

# Blackpool Council

## APPLICATION FOR A LICENCE TO DRIVE A HACKNEY CARRIAGE / PRIVATE HIRE VEHICLE / HORSE DRAWN HACKNEY CARRIAGE

**Applicant's Name:**



Licensing Service  
Blackpool Council  
Municipal Buildings, PO Box 4  
Blackpool, FY1 1NA

**Contact**

T: (01253) 47 8343 / 8570  
F: (01253) 47 8372

[www.blackpool.gov.uk](http://www.blackpool.gov.uk)

## Application for a Licence to drive a Hackney Carriage / Private Hire Vehicle

**PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST**

Before completing this form please read the guidance notes at the end of the form.  
If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written in black ink. You may wish to keep a copy of the completed form for your records.

Type of Licence					
Hackney Carriage		Private Hire		Horse Drawn Hackney Carriage	
New Application				Renewal Application	
1 Year				3 Years	

### 1. Your Details

Title:	<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Miss	<input type="checkbox"/> Ms	<input type="checkbox"/> Other							
Forename(s)					Surname							
<small>Please tick</small>												
I am 65 years old or over	<input type="checkbox"/> Yes		<input type="checkbox"/> No		Date of Birth	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Home Address						Post Code	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Telephone Number										Mobile Number		
E-Mail Address												
Place of birth												
National Insurance Number	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Driving Licence Number	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Are you entitled to work in the United Kingdom?						<small>Please tick</small>						
						<input type="checkbox"/> Yes	<input type="checkbox"/> No					

## 2. Additional information

Have you held a full Group B, UK Driving Licence for at least 12 months	Please tick	
	Yes	No
Do you have any infirmities or suffer from any serious illness	Please tick	
	Yes	No
If yes, please give details below		

<p>Give the name of the Hackney Carriage Proprietor or Private Hire Company with whom you are to be employed. (For drivers of their own Hackney Carriages state "self") (Not applicable for Horse Drawn Hackney Carriage applicants)</p>

Have you ever been refused any licence concerned with Private Hire / Hackney Carriage / Horse Drawn Hackney Carriage or had such a licence suspended or revoked	Yes	No
If yes please give full details regarding the refusal, suspension or revocation, including the Local Authority involved and the date of the decision.		

## 4. Declaration of all convictions, cautions & pending prosecutions

Private hire and hackney carriage drivers are not subject to the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 2002. This means **any** convictions or cautions must be declared, irrespective of if they could normally be regarded as spent.

### Section A

Do you have any criminal convictions or have you ever been formally cautioned by the Police?	Please Tick	
	Yes	No
If you have answered Yes you must give full details Section B below		
Do you have any traffic (motoring) convictions?	Please tick	
	Yes	No
If you have answered Yes you must give full details in Section B below		

## Section B

If you have answered Yes to any of the questions in Section A you must give full details below			
DATE OF CONVICTION / CAUTION	COURT	OFFENCE(S)	SENTENCE OR ORDER OF COURT

## Section C

<b>Do you have any pending matters, for which you are currently being investigated, for example, by the police or other enforcement agency?</b>  If you have answered Yes you must give full details of all your pending matters in Section D below	Yes	No
<small>Please tick</small>		
<b>Do you have any pending criminal or traffic (motoring) convictions?</b>  If you have answered Yes you must give full details of all your convictions in Section D below	Yes	No
<small>Please tick</small>		
<b>Do you have any convictions or pending matters in any other country?</b>  If you have answered Yes you must give full details of all your convictions or pending matters in Section D below	Yes	No

## Section D

If you have answered Yes to any of the questions in Section C you must give full details below		
DATE OF APPEARANCE	COURT	ALLEGED OFFENCE

**I DECLARE THAT**

- a) I have declared all convictions, including convictions that are considered to be spent under the Rehabilitation of Offenders Act 1974
- b) I have disclosed all pending court appearances
- c) I understand that it is a criminal offence to knowingly or recklessly give any information that I know or believe to be false.
- d) If no convictions are declared, I can confirm I have never been convicted of any offence and have no pending convictions.
- e) To the best of my knowledge and belief, that the information given herein is true. I understand that if I knowingly or recklessly make a false statement or omit any material particular, I shall be guilty of an offence.
- f) I understand that the information I have provided, will be held by the Council on both computerised and manual files. This data may be made available on a public register if so required by relevant legislation. The data may also be disclosed to other departments within the Council and other organisations, but only in order to ensure compliance with relevant legislation, for identification purposes or to prevent or detect fraud or a crime. Further information on how the Council handles your data can be found at <http://www.blackpool.gov.uk/Your-Council/Transparency-and-open-data/Data-protection/How-we-handle-your-data.aspx>
- g) I have read the contents of this application form and understand that the licensing authority may consider spent convictions shown on the DBS check when considering this application.
- h) If a licence is granted I undertake to comply with the conditions attached on the grant of the licence.
- i) **I have the right to work in the United Kingdom** (see the back of the form for more details).

<b>Signature</b>		<b>Date</b>	Day	Month	Year
<b>Print Name</b>					

Contact name (where not previously given) and address for correspondence associated with this application.									
<b>Title:</b>	<b>Mr</b>	<b>Mrs</b>	<b>Miss</b>	<b>Ms</b>	<b>Other</b>				
<b>Forenames</b>					<b>Surname</b>				
<b>Address for Correspondence associated with this application</b>									
						<b>Post Code</b>			
<b>Telephone Number</b>					<b>Mobile Number</b>				
<b>E-Mail Address</b>									

## Notes for Guidance

### Photographs

For renewal applications your renewal letter will confirm the year in which the photograph is next required. You are only required to submit a passport photograph once every 10 years unless your appearance substantially alters. One full colour passport sized photograph complying with the following requirements must accompany the application:

- 45mm x 35mm photograph on photographic paper
- Applicant must be viewed "full face" with eyes open
- No hat/head covering should be worn unless for religious reasons
- No sunglasses
- Photographs must be in sharp focus and clear against a light background so applicants' facial features are distinguishable and contrast against the background.
- No other person should be visible in the photograph.

### Disclosure & Barring Service (formerly known as Criminal Records Bureau) check

A Disclosure & Barring Service (DBS) check is required for all new applicants (and for renewals if indicated on your renewal pack cover letter.) You will need to provide an email address on your application form - we will then send you a link with your unique username and password to complete your DBS application online. In addition you must:

- 1) Pay the appropriate fee
- 2) See page 7 for identity documents required following submission of your application

### Disclosure & Barring Update Service

It is the licensing authority's policy to require applicants to register for the DBS's update service and to nominate the licensing authority to receive updates. Registration costs £13 per year. Licensees are expected to maintain this registration and nomination throughout the duration of their licence. Details of how to register for the update service can be found on the Blackpool Council website and the following web address can be used to register for it:

<https://secure.crbonline.gov.uk/crsc/subscriber>

**Please note that you must register for the update service within 19 days of receiving your DBS certificate.**

### Medical Check

Medicals are required by all new applicants and for renewals if the necessary form is enclosed with the application pack. The medical certificate must be returned to the licensing service directly from the doctor before the licence can be issued – it must not be handed to the patient.

**Please note the medical check is mandatory each year if aged 65 or over.**

### DVLA Driver Licence Check

The Licence Service will carry out checks on your licence through a third party checking system called 'Davis Checks' in order to complete the check we will require your photo card driving licence to be produced to our office.

If you are unable to produce a photo card driving for any reason or you are still using an 'old style' paper licence you will be required to fill in a mandate either electronically via email or manually at our licensing counter.

### Right to Work Check

The Immigration Act 2016 requires that all taxi drivers complete a 'Right to Work' check. You will be expected to provide a valid British Citizen Passport to us as part of your application to prove you have the right to work in the UK. If you cannot provide a British Citizen Passport you will need to provide alternative acceptable documents from the Right to Work Checklist which is available on request.

## IDENTITY CHECKING

You must provide the following:

- 1 document from group 1 (refer to list of valid identity documents); and
- 2 further documents from group 1, 2a or 2b; one of which must verify their current address

- you must provide **original documentation only**; photocopies will not be accepted
- At least one document must confirm your **current name**, as recorded on the form
- At least one document must confirm your **date of birth**, as recorded on the form
- At least one document must confirm your **current address**, as recorded on the form and should be issued within a certain period, see ID checking guidelines .

### Group 1: Primary Identity Document

Document	Notes
Passport	Any current & valid passport
Biometric residence permit	UK
Current driving licence photocard – (full or provisional)	UK, Isle of Man, Channel Islands & EU
Birth Certificate – Issued within 12 months of birth	UK, Isle of Man & Channel Islands – Including those issued by UK authorities overseas, eg embassies, High Commissions and HM Forces
Adoption Certificate	UK & Channel Islands

### Group 2a: Trusted Government Documents

Document	Notes
Current driving licence photocard – (full or provisional)	All countries outside the EU (excluding Isle of Man & Channel Islands)
Current driving licence (full or provisional) – paper version (if issued before 1998)	UK, Isle of Man, Channel Islands and EU
Birth certificate – issued after time of birth	UK, Isle of Man and Channel Islands
Marriage/civil partnership certificate	UK and Channel Islands
HM Forces ID card	UK
Firearms licence	UK, Isle of Man and Channel Islands

**All driving licences must be valid.**

### Group 2b: Financial & Social History Documents

Document	Notes	Issue date & validity
Mortgage Statement	UK or EEA	Issued in last 12 months
Bank or building society statement	UK and Channel Islands or EEA	Issued in last 3 months
Bank or building society account opening confirmation letter	UK	Issued in last 3 months
Credit card statement	UK or EEA	Issued in last 3 months
Financial statement, eg pension or endowment	UK	Issued in last 12 months
P45 or P60 statement	UK and Channel Islands	Issued in last 12 months
Council Tax statement	UK and Channel Islands	Issued in last 12 months
Work permit or visa	UK	Valid up to expiry date
Letter of sponsorship from future employment provider	Non-UK or non-EEA only – valid only for applicants residing outside of the UK at time of application	Must still be valid
Utility bill	UK – not mobile telephone bill	Issued in last 3 months
Benefit statement, eg Child Benefit, Pension	UK	Issued in last 3 months
Central or local government, government agency or local council document giving entitlement eg from the department for work and pensions, the employment service, HMRC	UK and Channel Islands	Issued in last 3 months
EU National ID card	-	Must still be valid
Cards carrying the PASS accreditation logo	UK, Isle of Man and Channel Islands	Must still be valid