

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. Standard processing times once all evidence and correct payment has been received is 14 days.

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), this also includes cautions, fixed penalty notices, Criminal Behaviour Orders, Community Protection Notices, requirements to attend a speed awareness course, injunctions, restraining orders.

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. You can check what documentation is required for your circumstance on the [Home Office website](https://www.gov.uk/prove-right-to-work/using-immigration-documents).

You can [apply for a share code online](https://www.gov.uk/prove-right-to-work/get-a-share-code-online) to demonstrate your right to work in the UK.

Further information and guidance

You should refer to the Council’s Hackney Carriage and Private Hire Policy for full details. This can be viewed here: [hackney-carriage-and-private-hire-vehicle-policy-january-2025.pdf](https://www.middevon.gov.uk/media/356681/hackney-carriage-and-private-hire-vehicle-policy-january-2025.pdf)

Further guidance on how to meet the requirements for a new driver can be found on our new driver application guidance page here: [www.middevon.gov.uk/driver-guidance](https://eur01.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.middevon.gov.uk%2Fdriver-guidance&data=05%7C02%7Chsaid%40middevon.gov.uk%7Cd5765b852bea4e531e0b08dd2114b83b%7C8ddf22c7b00e442982f6108505d03118%7C0%7C0%7C638703095050190620%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiIwLjAuMDAwMCIsIlAiOiJXaW4zMiIsIkFOIjoiTWFpbCIsIldUIjoyfQ%3D%3D%7C0%7C%7C%7C&sdata=Qa%2B%2B3N6H7NdjYCTCuzzTo44d5oO%2FmofO2vdFk14RVM0%3D&reserved=0)



Licensing Authority

Mid Devon District Council

Phoenix House, Phoenix Lane

Tiverton, Devon EX16 6PP

Tel: 01884 255255

Application for the grant of a NEW Hackney

Carriage / Private Hire Driver’s Licence

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| **To do (** **Please tick yes)** | |
| Make sure you have the original documents demonstrating your right to work in the UK (or Home Office share code) as you will need to bring these to your Driver interview. |  |
| 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. You must write your full name in capital letters on the back of the photo. |  |
| 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: <https://www.middevon.gov.uk/business/licensing/hackney-carriage-and-private-hire/drivers/> |  |
| Produce evidence of successful completion of a disability awareness assessment. |  |
| Produce evidence of successful completion of safeguarding training. |  |
| 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). The medical can be completed by your own GP or other suitably qualified medical practitioner. |  |
| Make payment of the appropriate fee for the application. [Licensing Fees and Charges - MIDDEVON.GOV.UK](https://www.middevon.gov.uk/business/licensing/licensing-fees-and-charges/) |  |
| Please provide evidence of a relevant English qualification. This must be the original certificate or equivalent, more details can be found on our driver guidance page. |  |
| 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 11, you hereby confirm you are aware of the content of HMRC guidance relating to your tax registration obligations. |  |

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| FOR OFFICE USE ONLY DRIV/DBS-ES5507219/212 | | | |
| Licence payment | Receipt No: |  |  |
| DBS payment | Receipt No: |  |  |
| Interview payment | Receipt No: |  |  |
| English test payment | Receipt No: |  |  |
| NR3s Check | Date completed: |  | |

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| **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. |  | |
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| **2. Length of licence** |
| **IMPORTANT**: 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):  Are you applying for a (please tick):  1 year licence - 🞏  3 year licence - 🞏  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **3. Your Driving Licence** | | | | | | | | |
| DVLA Driving Licence No. |  | | | | | | | |
| How long have you held this driving licence? (must be at least 12 months) |  | | | | | | | |
| Provide your DVLA check code  *For more information look here:* [*https://www.gov.uk/view-driving-licence*](https://www.gov.uk/view-driving-licence)  **Please note this is case sensitive** |  |  |  |  |  |  |  |  |

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| **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, and includes cautions, fixed penalty notices, Criminal Behaviour Orders, Community Protection Notices, requirements to attend a speed awareness course, injunctions, restraining orders. 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** |
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| **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: |  | | |

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| **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: |  | | |

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| **7. Right to work in the UK and Certificate of Good Conduct** | |
| Please provide detail of how you will demonstrate your right to work in the UK below: | |
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| Have you spent more than 6 months in any country outside of the UK since the age of 18 | |
| No / Yes | If yes, provide details below: |
| Country visited | Time spent |
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| **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. |  |
| Email |  |

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| **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, within the last 12 months from the date of your application, please give details below. | | |
| **Certificate No.** | **Testing Centre** | **Date of Test** |
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| **10. Safeguarding and Disability Awareness** | | |
| You are required to provide evidence of completion of disability awareness assessment and safeguarding training as part of your application. Please provide details below: | | |
| Training / Assessment area | Date completed | Training provider |
| Disability awareness |  |  |
| Safeguarding |  |  |

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| **11. 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 |  |
| *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.* | | | |

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| **12. 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 Driver Licence policy and Driver Code of Conduct. In the event of a licence being granted I undertake to observe and abide by these 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 shared with 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 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 |  |

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.