authority. Failure to do so is a criminal offence.

## **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) do not book an appointment unless you have all the documentation requested above we will not accept part applications.**

- **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.