

HCD/PHD renewal or dual application



Westmorland and Furness Council

Driver application for hackney carriage and/or private hire vehicles

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HCD/PHD renewal or dual application

Local Government (Miscellaneous Provisions) Act 1976

Application to renew a licence to drive a hackney carriage and/or private hire vehicle or grant of a dual licence

Please answer all sections.

A. Your details		
Full name(s)		Date of birth
Address		
Postcode		
Telephone no.		Mobile no.
Email		
Are you entitled to work in the United Kingdom?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
You will need to provide evidence of this entitlement to work.	If you are from:	You will need to provide:
	UK or Republic of Ireland	Birth certificate or passport <input type="checkbox"/>
	EU National	Immigration status share code* <input type="checkbox"/>
	Rest of World	Passport & Visa <input type="checkbox"/>

• Immigration status share codes can be provided by visiting: www.gov.uk/view-prove-immigration-status

B. Type of licence		
1. I wish to apply for a licence to drive:	Hackney carriage <input type="checkbox"/>	Private hire vehicle <input type="checkbox"/>
2. Hackney Driver - State employers name or 'self employed':		
3. Private Hire Driver - State Operators Licence Number:		
4. What is the number and expiry date of your current HCD/PHD licence?	Licence number:	Expiry date:
5. Has any previous application for a hackney carriage or private hire vehicle drivers' licence been rejected?	Yes <input type="checkbox"/> - please explain why in B10	No <input type="checkbox"/>
6. Have you ever had a hackney carriage or private hire vehicle drivers' licence suspended or revoked or allowed to lapse?	Yes <input type="checkbox"/> - please explain why in B10 - if lapsed, give the date it lapsed	No <input type="checkbox"/>
7. Do you intend to register with the DBS update service?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
8. I confirm that the council can check my DBS disclosure status on line.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
9. Have you used a separate sheet?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

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B. Type of licence (cont.)
10. Please use this section to provide information about your answers in B5 or B6. If there is insufficient space, please use a separate sheet.

I hereby apply for the grant of the licence(s) specified in B2/B3 on page 1.

I declare that I have, for at least twelve months prior to the date of this application, held a driving licence, not being a provisional driving licence, that authorises me to drive on a road a motor vehicle of the following groups (delete as necessary): **B (Cars, motor vehicles under 3500kg and not more than 8 passenger seats) – B Auto (Cars etc with automatic transmission)**

I hereby give Westmorland & Furness Council consent to view my driving licence information by providing the following check code, and understand that details of my DVLA record and National Insurance number will be shared with other government departments (HMRC and DWP) to check my identity as described in the DVLA privacy policy: <https://www.gov.uk/government/publications/dvla-privacy-policy/dvla-privacy-policy>
<https://www.gov.uk/view-driving-licence>

*Check code:																			
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(*Only valid for 21 days)

National Insurance Number:																			
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I understand that if I knowingly or recklessly make a false statement, or omit any material particulars in giving the above information I may be liable to prosecution under Section 57 of the Local Government (Miscellaneous Provisions) Act 1976.

From 4 April 2022, if you renew or apply for a subsequent licence you will have to do a tax check and provide Westmorland and Furness Council with your tax check code (issued within the last 120 days). A tax check confirms that you are registered for tax, you can complete your tax check by visiting: www.gov.uk/guidance/complete-a-tax-check-for-a-taxi-private-hire-or-scrap-metal-licence	
Tax check code:	
Failure to provide a tax check code will result in your renewal application being refused.	

I have read and understand the requirements that are outlined above.			
Signed:		Date:	

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The following documents are enclosed:-

C. Documents to enclose	Please tick where appropriate	
	Enclosed?	Official use only
1. My current UK driving licence and counterpart if applicable, or; my EU driving licence and DVLA counterpart	<input type="checkbox"/>	<input type="checkbox"/>
2. Disclosure & Barring Service Enhanced Disclosure application form	<input type="checkbox"/>	<input type="checkbox"/>
3. Immigration status share code		
4. Proof of my identity (see list on page 5)	<input type="checkbox"/>	<input type="checkbox"/>
5. Proof of my current address (see list on page 5)	<input type="checkbox"/>	<input type="checkbox"/>
6. Statutory declaration of criminal offences (pages 6 & 7 of this document) (required every three years)	<input type="checkbox"/>	<input type="checkbox"/>
7. Medical Report Form (completed & signed by my doctor and me) (required every three years)	<input type="checkbox"/>	<input type="checkbox"/>
8. Passport style colour photograph of me which has been taken in past three months	<input type="checkbox"/>	<input type="checkbox"/>
9. The licence fee	<input type="checkbox"/>	<input type="checkbox"/>
10. I also give Westmorland and Furness Council consent to view my driving licence information through the government digital enquiry service (www.gov.uk)	<input type="checkbox"/>	<input type="checkbox"/>

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DBS checklist for driver applications

An applicant for an enhanced DBS check must produce:

1. Original document from Group 1; and
2. Further original documents from Group 1, 2a or 2b; one of which must verify their current address.

Group 1	Tick if produced
Passport	<input type="checkbox"/>
Biometric residence permit	<input type="checkbox"/>
Current driving licence photocard (full or provisional)	<input type="checkbox"/>
Birth certificate - issued within 12 months	<input type="checkbox"/>
Adoption certificate	<input type="checkbox"/>

Group 2a (trusted government documents)	Tick if produced
Current driving licence photocard (full or provisional)	<input type="checkbox"/>
Current driving licence (full or provisional) - paper version (if issued before 1998)	<input type="checkbox"/>
Birth certificate - issued within 12 months	<input type="checkbox"/>
Marriage/civil partnership certificate	<input type="checkbox"/>
Immigration document, visa or work permit	<input type="checkbox"/>
HM Forces ID card	<input type="checkbox"/>
Firearms Licence	<input type="checkbox"/>

Group 2b	Tick if produced
Mortgage statement	<input type="checkbox"/>
Bank or building society statement	<input type="checkbox"/>
Bank or building society account opening confirmation letter	<input type="checkbox"/>
Credit card statement	<input type="checkbox"/>
Financial statement, for example pension or endowment	<input type="checkbox"/>
P45 or P60 statement	<input type="checkbox"/>
Council tax statement	<input type="checkbox"/>
Letter of sponsorship from future employment provider	<input type="checkbox"/>
Utility bill	<input type="checkbox"/>
Benefit statement, for example, child benefit or pension	<input type="checkbox"/>
Central or local government, government agency, or local council document giving entitlement, for example from the Department for Work and Pensions, the Employment Service, HMRC	<input type="checkbox"/>
EEA National ID card	<input type="checkbox"/>
Irish passport card	<input type="checkbox"/>
Cards carrying the PASS accreditation logo	<input type="checkbox"/>
Letter from head teacher or college principal	<input type="checkbox"/>

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Applicants who aren't a national of the UK

Non-UK nationals who are eligible for a DBS check and receiving payment for work, even if it is an allowance, for example a foster carer, must use the paid work route.

	Tick if produced
A current passport or passport card showing that the holder is a national of the Republic of Ireland.	<input type="checkbox"/>
A current document issued by the Home Office to a family member of an EEA or Swiss citizen, and which indicates that the holder is permitted to stay in the United Kingdom indefinitely.	<input type="checkbox"/>
A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.	<input type="checkbox"/>
Online evidence of immigration status. Either via the View and Prove service, or using the BRP or BRC online service. Issued by the Home Office to the employer or prospective employer, which indicates that the named person may stay in the UK and is permitted to do the work in question. Must be valid. Note: this includes the EUSS digital status confirmation.	<input type="checkbox"/>
A current Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.	<input type="checkbox"/>
A current passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question.	<input type="checkbox"/>
A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to do the work in question.	<input type="checkbox"/>
A current document issued by the Home Office to a family member of an EEA or Swiss citizen, and which indicates that the holder is permitted to stay in the United Kingdom for a time limited period and to do the type of work in question.	<input type="checkbox"/>
A frontier worker permit issued under regulation 8 of the Citizens' Rights (Frontier Workers (EU Exit) Regulations 2020.	<input type="checkbox"/>
A current Immigration Status Document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK, and is allowed to do the type of work in question, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.	<input type="checkbox"/>
A document issued by the Home Office showing that the holder has made an application for leave to enter or remain under Appendix EU to the immigration rules on or before 30 June 2021 together with a Positive Verification Notice from the Home Office Employer Checking Service.	<input type="checkbox"/>
An Application Registration Card issued by the Home Office stating that the holder is permitted to take the employment in question, together with a Positive Verification Notice from the Home Office Employer Checking Service.	<input type="checkbox"/>
A Positive Verification Notice issued by the Home Office Employer Checking Service to the employer or prospective employer, which indicates that the named person may stay in the UK and is permitted to do the work in question.	<input type="checkbox"/>

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Statutory declaration

WARNING

The making of a false statement or submission or omission of any material either knowingly or recklessly can lead to prosecution. The maximum fine is £1,000.

You are required to declare every offence for which you have been convicted or received a formal caution from the Police, whether it is spent within the terms of the Rehabilitation of Offenders Act 1974. You should be aware that the Council will check with the Disclosure and Barring Service for the existence and content of any criminal record. This order means that no criminal convictions for a hackney carriage or private hire driver ever become spent.

Please tick the box next to one of the two statements below, whichever is true in relation to ALL motoring or criminal offences.

<input type="checkbox"/> I have never been convicted of any offence or received a caution, a driving licence endorsement, a fixed penalty or a community resolution.
OR
<input type="checkbox"/> I have received one or more convictions, cautions, driving licence endorsements, fixed penalties or community resolutions (provide details of every such instance in the table below – continue on a separate sheet if necessary).

Date	Offence	Court	Sanction/Sentence

You may wish to explain any mitigating circumstances that give rise to your conviction(s). You are invited to do so in the space below (continue on a separate sheet if necessary).

Have you ever had any summons served on you for any offence(s) which has **NOT** been heard at Court?

<input type="checkbox"/> YES (provide details below)	<input type="checkbox"/> NO
Details	

Are you aware of any **ENQUIRIES** or **INVESTIGATIONS** of any kind or description being made by the Police or any Local Authority or any other agencies such as the Department for Work and Pensions/HMRC/ Inland Revenue for example?

<input type="checkbox"/> YES (provide details below)	<input type="checkbox"/> NO
Details	

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Date	Offence	Court	Sanction/Sentence

Public Protection Group

Licensing Team, Westmorland and Furness Council, South Lakeland House, Lowther Street, Kendal, Cumbria, LA9 4DQ

Any telephone enquiries should be made to **0300 373 3300** or by email to: **taxis@westmorlandandfurness.gov.uk**.

OFFICE USE ONLY

Application Type	RENEW* DUAL*	Issue authorised by	IDS DP20	Stat Dec	Total Fee
			IDS Sent:		
			IDS No:		
			Photo rec'd		
Date Received:		Date Auth:	Photo scan	Med to Dr	DBS Sent:
		UK Licence	DBS Form	Med from Dr	Form No:
Date Issued:		EU Licence	DBS Doc 1	Med update	DBS Rec:
		UK C/part	DBS Doc 2	Med resolved	Form No: