



East Cambridgeshire  
District Council

## APPLICATION FOR THE RENEWAL OF A PRIVATE HIRE DRIVER'S 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 in addition to a completed and signed application form, and the relevant fee:
  1. Proof DVLA licence remains active\* via our approved vetting body.
  2. One Passport style colour photo (can be digital, but must match your current appearance)
  3. A 9-digit tax code (see [www.eastcambs.gov.uk](http://www.eastcambs.gov.uk) for more information)
- In addition to the above, any licence granted by way of this renewal application will be immediately suspended where any of the following documents have expired before or during the application period. The suspension will not be lifted until all the documents are up to date.
  1. Medical certificate (less than 4 months old)
  2. DBS certificate (less than 3 months old)\*\*

\* Applicants will be provided the link to provide consent to officers to check via email.

\*\* 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](http://www.eastcambs.gov.uk).

### 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 3<sup>rd</sup> 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 - £125.00\* ☐      Three year - £365.00\* ☐

\* 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](http://www.eastcambs.gov.uk)

## EXISTING LICENCE NUMBER

Please enter your existing Private Hire driver licence number:

## PERSONAL DETAILS

1. Surname:

2. Forenames

3. Current registered address:

Postcode:

4. Date of birth:

5. NI number:

6. Telephone:

7. Mobile:

8. Email:

9(a). Are you permitted to work in the UK?: Yes ☐ No ☐

9(b). Are there any restrictions?: Yes ☐ No ☐ (If yes, please detail them below)

9(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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## TAX CHECK

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

10. Please enter your 9-digit tax check code in the box below.

To carry out your tax check, visit the taxi driver page at [www.eastcambs.gov.uk](http://www.eastcambs.gov.uk) and click on the link, or enter taxi driver tax check into any internet search engine.

Check code:

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## APPLICANT HISTORY

11. Have you had a Hackney Carriage, Private Hire, or Joint driver licence refused, suspended or revoked, or been subject to any enforcement action at any other authority since you completed your last driver application?: Yes ☐ No ☐  
(If yes, please provide details below)

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

## PENDING PROSECUTIONS

12. 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

## MOTORING ENDORSEMENTS AND DISQUALIFICATIONS

13. Have you been convicted of any motoring offences, been disqualified from driving, or received any endorsements (points) on your D.V.L.A driving licence since your last driver application was submitted?: 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

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

Date	Offence	Court	Sentence

## SUPPORTING DOCUMENTS CHECKLIST

1. One Passport style colour photo (must match your current appearance)	Enclosed: <input type="checkbox"/> To follow: <input type="checkbox"/>
2. Medical certificate (less than 4 months old)	Enclosed: <input type="checkbox"/> To follow: <input type="checkbox"/> N/A: <input type="checkbox"/>
3. DBS certificate (less than 3 months old)	Enclosed: <input type="checkbox"/> To follow: <input type="checkbox"/> N/A: <input type="checkbox"/>

## 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](mailto: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](http://www.eastcambs.gov.uk).