

Hackney Carriage/Private Hire Driver's Licence New Application Procedure/Guidance Notes

It is your responsibility to read the relevant parts of the full Hackney Carriage and Private Hire Licensing Policy 2019 – 2023 before applying for a licence to ensure that you meet the criteria which came into effect on the 1st April 2019. This document is available to view at www.shropshire.gov.uk/licensing.

- In order for your application to be accepted you **must** ensure you send in the following information:
 - Completed application form (Please note **all** fields must be completed, including an email address as the Licensing Team will forward correspondence via email)
 - Completed Reference Form
 - Completed Five Year Address History Form
 - Completed DVLA Mandate Form
 - One recent passport sized photograph
 - Fee or a copy of the receipt if paid online. A full list of the fees is included within this application pack and is also available at www.shropshire.gov.uk (Please note that if you are providing a copy of a Disclosure and Barring Service (DBS) certificate, that meets **all** criteria listed below, remove £40 from the fee payable)
 - On initial application the Council will accept an Enhanced Disclosure and Barring Service (DBS) certificate issued as part of an application made through a separate organisation, providing:
 - it is to the same standard
 - the original DBS certificate is presented to the Council
 - the applicant has subscribed to the DBS Update Service
 - the applicant has authorised the Council to access the relevant online record
- Before your application can be determined, you will also need to submit a group 2 medical form completed by your own GP or a doctor who has had full access to your medical records. A blank group 2 medical form will be forwarded to you by email for you to take to your medical examination appointment.
- **Please note: if any part of the application form is incomplete, or the fee not paid, the application will not be processed until such a time as all the information / documentation is provided.**

- Once an application has been validated and accepted, the Council will contact you by email detailing:
 - How to complete a Disclosure and Barring Service (DBS) check - as part of this process you will receive an email from noreply@employmentcheck.org.uk which will contain access details for our online system to enable you to complete your DBS application online and submit it electronically
 - How to complete a right to work check - Your right to work in the UK will be checked as part of your licence application, this could include the Licensing Team checking your immigration status with the Home Office
 - How and when to attend the knowledge test and safeguarding awareness training
 - When and where to attend for your driving assessment appointment
- In addition, the Licensing Team will:
 - Make enquiries through Care First (or equivalent), West Mercia Police (or other relevant force), other local authorities and any other organisation, agency or person that the Council has deemed appropriate to seek information from
 - Complete an online DVLA check
 - If applicable, complete an online tax registration check
 - Make enquiries through the national register for hackney carriage and private hire licence revocations and refusals (NR3)
 - Write to the referees provided
- Once all the checks have been completed and the results received, providing Officers are satisfied that an applicant is a 'fit and proper' person, applying the Council's policy, a licence will be granted. In all other cases, the application will be referred to the Licensing Panel for determination. You will be notified in writing if your application is to be determined by the Licensing Panel.
- **Please note:** Applicants are advised that it is a requirement of the Councils application process that the applicant must subscribe to the DBS Update Service within 30 calendar days of the DBS certificate being issued. Information on how to subscribe to the DBS Update Service can be found on the GOV.UK website at <https://www.gov.uk/government/organisations/disclosure-and-barring-service/about>

Hackney Carriage and Private Hire Vehicle, Driver and Operator Fees 2021/22

Licence Type Current Fee (£)

Drivers

Driver's Joint Badge – New Application (includes DBS, DVLA, first knowledge test, first driver assessment and safeguarding awareness course)	254.00
Driver's Joint Badge – Renewal Application (includes DBS, DVLA and safeguarding awareness course)	240.00
Driver's Knowledge Test Resit	52.00
Driver Badge Replacement following damage or loss	45.00
Driver Training assessment	57.00
Safeguarding Training course	48.00

Vehicles

Standard Private Hire Vehicle - New	148.00
Standard Private Hire Vehicle - Renewal	187.00
Standard Private Hire Vehicle - Licence Transfer	108.00
Executive Private Hire Vehicle - New	133.00
Executive Private Hire Vehicle - Renewal	184.00
Executive Private Hire Vehicle – Licence Transfer	78.00
Novelty Private Hire Vehicle - New	141.00
Novelty Private Hire Vehicle - Renewal	184.00
Novelty Private Hire Vehicle – Licence Transfer	87.00
Hackney Carriage Vehicle - New	142.00
Hackney Carriage Vehicle - Renewal	169.00
Hackney Carriage Vehicle - Licence Transfer	102.00
Exterior plate replacement following damage or loss	45.00
Internal plate replacement following damage or loss	45.00
Fare Card replacement following damage or loss	3.00
Private Hire Door Signs (pair)	45.00

Trailer

Trailer – new	123.00
Trailer – renewal	126.00

Private Hire Operators – New Application

Private Hire Operator – up to and including 30 vehicles and one base	319.00
Private Hire Operator – 31 vehicles and more and/or more than one base	753.00

Private Hire Operators – Renewal Application

Private Hire Operator – up to and including 30 vehicles and one base	302.00
Private Hire Operator – 31 vehicles and more and/or more than one base	746.00

Additional Administrative Charges

License holder transfer/change of details (e.g. change of address/other minor changes)	24.00
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Tel: 0345 678 9046

Driver Licence - Advice for Applicants

Shropshire Council can accept applications for drivers' licences from any area, however before a person applies they need to consider where they will be primarily working.

If it is the intention to apply for a hackney carriage or private hire vehicle licence, once a driver's badge has been granted, our hackney carriage vehicle application form asks the following:

"Please indicate the geographical area you will primarily work from and the amount of time spent working there"

Where a person indicates that a vehicle will be used outside the Shropshire Council area, the application will be considered by the Council's Licensing Panel. The Panel Members will decide whether the Council can reasonably fulfil its obligations to enforce. It may be that if the area is some distance away, the licence will not be granted.

Applicants should consider the possibility of not being able to licence their vehicle before going to the expense of licensing as a Shropshire Council hackney carriage/private hire driver as no refunds can be given after a licence has been granted.

Our Licensing Panel meet once a month, therefore applicants may need to wait for up to a month before an application for a vehicle licence is determined.



To assist you in completing this application form please read the guidance notes provided.
Local Government (Miscellaneous Provisions) Act 1976
Town Police Clauses Act 1847

- Yes ☐ No ☐

6. DVLA or Other Relevant Driving Licence Details:

How many years have you held a full driving licence?
(this can be found on the reverse of the card part of DVLA issued licences by checking the Valid From date of Category B on your licence)

7. Online DVLA check code

(You are required to provide a DVLA check code to allow Shropshire Council to undertake a check of your DVLA driving licence. To create a check code access your driving licence online at <https://www.gov.uk/view-driving-licence>. Please note the check code will only remain valid for 21 days, therefore, please forward your completed application to the Licensing Team as soon as possible)

Please note the DVLA check code is case sensitive, therefore, please provide exactly as shown on the website:

8. Have you ever held a Hackney Carriage/Private Hire driver licence issued by any Local Authority (including Shropshire Council)?

Yes ☐ No ☐

If no, please go to question 10

If yes, please give details of the Local Authority:

Local Authority	Licence Number	Dates licence was held

Please continue on a blank sheet if required.

9. Have you ever been refused / revoked / suspended or received a written warning as a hackney carriage / private hire driver by any Local Authority (including Shropshire Council)

and/or

had a licence lapse whilst licensed by any Local Authority (including Shropshire Council)?

Refused:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Revoked:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Suspended:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Written Warning:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Lapsed	Yes <input type="checkbox"/>	No <input type="checkbox"/>

If yes, please provide details in the table below. Please continue on a blank sheet if required.

Refused / Revoked / Suspended / Written Warning / Lapsed	Local Authority	Date	Reason for refusal / revocation / suspension / written warning / lapse

10. Tax Registration Check:

(You are required to provide a tax check code **if** you already hold a valid hackney carriage or private hire drivers licence with another authority, **or**, you held a hackney carriage or private hire drivers licence that ceased to be valid less than a year ago)

If applicable, please provide your 9-character online tax check code. Please note the check code is case sensitive, therefore, please provide exactly as shown on the gov.uk website:

For further details on obtaining a code please visit <https://www.gov.uk/guidance/changes-for-taxi-private-hire-or-scrap-metal-licence-applications-from-april-2022>

11. Details of Previous Convictions. Have you **ever**:

(All previous convictions and driving endorsements must be disclosed to the Council. For licensed drivers and applicants, **no offence is ever considered spent**, please ensure that you answer **all** the questions accurately.)

Been convicted of any offences (including driving / motoring offences)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Been cautioned for any offences (including driving / motoring offences)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Received warnings for any offences (including driving / motoring offences)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Received any driving endorsements, including period of disqualification, for any offences	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Received fixed penalty notices or community resolutions for any offences (including driving / motoring offences)	Yes <input type="checkbox"/>	No <input type="checkbox"/>

If yes, please provide details in the table below. Please continue on a blank sheet if required.

Date of Conviction / Caution / Warning / Driving Endorsement / Fixed Penalty etc.	Date of Offence	Offence	Sentence

12. Are you currently subject of an outstanding charge or summons or currently awaiting trial?

Yes ☐ No ☐

If yes, please provide details:

- (Please note: Operators/prospective employers must take into account sections 3f.34 to 3f.44 of the Councils Hackney Carriage and Private Hire Licensing Policy 2019-2023 before answering the following questions)**

- Date:

- No
- ☐

[illegible]

Please note: if any part of the application form is incomplete, or the fee not paid, the application will not be processed until such a time as all the information / documentation is provided.

Please tick ✓ Yes

- I have enclosed a fully completed application form, including an email address ☐
- I have enclosed a completed reference form ☐
- I have enclosed a completed five year address history form ☐
- I have enclosed a completed DVLA mandate ☐
- I have enclosed a copy of the receipt for the fee paid **OR** I have enclosed cheque payment for the fee (cheques made payable to Shropshire Council) ☐
- I have enclosed a recent colour passport sized photograph ☐
- I understand that if I do not comply with the above requirements my application will not be processed ☐

Data Protection

The information provided will be used in the process of considering the application and may be sent to authorised bodies including: Police, Benefits, Councillors, Inland Revenue, other local authorities.

Please be aware 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.

Shropshire Council is under a duty to protect the Public Funds that we handle and to this end we may share your information internally or with other organisations for the prevention and detection of a crime or any matters connected to a breach of Shropshire Councils Licensing Policy. We will not transfer your personal data outside the European Economic Area or disclose it to any third party other than for the purposes outlined.

Authorisation and Declaration of Applicant

I, the undersigned, hereby give permission for Shropshire Council to be given information regarding myself to assist them in making a determination on my application under the relevant Acts.

I give permission for enquiries to be made with relevant police forces, other local authorities or any other agencies that the Council may deem appropriate in order to determine my application. These enquiries will include requests to Children's and Adult's Social Care regarding safeguarding information and requests to the Councils Passenger Transport Commissioning Group regarding passenger/schools contracts.

I am aware that my right to work in the UK will be checked as part of the application, which may include sharing information with the Home Office in order to check my immigration status. I am aware that where I have shared my immigration status using the Home Office online checking service 'prove your right to work to an employer' the 'profile' page confirming my right to work will be copied and retained by the Council. Where a manual check is carried out, I am aware that a copy of any document provided will be retained by the Council. I am aware that if there are restrictions on the length of time I may work in the UK, my licence (if granted) will not be issued for any longer than this period. I understand that if I am later disqualified from holding a

licence because I have not complied with the UK's immigration laws, my licence will lapse and I must return it to Shropshire Council.

Applicants who do not need to complete a tax check must review the HMRC guidance about tax registration obligations, see below website for further information:

- PAYE information: www.gov.uk/income-tax/how-you-pay-income-tax
- registering for Self Assessment: www.gov.uk/register-for-self-assessment
- Corporation Tax information: www.gov.uk/corporation-tax

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

I have read and understood the conditions of licence and will abide by them.

I declare that the information I have supplied in this application is true, complete and accurate to the best of my knowledge.

If any person knowingly or recklessly makes a false statement or omits any material particulars in giving information he/she shall be guilty of an offence.

Applicant Signature:

Date:

Full name

(in CAPITALS):

For office use only	
Completed application form	
Completed reference form	
Completed five year address history	
Completed DVLA mandate	
Fee or copy of receipt	
Passport sized photo	
Medical Certificate, if provided at point of application	



Hackney Carriage/Private Hire Drivers Reference Form

References can only be provided from either professional or business sources who have known you for at least two years. The Council **will not** accept references from family members, drivers, operators or vehicle proprietors licensed with any local authority or, where relevant, the applicant's future employer unless there is satisfactory evidence of exceptional circumstances that are accepted by the Council. The Council reserves the right to refuse a reference where the Council deems the referee is not acceptable.

Referee 1.

Referee 2.



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Five Year Address History Form

Please provide **all** addresses where you have lived in the past 5 years. There must be no gaps in dates, however, overlapping dates are acceptable. **All fields must be completed for each address.**

Current address:

Address:	
Town:	County:
Postcode:	Country:
Date from: (Month & Year)	

Previous addresses (start with the most recent):

Address:	
Town:	County:
Postcode:	Country:
Date from: (Month & Year)	Date to: (Month & Year)

Address:	
Town:	County:
Postcode:	Country:
Date from: (Month & Year)	Date to: (Month & Year)

Address:	
Town:	County:
Postcode:	Country:
Date from: (Month & Year)	Date to: (Month & Year)

If the space is not sufficient, please continue on a blank sheet

IMPORTANT: Please read the notes over the page before filling in this form and write clearly in **black ink** using CAPITAL LETTERS.

1. Company details (to be filled in by the company making the enquiry before driver fills in Sections 3 and 4):

Company name and address (the company):

Shropshire Council

Shirehall, Abbey Foregate

Shrewsbury

Shropshire

Postcode:

S Y 2 6 N D

Account number:

4 7 5 3

Reference number:

Are you making an enquiry
on behalf of another company?

Yes ☐

No ☒

If yes, please give the company name below:

2. Reason for processing information (to be filled in by the company making the enquiry before driver fills in Sections 3 and 4):

To determine that the person referred to in Section 3 is the holder of a DVLA driving licence and that there are no endorsements or restrictions which would be relevant to their fitness to hold a hackney carriage/private hire drivers licence

3. Driver details (to be filled in by the driver):

Surname:

First name:

Middle name(s):

Date of birth:

D D M M Y Y

Current address:

Line 1

Line 2

Line 3

Post town

Postcode:

Address on licence (if different):*

Line 1

Line 2

Line 3

Post town

Postcode:

* You must tell DVLA about any changes to your address.
If you don't, you could be fined up to £1,000.

Driver licence number:

4. Driver information fair processing declaration (to be filled in by the driver):

IMPORTANT: Please read the notes over the page before signing this form. Do not sign if Sections 1 and 2 are not filled in.

Declaration:

I am the person referred to in Section 3. I understand the company or companies listed in Section 1 will ask DVLA for my driver record information, as and when they require, for the purpose set out in Section 2.

I understand DVLA will disclose to the company or companies in Section 1 all relevant information held in the computerised register of drivers maintained by DVLA. This includes personal details, driving entitlements, valid endorsements and disqualifications (if relevant) and photo images.

This declaration will expire when I stop driving in connection with the company or in any case, three years from the date of my signature.

SIGNATURE:

DATE:

D D M M Y Y

**Guidance notes for the driver – please
read these notes before you fill in this form**

- 1 DVLA handles your personal data in accordance with road traffic law and data protection laws. The law allows us to release your data to the police and other enforcement bodies. We also provide data to other parties where the law allows it. For further information about how we process your data, your rights and who to contact, see our privacy notice at www.gov.uk/dvla/privacy-policy or request a written copy by phoning 0300 790 6106.
- 2 You should only fill in this form if you have read and understood how your driving licence information will be processed by the company or companies in Section 1. The company making the enquiry must first fill in Sections 1 and 2. You must then fill in Section 3 and sign and date the declaration in Section 4. DVLA will not accept forms if they haven't been signed and dated by you. If you change any information on this form, you must initial and date these changes.
- 3 In some instances, the company asking for information from your driving licence record (the 'enquirer') may be requesting for the company you are connected to. The enquirer should fill in details of all the companies who will process this information in Section 1.
- 4 If your connection with the company or companies named in Section 1 stops, you have the right for your information not to be requested or processed by them. Please refer to the fair processing information and privacy policy for the named company or companies in Section 1.
- 5 You can also view or share your driving licence information online at www.gov.uk/view-driving-licence
- 6 If the details on your driving licence are not up to date, return it to DVLA and tell us about the changes we need to make. By law, you must tell us immediately if you change your permanent address or name. You could be fined up to £1,000 if you do not tell us about these changes.
- 7 If your licence has been lost, stolen or destroyed you will need to apply for a replacement. You can find out how to do this online at www.gov.uk/apply-online-to-replace-a-driving-licence
Or, as long as you have not changed the details on your photocard licence, you can apply for a replacement licence using a debit card or credit card by phoning 0300 790 6801 between 8am and 7pm Monday to Friday, and between 8am and 2pm on Saturdays.

Guidance notes for the company

- 1 You must fill in Sections 1 and 2 before the driver signs the declaration in Section 4.
- 2 If you require Certificate of Professional Competence (CPC) or Digital Tachograph Card information or both, please contact the Driving & Vehicle Standards Agency (www.gov.uk/government/organisations/driver-and-vehicle-standards-agency).
Please note this D906 form should not be submitted to DVSA. You can check full Driver Qualification Card (DQC) information and periodical training information at www.gov.uk/check-your-driver-cpc-periodic-training-hours
- 3 You must tell DVLA the reason for requesting the driving licence information in Section 2. You must only use this information for this reason. If you do not provide enough information or do not make sure this form is signed by the driver, it will become invalid and will be rejected. We will carry out checks to verify the information you provide.
- 4 DVLA has a duty under data protection law to protect personal information. To ensure adequate protection, DVLA requires that the driver (the data subject) is informed and understands how their driving licence information will be processed.
- 5 DVLA will only release driving licence information to confirm entitlement to drive and holds it in accordance with data protection law. Data controllers must comply with any notification requirements under data protection law. Driving licence information must be requested and processed in accordance with the terms and conditions provided by DVLA.
- 6 It is an offence to unlawfully obtain personal data which is contrary to data protection law. The penalties for these offences are fines issued in the magistrates' court or Crown Court.
- 7 If we receive a legitimate complaint about information obtained unlawfully, we may pass it on to the Information Commissioner. If we have evidence that information has been obtained or used inappropriately, we can refuse all future requests.