

Application for the Grant of a Licence

Guidance notes

Please read these guidance notes before filling in the application

This is your application for the grant of a Hackney Carriage or Private Hire Drivers Licence. Before you complete the form you should take time to read the following information. It will help you decide whether you meet the basic requirements to become a Hackney Carriage and/or Private Hire Driver.

Please read the HMRC's Guidance regarding your tax responsibilities, you will be asked to confirm that you have read and understood them,

[Confirm your tax responsibilities when applying for a taxi, private hire or scrap metal licence - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/guidance/confirm-your-tax-responsibilities-when-applying-for-a-taxi-private-hire-or-scrap-metal-licence)

Minimum requirements

- You must be over 21.
- You must be free from infirmity of mind and body and must be capable of assisting passengers with their luggage.
- You must be of good character, sober and honest.

Application procedure

1. The initial completed application form must be submitted with:-
 - **Current Full DVLA Driving Licence.** This Licence must have been held for at least 12 months
 - **2 Coloured passport sized photographs.** These photos must be recent photographs, identical, must not be photocopies and persons must not wear hats or sunglasses.
 - **Satisfactory Proofs of identity including Proof of Eligibility to Work in the UK** - Satisfactory documentary evidence that may be produced in support of an application. Full list available at: <https://www.gov.uk/government/publications/right-to-work-checklist> (EU Citizens have to produce an EU Settlement Scheme Share Code)
 - **Proof of Address** – Must have gone through the postal system and be less than 3 months old. (List included in the application pack).
 - **You must have requested a Username and Password, (see application Guide) and then submitted a Disclosure & Barring Services Application online.** You are required to complete a Disclosure Application from the Disclosure & Barring Services. Licensing complies fully with the DBS Code of Practice details of which are available on the Disclosure website at www.homeoffice.gov.uk/dbs This will enable a check to be made of your criminal history, if any. Please see Taxi and Private Hire Licensing Policy, Fitness Criteria for Drivers and Operators on www.cardiff.gov.uk.
 - **Fee of £41.00.** NB This amount represents the fee payable to the Disclosure & Barring Services. The Licence fee will be charged separately on successful completion of the application procedure.

2. All applicants must provide, within 4 months, the following support documents:

- **Evidence of having successfully undertaken the SQA Qualification SQA Level 2 Certificate in Introduction to the Role of the Professional Taxi and Private Hire Driver**

For an up to date list of SQA approved testing centres, go to <https://www.sqa.org.uk/sqa/81913.html> or contact SQA via telephone on 0345 279 1000

- A Group 2 Medical Certificate signed by your own General Practitioner or another General Practitioner in the Practice with which you are registered that you are physically fit to drive a Hackney Carriage or Private Hire vehicle (a blank medical form is enclosed to be completed by your doctor or another doctor in the Practice with which you are registered).
- Provide the Certificate from the Disclosure & Barring Service (DBS).
- Provide a DVLA 'Check Code', which allows Licensing to access your DVLA driving record.

To obtain a Check Code, visit www.gov.uk/view-driving-licence (or Telephone 0300 7906801)

Click on View or Share your driving licence information
Click on Start Now
Enter Driving Licence number
Enter National Insurance number
Enter Post Code
Tick "I Agree"
Click on View Now

Top Right Hand Corner – *Click on* "Get Your Check Code"

Click on Get a Code

Write down the exact code **given (Upper case/lower case)** or Print

It is case sensitive and valid for 21 days but can only be accessed once.

3. Subject to your application and supporting documents being satisfactory and before a licence is granted you will be required to prove your knowledge of the Cardiff area and will be tested on this knowledge.

The test consists of a written and oral examination, if you fail the first test you will be given an opportunity to have a second, a third test will only be granted if you have reached a certain score on the previous test.

Written knowledge tests (to be paid at the Public Carriage Office or over the phone on a debit card)

Once all relevant documents have been submitted, and you have paid the fee, you will then receive the time and date of the test through the post.

Written Test - This test will consist of the following parts

- **Part 1** – Possible 5 marks (5 questions) – Applied maths
- **Part 2** – Possible 39 marks (20 questions) – Hackney Carriage & Private Hire Legislation – based on the hackney carriage byelaws, legislation and the conditions of licence
- **Part 3** – Possible 24 marks (12 questions) – You will be tested on your knowledge of the location of prominent buildings, entertainment establishments, hotels etc.
- **Part 4** – Possible 24 marks (12 questions) – Areas – you will be given a street name and you are required to name the area.

- **Part 5** – Possible 8 marks (4 questions) – Child Sexual Exploitation (CSE) – Questions based on the CSE booklet provided in the grant application pack or on request.

If you successfully pass the written test you will be able to sit the oral test.

Oral Test – Please check for latest test fees

(Payment can be made by telephone with a debit card or at the Public Carriage Office. You will receive the time and date through the post.

You will be asked by the examiner to describe the shortest and most direct route between a selection of 15 different starting and finishing locations throughout the City. You will also be asked 15 random supplementary questions based on pictures of locations.

Failure to attend an appointment for a test without giving at least 48 hours' notice will require you to pay a £10 booking fee if you wish to arrange a further test.

4. If you successfully pass the Knowledge Test, you may obtain a Hackney Carriage/Private Hire Drivers Licence. It is at this stage that you will be required to pay the Licence fee. The current fee for the Licence can be obtained by either telephoning (029) 20871139 / 20871044 / 20871135 or calling at the Public Carriage Office.

If you fail the first oral test, a new date for the second (or third), will be agreed between yourself and the Enforcement Officer. Please be advised there will be no re-arranging of these dates.

5. Attached to your Hackney Carriage/Private Hire Drivers Licence will be a number of Conditions that you must comply with at all times.

If you have read and understood the above requirements and wish to pursue your application to be a Hackney Carriage or Private Hire Driver then please complete the attached form and return to this office at the address below with the following documentation.



Hackney Carriage/Private Hire Driver Licence Application for the Grant of a Licence

Local Government (Miscellaneous Provisions) Act 1976 / Town Police Clauses Act 1847 (As Amended)

Please read the “Starting your Application to become a licensed Driver” Guide.

Please complete this form in block capitals and enter ticks where appropriate. Please note this form will NOT be processed unless ALL sections below are completed.

Before completing your application you should read the guidance notes at the end of this form to help you decide whether you meet the basic requirements to become a Hackney Carriage/Private Hire driver.

The Council has published a statement of policy about the relevance of convictions which is available at www.cardiff.gov.uk/licensing or as a hard copy from the Licensing Section. **You should read this document before completing your application.**

Mae'r ffurflen hon hefyd ar gael yn Gymraeg / This form is also available in Welsh

1. Applicant Details

Full name:			
Home address:			Postcode
Date of birth:		National Insurance number:	
Landline number		Mobile number:	
Email address:			

1. Applicant Details (Continued)

Country of Birth:		(EU Citizens) EU Settlement Scheme/ Share Code	Home Office Check Code (Residents Permit Holder)
Nationality:			
I have read and understand the HMRC's Guidance regarding my tax responsibilities		Yes	No

Do you have permission to lawfully reside in the UK?	Yes		No	
Do you have permission to lawfully work in the UK?	Yes		No	

Original supporting documents will be required to prove your right to remain and work in the UK.

2. Driving Details etc.

Date you obtained a full DVLA driving licence:				
Have you previously been licensed to drive a vehicle for hire in this or another authority?	Yes		No	
Do you hold a current licence to drive a vehicle for hire in another authority?	Yes		No	

If Yes, please give details of all previous licences.....

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Please provide details of the Private Hire Operator that you intend to work for (if any)?

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3. Health

The City of Cardiff Council requires applicants to meet Group 2 medical standards and a satisfactory medical certificate must be produced. Please see the guidance notes for further information.

You must immediately notify the licensing authority of any change in your medical fitness which may affect your driving or abilities to carry out the duties of a Hackney Carriage or Private Hire Driver.

4. Declaration of Previous Convictions etc.

In order to properly assess your suitability to be a licensed driver you are required to disclose any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).

Have you ever been convicted of a road traffic offence, or does your DVLA licence have any endorsements?	Yes		No	
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If you answered yes, please give details below:

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Have you been convicted, received a caution or fixed penalty notice for any offence other than motoring offences?	Yes		No	
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If you answered yes, please give details below

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Do you have any driving and/or criminal prosecutions pending against you?	Yes		No	
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If you answered yes, please give details below including the hearing date

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Have you ever had a Hackney Carriage / Private Hire Drivers Licence refused / revoked / suspended by Cardiff Council or any other local authority?	Yes		No	
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If yes, please give dates and brief details:

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Please note: we will be checking all available records, failure to state all convictions / cautions / warnings / penalty notices may result in you having to attend a committee hearing.

5. Declaration

Please read this section carefully and only sign it if you understand it and it is true.

(1) I hereby declare that I have checked the information given on this Hackney Carriage/Private Hire Driver Licence Grant application form and that it is true to the best of my knowledge. I make this declaration in the knowledge that if I have knowingly or recklessly made a false statement or make a misleading omission, I shall be liable to prosecution and that my licence (if granted) will be liable to be suspended or revoked.

(2) I understand that any licence will be subject to the provisions of:

- a. The Town Police Clauses Act 1847
- b. the Local Government (Miscellaneous Provisions) Act 1976
- c. the Council's byelaws and licence conditions and to any other relevant laws, byelaws or regulations which come into force

(3) Disclosure and Barring Service (DBS) – Privacy Policy

For applicants making an application for a DBS check. The certificate will be sent to your home address and it is your responsibility to bring the original to the Public Carriage Office when you receive it. You must also sign the declaration below.

I have read the Standard/Enhanced Check Privacy Policy for applicants

<https://www.gov.uk/government/publications/dbs-privacy-policies> and I understand how DBS will process my personal data and the options available to me for submitting an application.

(4) NR3 National Register of Refusals and Revocations

When we receive an application for a licence, we will check the applicant's details on the register to confirm that there is no record of them having being revoked or refused elsewhere.

The licensing authority will add basic details about drivers when we refuse an application or revoke their licence. The details contained on the register are limited to information that will help to identify an individual to a certain degree of accuracy. The register does not include any information about why an application was refused or a why a licence was revoked. For more information please see: <https://www.cardiff.gov.uk/ENG/Business/Licences-and-permits/taxi-drivers/national-driver-register/Pages/default.aspx>

(5) Data Protection Act 2018

Any data supplied by you on this form will be processed in accordance with Data Protection Act requirements and in supplying it you consent to the Council processing the data for the purpose for which it is supplied. All personal information provided will be treated in the strictest confidence and will only be used by the Council or disclosed to others for a purpose permitted by law.

The Council has a duty to protect the public funds it administers, and to this end may use the information that you provided in respect of your licensing application and the data held within the authority for the prevention and detection of fraud. Where required, it may also share this information with other bodies administering public funds and other organisations solely for these purposes. Under Article 6(1)(e) of the GDPR, we are permitted to use your personal data for our public tasks.

We will also share your data if we are required to do so by law, for example, by court order, a regulatory body exercising statutory powers or to prevent fraud or other crime.

Applicants are advised that it is a criminal offence to knowingly or recklessly make a false statement or to omit any material particularly in giving information.

Signature of applicant..... Date

Print full name.....

FOR OFFICIAL USE ONLY

DBS Submitted	Yes		No			Driving Licence	Yes		No	
2 Photographs	Yes		No			Passport/other ID	Yes		No	
NR3 Check - CLEAR	Yes		No			NI number provided	Yes		No	
Proof of right to work in the UK	Yes		No			Proof of Address (3 mths)	Yes		No	
Leave to remain or EU Settlement Checked						Receipt No:		DBS paid:	£41	
DVLA Code	Yes		No			Receipt No:		Amount paid:	£	
Valid Medical Certificate	Yes		No			Processing officer:				
SQA Certificate	Yes		No							

CARDIFF COUNCIL LICENSING

ETHNIC MONITORING

Cardiff Council has an ethnic monitoring scheme to make sure that we serve all of our community equally. The information provided will be separated from your file and kept anonymously. Please help us by taking a few moments to complete this form.

What type of Licence are you applying for _____

Do you consider yourself to be Welsh? Yes No

Now please choose **ONE** of the following:

White

British Irish European

Any additional White background: _____

Black

British African Caribbean

Any additional Black background: _____

Asian

British Pakistani Indian Bangladeshi

Any additional Asian background: _____

Mixed Race

White & Black White & Black White & Asian
Caribbean African

Any additional Mixed Race background: _____

Chinese or other Far Eastern

British Chinese Chinese Vietnamese

Japanese Korean

Any additional Chinese or Far Eastern background: _____

Any additional ethnic background not already listed (please state):

If you wish documents to be supplied to you in Welsh, please tick here:

Are you: Male Female

If you do **not** wish to tell us your ethnic background, please tick here: