

RENEWAL 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.

If you have evidenced an unqualified right to remain and work previously, you will not need to do this again for you renewal application.

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 in 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 Hackney

Carriage / Private Hire Driver’s RENEWAL Licence

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| **To do** | |
| Please tick yes | |
| 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. |  |
| Complete a Disclosure and Barring Service application form & provide necessary documents with the appropriate fee. **IF REQUIRED.** |  |
| Provide evidence of successful completion of safeguarding training, completed within the last 3 years. |  |
| Provide a completed Medical form (if not a holder of a current and valid HGV or PSV Licence). **IF REQUIRED.** |  |
| 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/) |  |
| HMRC Tax Check Code Complete (Section 9) |  |

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| FOR OFFICE USE ONLY DRIV/DBS-ES5507219/212 | | | |
| Licence payment - £ | Receipt No. |  |
| DBS 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 Number |  | |

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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. This 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.  **PLEASE BE AWARE THAT YOU MUST DECLARE ALL CONVCTIONS EVEN IF YOU HAVE DECLARED THEM IN THE PAST ON PREVIOUS APPLICATIONS.**  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? | | 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 your last MDDC Hackney carriage and Private Hire drivers licence was issued? | |
| No / Yes | If yes, provide details below: |
| Country visited | Time spent |
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| **8. Employment Details** | |
| If employed by a proprietor please provide the following information about them: | |
| Name |  |
| Address |  |
| Telephone No. |  |
| Email: |  |

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| **9. 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.  **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 |  |
| *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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| **10. Declaration** | |
| 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 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 |  |

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