

## **NEW DRIVER INFORMATION**

**Please read this information sheet along with the ‘to do’ list on the next page before completing the application for your Hackney Carriage / Private Hire Drivers Licence.**

**This information should help to ensure that your application is dealt with and processed as soon as possible.**

### **Completing the form**

Please read the form carefully and answer all questions. The application may not be processed if questions are not answered. Additionally, the form contains a declaration at the end and it is important that you read this carefully before signing.

### **DVLA check code**

When you provide us with this code on the form, please make sure it is clear. The code contains case sensitive letters so it is helpful if these are made obvious.

### **Previous convictions**

Question number 4 is asking you to disclose **ALL** previous convictions (spent and unspent). Failing to disclose convictions may affect the outcome of your application.

### **Immigration check**

We now have a legal obligation to check that you have the right to work in the UK. This check means that we need to see you in person with valid identification documents and we therefore ask that you contact us to make an appointment. A list of acceptable documents for this check is at the end of the application form.

Please be aware that once we have established that you have a permanent right to work in the UK, we will no longer need to check your documents.

### **National Register of Taxi Licence Revocations and Refusals (NR3s)**

NR3s has a simple objective of providing a mechanism for licensing authorities to record details of where a taxi or PHV drivers licence has been revoked, or an application for one refused.

The licensing authority provides information to the National Register of Taxi Licence Refusals and Revocations (NR3s), a mechanism for licensing authorities to share details of individuals who have had a hackney carriage or Private Hire Vehicle (PHV) licence revoked, or an application for one refused. This is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the licensing authority – that is, assessing whether an individual is a fit and proper person to hold a hackney carriage or PHV licence.

Therefore:

- Where a hackney carriage / PHV licence is revoked, or an application for one refused, the authority will automatically record this decision on NR3s
- All applications for a new licence or licence renewal will automatically be checked on NR3s. If a search of NR3s indicates a match with an applicant, the authority will seek further information about the entry on the register from the authority which recorded it. Any information received as a result of an NR3s search will only be used in respect of the specific license application and will not be retained beyond the determination of that application.

The information recorded on NR3s itself will be limited to:

- name
- date of birth
- address and contact details
- national insurance number
- driving licence number
- decision taken
- date of decision
- date decision effective

Information will be retained on NR3s for a period of 25 years.

This is a mandatory part of applying for or being granted, a hackney carriage / PHV driver licence.

Information will be processed in accordance with the Data Protection Act (DPA) and General Data Protection Regulation (GDPR). Any searches, provision or receipt of information of or under NR3 are necessary to the authority's statutory licensing functions of ensuring that all drivers are fit and proper to hold the applicable licence. It is not intended that any NR3 data will be transferred out of the United Kingdom.

**Licensing Authority**  
**Mid Devon District Council**  
**Phoenix House, Phoenix Lane**  
**Tiverton, Devon EX16 6PP**  
**Tel: 01884 255255**

**Application for the grant of a Hackney Carriage / Private Hire Driver's Licence**

To do ( Please tick ✓ yes)	
Make an appointment to attend a pre-application interview where you will be asked to produce proof of your Immigration Status and Right to Work. Please see attached list for suitable documents. Please contact the Licensing Team to arrange this.	
Provide your Driving Licence Photo Card (or Old style paper licence issued before 1998) – UK or EEA State (original) and the 8 digit DVLA code which allows MDDC to check your licence. This code may be requested again during the application process.	
Provide a photo in line with the passport office photo requirements.	
Produce evidence of successful completion of a driving qualification (original certificate) which is included within the list of acceptable qualifications maintained by the Council. The list is available here: <a href="https://www.middevon.gov.uk/business/licensing/hackney-carriage-and-private-hire/drivers/">https://www.middevon.gov.uk/business/licensing/hackney-carriage-and-private-hire/drivers/</a>	
Complete a Disclosure and Barring Service application form & provide necessary documents with the appropriate fee.	
Provide a completed Medical form (if not a holder of a current and valid HGV or PSV Licence).	
Make payment of the appropriate fee for the application.	
Please provide evidence of a relevant English qualification. This must be the original certificate or equivalent (More details can be found in our policy which is available on our website <a href="https://www.middevon.gov.uk/business/licensing/hackney-carriage-and-private-hire/drivers/">https://www.middevon.gov.uk/business/licensing/hackney-carriage-and-private-hire/drivers/</a>	
If you are a new applicant, and have not held a valid taxi / PH driver licence with another authority in the last year, then you are required to confirm your understanding of your tax obligations. By signing Section 10, you hereby confirm you are aware of the content of HMRC guidance relating to your tax registration obligations.	
NR3s Check (to be completed by MDDC)	

FOR OFFICE USE ONLY		DRIV/DBS-ES5507219/212
Licence payment - £	Receipt No:	
DBS payment - £	Receipt No:	

1. Your personal details	
Title (delete as appropriate):	Mr Mrs Miss Ms Other (please state)
Surname	
Forenames	
Previous Names	
Date of Birth	
Place of Birth	
Address	
Postcode	
Email	
Telephone No.	
Mobile No	
National Insurance No.	

2. Length of licence
<p><b>IMPORTANT:</b> The standard duration of a hackney carriage/private hire driver licence is three years. The Council is however able to issue a licence for a period of one year based on the circumstances of an individual case. If you wish to gain a licence for a period of one year please tick the relevant box below and indicate the reason for this in the space provided (personal financial circumstances will be accepted):</p> <p>Are you applying for a (please tick):</p> <p>1 year licence - <input type="checkbox"/></p> <p>3 year licence - <input type="checkbox"/></p> <p>_____</p> <p>_____</p> <p>_____</p>

3. Your Driving Licence	
DVLA Driving Licence No.	
How long have you held this driving licence? (must be at least 12 months)	
Are you a Davis user?	Yes / No (if yes we do <b>not</b> require the code as requested below)
What is the DVLA code that allows MDDC to check your licence? For more information look here: <a href="https://www.gov.uk/view-driving-licence">https://www.gov.uk/view-driving-licence</a>	

#### 4. Convictions, Cautions, Orders etc.

Have you ever been found guilty or convicted of ANY offence, or been made the subject of an order, by a court in the UK or abroad? This means ALL offences, however long ago they happened. Please be aware that this includes ALL previous driving offences.

Yes  No

**If 'YES' you must provide additional details below. Continue on an additional sheet if necessary.**

*Under the Rehabilitation of Offenders Act 1974, holders of hackney carriage / private hire drivers licences are classified as exempted posts and all convictions (whether 'spent' or not) must be declared. Failure to declare all convictions may affect the outcome of your application.*

DATE	COURT	OFFENCE	RESULT

#### 5. Pending prosecutions

Are there any prosecutions pending against you?  
(Please circle)

Yes

No

If Yes, please state the alleged offence and the date of the court hearing:

Offence:

Date of court hearing:

#### 6. Licence History

Have you ever been refused a Hackney Carriage / Private Hire Driver, Vehicle or Operator Licence?

Yes

No

If Yes, give details:

Have you ever had a Hackney Carriage / Private Hire Driver, Vehicle or Operator Licence revoked or suspended? Or have you ever surrendered any of these licences?

Yes

No

If Yes, give details:

## 7. Employer Reference

Please supply the name and address of your current or last employer whom reference can be made as to your character and suitability for a licence. You cannot use a relative or a future employer.

Name of Referee:

Address and Postcode:

Email address:

Length of time known:

## 8. Employment Details (if applicable)

Please state the name & address of the proprietor who will employ you if this licence is granted.

Name

Address

Telephone No.

Will you be working:      Full Time       Part Time

## 9. Driving Ability

Before your licence is granted you must pass the Driver and Vehicle Standards Agency (DVSA) taxi assessment.

**Please contact the DVSA for further details & to book your test appointment:**

<https://www.gov.uk/dvsa-taxi-driving-test>.

If you have already successfully completed this test please give details below.

**Certificate No.**

**Testing Centre**

**Date of Test**

## 10. HMRC Tax Registration guidance and Tax Check

Applicants for a licence to drive a licensed vehicle must evidence their understanding of their tax responsibilities, or provide a tax check code from HMRC.

### New Applications

If you are a new applicant, and have not held a valid taxi / PH driver licence with another authority in the last year, then you are required to confirm your understanding of your tax obligations.

Please review the following links to HMRC guidance about:

- PAYE information: [www.gov.uk/income-tax/how-you-pay-income-tax](http://www.gov.uk/income-tax/how-you-pay-income-tax)
- Registering for Self-Assessment: [www.gov.uk/register-for-self-assessment](http://www.gov.uk/register-for-self-assessment)
- Corporation Tax information: [www.gov.uk/corporation-tax](http://www.gov.uk/corporation-tax)

By signing, you hereby confirm you are aware of the content of HMRC guidance relating to your tax registration obligations.

Applicant Signature		Date	
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### Renewal Applications

As a renewal applicant, or as an applicant who holds a licence in another local authority, or has held a licence that was valid up to one year ago, you are expected to be registered for tax and must complete the tax check.

Please go to <https://www.gov.uk/guidance/complete-a-tax-check-for-a-taxi-private-hire-or-scrap-metal-licence> to complete a tax check and enter the 9-digit code given into the box below.

Tax Check Code	
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*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.*

## 11. Declaration – PLEASE READ CAREFULLY

I am aware that it is an offence to knowingly or recklessly make a false statement or omit any required information in this form. I understand that a false statement may render me liable to prosecution and / or affect the consideration of this application.

I have checked the answers given in this application and to the best of my knowledge and belief they are correct.

I have read and understood the licence conditions that will be attached to the licence.

In the event of a licence being granted I undertake to observe and abide by the conditions applicable to the licence at all times.

Following receipt of my enhanced DBS certificate I confirm that I will sign up to the DBS Update Service and authorise / consent to Mid Devon District Council carrying out a DBS status check at any time during the period of the licence. If my Update Service subscription lapses or if there has been a change to my DBS status since the previous check, I understand that it will be necessary for another enhanced DBS check to be undertaken at my own cost. I understand that action may be taken against my licence during this time.

Information disclosed on this form may be revealed to other agencies and bodies for the purpose of preventing or detecting crimes.

I understand that my right to work in the UK will be checked as part of my licensing application and that this could include the licensing authority checking my immigration status with the Home Office or the licensing authority sharing my data with them. I will therefore provide a document or document combination that is stipulated as being suitable for this check. I understand I must bring the original document(s), such as a passport or biometric residence permit as indicated in the published guidance, so that the check can take place as part of a face to face pre-application interview. The document(s) will be copied and the copy retained by the licensing authority. The original document will be returned to me.

If there are restrictions on the length of time I may work in the UK, my licence will not be issued for any longer than this period. In such circumstances, the check will be repeated each time I apply to renew or extend my licence. If, during this period, I am 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 the licensing authority, failure to do so is a criminal offence.

Signature		Date	
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This Authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of crime. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.



## Lists of acceptable documents for right to a licence check

### (Immigration check)

**List A: If you have NO immigration restrictions on your right to a licence in the UK. Once this check has been completed once, we will not have to repeat the check for subsequent renewal applications.**

1.	A passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.
2.	A passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
3.	A Registration Certificate or Document Certifying Permanent Residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
4.	A Permanent Residence Card issued by the Home Office to the family member of a national a European Economic Area country or Switzerland.
5.	A <b>current</b> 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.
6.	A <b>current</b> passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
7.	A <b>current</b> 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, <b>together with</b> an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer. An example of an Immigration Status Document may be found <a href="#">here</a> .
8.	A <b>full</b> birth or adoption certificate issued in the UK which includes the name(s) of at least one of the holder's parents or adoptive parents, <b>together with</b> an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
9.	A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, <b>together with</b> an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
10.	A certificate of registration or naturalisation as a British citizen, <b>together with</b> an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

**List B: If you have immigration restrictions on the right to a licence in the UK. A licence will be issued (subject to statutory limitations) up to the expiry date of the permission to work in the UK. Your immigration status will be checked each time you make an application to renew or extend the licence.**

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|----|--|
| 1. | A <b>current</b> 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.   |
| 2. | A <b>current</b> 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.   |
| 3. | A <b>current</b> Residence Card (including an Accession Residence Card or a Derivative Residence Card) issued by the Home Office to a non-European Economic Area national who is a family member of a national of a European Economic Area country or Switzerland or who has a derivative right of residence.<br><br>This guidance [ <a href="#">link to page 16</a> ] provides further information on checking a non-European Economic Area national family member's right to a licence.                              |
| 4. | A <b>current</b> 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, <b>together with</b> an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.   |
|    |  |
| 1. | A Certificate of Application issued by the Home Office under regulation 17(3) or 18A (2) of the Immigration (European Economic Area) Regulations 2006, to a family member of a national of a European Economic Area country or Switzerland stating that the holder is permitted to take employment which is <b>less than 6 months</b> old <b>together with Verification</b> from the Home Office Evidence and Enquiry Unit. The licence may be granted for six months from the date of the Certificate of Application. |
| 2. | A <b>Verification</b> issued by the Home Office Evidence and Enquiry Unit to you, which indicates that the named person may stay in the UK because they have an in time application, appeal or administrative review and which is outstanding. The licence may be issued for six months from the date of the licence decision.   |