

TOWN POLICE CLAUSES ACT 1847
LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976 part II
APPLICATION FOR RENEWAL HACKNEY CARRIAGE / PRIVATE HIRE DRIVER'S LICENCE

Please note - If you have allowed your hackney/private hire licence to expire your application for renewal will be rejected. You will be required to apply for a new licence as opposed to a renewal. You will then be seen as a new applicant subject and will have to meet the requirements expected of a new applicant.

Name..... DoB Driver Number.....

Tel home..... Tel mobile.....

Address.....

Postcode E mail.....

I hereby apply to RUNNYMEDE BOROUGH COUNCIL to grant me a licence to drive :-
(tick as appropriate, incomplete forms will be rejected)

Private Hire Vehicles **ONLY**

Hackney Carriage includes Private Hire Vehicles

The following information is required under Section 57 of the Local Government (miscellaneous provisions) Act 1976. This gives Councils the power to require information to determine whether to grant a licence and whether to attach conditions. It is an offence under Section 57(3) of the Local Government (miscellaneous provisions) Act 1976 for a person to knowingly or recklessly make a false statement or to omit any material particulars in giving information under this section.

1. Do you have lawful immigration status in the UK? **YES / NO**
2. Are you the subject of an immigration condition that prevents you from holding a licence. **YES / NO**
3. Have you been convicted, cautioned or bound over for any **CRIMINAL** or **MOTORING OFFENCES** including disqualification from driving, which have not been previously disclosed to Runnymede Borough Council. **YES / NO**
4. Are you subject to any outstanding charges or summons. **YES / NO**

If you answered YES to either 3 or 4 of the above, please give full details below:-
(use extra sheet of paper if necessary)

Offence and Court date
Court (if applicable)

Penalty:

5. Do you hold or have you previously held a hackney carriage or private hire driver's licence with another Council? If YES, please give name of Council: **YES / NO**
6. Have you ever had an application for such licence refused suspended or revoked? If so, by which Council and when. **YES / NO**
7. Will driving a hackney carriage or private hire vehicle be your only employment? If NO, please state the nature of your usual employment, together with total working hours per week. **YES / NO**
8. Are there any changes to your medical fitness that may affect your driving or ability to carry out your duties as a Hackney Carriage/Private Hire driver? **YES / NO**
9. Which operator/company will you drive for?

CONDITIONS OF APPLICATION

This application will only be considered as complete if: the correct fee has been paid, it is accompanied by 2 photographs, your DVLA access code, your Tax Conditionality check code and where applicable your DBS certificate and medical. Incomplete applications will not be accepted.

1. **2 passport size photographs** (without sunglasses or headwear-unless these are necessary for religious or medical reasons) for inclusion on the driver's badge issued by the Council
2. **DVLA access code** - obtained from <https://www.gov.uk/view-driving-licence> the online DVLA Shared Driving Licence service to allow the licensing authority to check your driving record. The code will be in upper case and lower case, you must copy it exactly as given **here**:



3. **Tax Conditionality** the Finance Act 2021 applies tax conditionality to licence applications for hackney carriage drivers and private hire drivers. As from 4 April 2022 this is a condition of licensing which places obligations on an applicant who wishes to renew a licence to carry out a tax check. The licensing authority will have to obtain confirmation from HMRC that the applicant has completed the check before being able to consider their renewed licence application. The guidance can be seen at - [Changes for taxi, private hire or scrap metal licence applications from April 2022 - GOV.UK \(www.gov.uk\)](#)

If your licence is due for renewal on or after 4 April 2022, you'll need to complete a tax check if you're:

- renewing a licence
- applying for the same type of licence you previously held, that ceased being valid less than a year ago
- applying for the same type of licence you already hold with another licensing authority

You must carry out the tax check yourself. You cannot ask a tax agent or adviser to do this on your behalf. The tax check will ask questions about how you pay any tax that may be due on income you earn from your licensed trade. For information on how to complete a tax check please see [Complete a tax check for a taxi, private hire or scrap metal licence - GOV.UK \(www.gov.uk\)](#)

After you have completed the tax check you will be given a 9-character tax check code. You will need to give the code on your application to the licensing authority, so they can confirm you have carried out a tax check. Place the code exactly as given **here**:

You will not be granted a licence if you do not give a tax check code to your licensing authority.



4. **Your DBS certificate must comply with the requirements of Runnymede's Hackney Carriage and Private Hire Licensing Policy.** You must register with the DBS update service and maintain your update service subscription to allow the Council to make online checks.
5. **You must have a valid current Medical** which shows you meet DVLA group 2 standards You must produce this with this application if your medical is due. Medicals are due at age 45 and thereafter every five years until the

age of 65. At age 65 and thereafter on an annual basis. In the event of a disability or medical condition which may affect an applicant's ability to drive being disclosed to the Council's licensing section whilst the grant of a licence is in force.

Your licence renewal may be refused if your DBS and/or Medical are not up to date in accordance with the requirements of Runnymede's Hackney Carriage and Private Hire Licensing Policy.

National Register of Taxi Licence, Refusals and Revocations (NR3)

The licensing authority provides information to the National Register of Taxi Licence, Refusals and Revocations (NR3). Where a hackney carriage/ PHV 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.

Data Protection and Privacy

Any data supplied by you on this form will be processed in accordance with the General Data Protection Regulations, in supplying it you consent to the Council processing the data for the purpose it is supplied. All personal information provided will be treated in the strictest confidence and will only be used by the Council or disclosed to others for a purpose permitted by law. Medical reports may be shared with our medical advisor for the purposes of obtaining their opinion as to whether we should issue you with a licence. Data is deleted in accordance with our data retention policy.

The Council may be statutorily required to supply any information you provide, to other bodies exercising functions of a public nature, for the prevention and detection of fraud.

We are committed to protecting your privacy when you use our services, the privacy policy explains how we use information about you and how we protect your privacy, this is published on our web site

<https://www.runnymede.gov.uk/council-local-democracy/privacy-statement/4>

A DBS code of practice exists to govern the disclosure of information by registered bodies:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/474742/Code_of_Practice_for_Disclosure_and_Barring_Service_Nov_15.pdf

HMRC has powers to obtain information from licensing authorities:

'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.'

DECLARATION

I certify that the information provided on this form is correct. I understand that it is a criminal offence to state anything in this application which is false or which I do not believe to be accurate or true.

I confirm that I am aware of the content of HMRC guidance relating to my tax registration obligations.

I have read and understand the Runnymede Bylaws / requirements and conditions in relation to Hackney Carriage / Private Hire driver's licences and agree to abide by them.

Signed:

Dated

