



East Cambridgeshire
District Council

APPLICATION FOR THE GRANT OF A NEW PRIVATE HIRE DRIVER LICENCE

- **Please familiarise yourself with our terms and conditions before completing this application**
- **It is an offence to give false information - all questions must be answered.**
- **An application will not be deemed valid unless the Licensing Authority receives the following documents in addition to a completed and signed application form, and the relevant fee. All documents must be sent in a pdf format unless stated otherwise:**
 1. Proof of holding a full driving licence (minimum of 12 months authorisation to drive required) registered with the DVLA.
 2. Proof of right to work in the UK – see www.eastcambs.gov.uk
 3. Enhanced DBS certificate (less than 3 months old)¹
 4. Group II medical report & certificate (less than 4 months old) and summary medical notes.
 5. Consent to run a DVLA check – Invite will be supplied by officers on receipt of application.
 6. One digital Passport style colour photo (jpg format, and must match your current appearance)
 7. Photo ID, such as a Passport (not required if presenting a photocard driving licence)
 8. Certificate of good conduct from your own embassy²
 9. A 9-digit tax code, or a tax declaration completed within the application form (para. 13 & 14)
- **The items below must be provided within the first six months of a successful application being granted. Failure to do so will result in the suspension of any licence issued.**
 10. Relevant driving assessment pass certificate – See www.eastcambs.gov.uk
 11. Relevant safeguarding training course pass certificate – See www.eastcambs.gov.uk
 12. Knowledge test pass certificate, taken at the Council Offices

¹ The Council recognises the DBS “Update Service” scheme, providing the certificate registered on the scheme is of an equivalent level to the DBS check conducted by the Council. For more information, please see our website www.eastcambs.gov.uk.

² Only required where you have not been resident in the UK for the previous 5 years or have been absent from the UK for a period longer than 3 months in the past 5 years.

METHOD OF COMMUNICATION

- The Council's primary method of communication is by email.
- The Council may also communicate with you via text message to your mobile phone. As the Council is not a telecommunications company it will be necessary to use the services of a 3rd party such as BT or Virgin to provide this facility. Where text messaging is used the Council will observe the principles of General Data Protection Regulations (GDPR) and the Data Protection Act 2018.
- By signing this application form you are agreeing to permit the Council to contact you using email, phone, text, and traditional paper based communication.

LICENCE PERIOD

The Deregulation Act 2015 requires East Cambridgeshire District Council to issue 3 year driver licences as its standard policy. However, it also permits a Council to issue licences for a lesser period where it is considered appropriate to do so. The Council believes it to be appropriate to issue an annual licence where the individual has formally requested it. Further to this please indicate below the period of licence you wish to apply for:

One year - £165.00* ☐ Three year - £405.00* ☐

* fee includes the licence fee and £5.00 DVLA checking fee, but does not include DBS and/or medical check fees. Please see the Hackney Carriage and Private Hire fees list at www.eastcambs.gov.uk

PERSONAL DETAILS

1. Surname:	2. Forenames									
3. Current registered address:										
Postcode:										
4. Previous address (if not resident in current address for 5 years):										
Postcode:										
5. Further address (if required):										
Postcode:										
6. Date of birth:	7. NI number:									
8. Telephone:	9. Mobile:									
10. Email:										
11(a). Are you permitted to work in the UK?: Yes <input type="checkbox"/> No <input type="checkbox"/>										
11(b). Are there any restrictions?: Yes <input type="checkbox"/> No <input type="checkbox"/> (If yes, please detail them below)										
11(c). If demonstrating a right to work via the Home Office online right to work checking service, please state your 9-digit "share code" below?:										
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DRIVING DETAILS

12. How long have you held your full driving licence?:

.....years.....months

TAX CHECK

(for all applications submitted on or after 4 April 2022)

13. You will need to complete a tax check if:

- you have held a hackney carriage/private hire driver licence previously, which ceased being valid less than a year ago, and/or
- you already hold a hackney carriage/private hire driver licence with another licensing authority

To carry out your tax check, visit the taxi driver page at www.eastcambs.gov.uk and click on the link, or enter tax conditionality into any internet search engine.

Check code:

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14. If the above statements **do not** apply to you, you must read the following statement and tick the box.

I hereby declare that the above points do not apply to me, and I further declare that I am aware of my need to register for tax purposes, and I will do so upon grant of any licence issued to me as a result of submitting this application form.

Tick here to confirm your acceptance of the above statement: ☐

APPLICANT HISTORY

15. Have you held a Hackney Carriage, Private Hire, or Joint driver's licence in the last 5 years?:

Yes ☐ No ☐ (If yes, please provide details of the issuing authority and dates licensed below, and answer supplementary question 15a)

Licensing Authority	Status (Active or Expired)

15a. Are any active licences shown above subject to any enforcement action at the time of completing this application form, or were any expired licences shown above subject to enforcement action at the time they expired?: Yes ☐ No ☐ N/A ☐ (If yes, please provide details below)

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16. Have you had a Hackney Carriage, Private Hire, or Joint driver's licence refused, suspended, or revoked in the last 5 years?: Yes ☐ No ☐ N/A ☐ (If yes, please provide details below)

Licensing Authority	Date of refusal, suspension(s), revocation

PENDING PROSECUTIONS

17. Do you have any foreign or domestic prosecutions pending against you?: Yes ☐ No ☐
(If yes, please give details and continue on a separate sheet if needed)

Date of Court hearing	Offence	Court

MOTURING ENDORSEMENTS AND DISQUALIFICATIONS

18. Have you ever been convicted of any motoring offences, been disqualified from driving, or received any endorsements (points) on your D.V.L.A driving licence?: Yes ☐ No ☐
(If yes, please give details and continue on a separate sheet if needed)

Date	Offence	Court	Sentence

CRIMINAL CONVICTIONS, CAUTIONS, and/or WARNINGS

19. Have you been convicted of any foreign or domestic offences, or received any Police cautions, or warnings?: Yes ☐ No ☐ (If yes, please give details and continue on a separate sheet if needed)

NB: Please include all offences even those considered “spent” under the Rehabilitations of Offenders Act 1974.

Date	Offence	Court	Sentence

SUPPORTING DOCUMENTS CHECKLIST

1. Full UK driving licence.	Enclosed: <input type="checkbox"/>
2. Photo ID (not required if the applicant has a photocard driving licence)	Enclosed: <input type="checkbox"/>
3. Proof of right to work in the UK*	Enclosed: <input type="checkbox"/> 11(c) completed: <input type="checkbox"/>
4. One Passport style colour photo (must match your current appearance)	Enclosed: <input type="checkbox"/>
5. Group II medical report & certificate (less than 4 months old) & summary notes **	Enclosed: <input type="checkbox"/> To follow: <input type="checkbox"/>
6. Approved practical driving assessment	Enclosed: <input type="checkbox"/> To follow: <input type="checkbox"/>
7. DBS certificate (less than 3 months old or update service version)	Enclosed: <input type="checkbox"/>
8. Knowledge test pass certificate	To follow: <input type="checkbox"/>
9. Certificate of good conduct	Enclosed: <input type="checkbox"/> N/A: <input type="checkbox"/>
10. Approved safeguarding pass certificate	Enclosed: <input type="checkbox"/> To follow: <input type="checkbox"/>

* A copy of right to work (RTW) documents to be relied upon must be submitted with this application. Current UK and Irish passport holders will be invited to complete an online RTW verification, all other applicants must prove their RTW by either presenting their documents in person at the Council Offices, by providing a share code provided in section 11(c)(if relevant), or by sending their original RTW documents to the Council and participating in a video call.

** Applicants with an underlying medical condition must also provide supporting documentation for their condition, please see guidance notes at <https://eastcambs.gov.uk/licensing-and-permits/taxi-and-private-hire/driver-licences/driver-licences-additional-guidance>.

Items 1 to 10 in the list above not showing "To follow" or "N/A" must be provided at the time of submitting the application form.

DECLARATION

Fraud Act 2006

I hereby declare that I fully understand, have read and checked the details and questions on this application form and the foregoing statements are true. I understand that it is a criminal offence if I or anyone else gives false information, or makes a false representation, or fails to disclose information in order for me to obtain a private hire driver's licence. I am fully aware that the provision of a false statement, or information, or the concealment of offences/ convictions/ cautions in order to obtain a licence is an offence under the above Act which may result in the refusal of this licence application and any subsequent licence applications for a period as specified in the licensing policy for dishonesty. I am also aware that any licence granted as a result of breaching the above Act will be immediately revoked. A refusal or revocation decision is not reliant on a formal conviction under the above Act being secured.

I have read the Taxi and Private Hire Licensing Policy, and I undertake, in the event of a licence being granted, to observe and comply with its contents.

Signed (by the applicant):.....Date:.....

Print name:.....

GDPR AND THE DATA PROTECTION ACT 2018

In line with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018, East Cambridgeshire District Council is fully committed to protect the privacy of our constituents, staff and members. We ensure the safe processing of personal data through strict guidelines for collection, storage and retention of information. Where appropriate, data sharing protocols are entered into and robust security measures are in place. The council maintains its Public Services Network (PSN) compliance, demonstrating its on-going commitment to supporting best practice in the maintenance and handling of data.

For further information contact: The Data Protection Officer, The Grange, Nutholt Lane, Ely, Cambs., CB7 4EE (email: dataprotection@eastcambs.gov.uk)

The Licensing Authority maintains a data retention and sharing policy in accordance with GDPR rules, which explains how your information could be used by the Licensing Authority. Further details are available on the Council's website www.eastcambs.gov.uk.