Taxi Licensing
Public Carriage Office,
Cardiff Bus Depot,
Sloper Road, Cardiff, CF11 8TB
licensing@cardiff.gov.uk
www.cardiff.gov.uk/licensing
(029) 2078 7737/ Fax: (029) 2066 6375

Hackney Carriage/Private Hire Driver Licence Renewal Application

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

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.

Please read the guidance notes at the end of this form before filling in the application

1. Applicant Details

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

Country of birth:	
Nationality:	

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

Do you work with a Private Hire Operator?	Yes		No	

If you answered yes above, please provide the Operators Name ……..

2. Health

You may be required to provide a medical certificate and/or undergo a medical examination carried out by a doctor appointed by the Council. Please note that applicants over 70 years old or insulin dependent diabetics will be required to submit a medical certificate signed by a registered medical practitioner.

Are there any changes to your medical fitness that may affect your driving or ability to carry out your duties as a Hackney Carriage/Private Hire driver?	Yes		No	

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.

3. Declaration of Previous Convictions etc.

You are required to disclose **all convictions since your last renewal**. In order to properly assess your suitability to be a licensed driver you are also required to disclose any cautions or fixed penalty notices incurred. Therefore it is essential that full details are provided in the questions below.

Have you been convicted of a road traffic offence, received a fixed penalty notice or received points on your DVLA licence since your last renewal?	Yes		No	

If you answered yes, please give details below:

……...

.....

Have you been convicted or received a caution or fixed penalty notice for any offence other than motoring offences?	Yes		No	

If you answered yes, please give details below

……

.....

Do you have any driving and/or criminal prosecutions pending against you?	Yes		No	

If you answered yes, please give details below including the hearing date

……

.....

Have you ever had a Hackney Carriage / Private Hire Drivers Licence refused / revoked / suspended by Cardiff Council or any other local authority?	Yes		No	

If yes, please give dates and brief details:

.....

.....

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.

4. Declaration

I hereby declare that I have checked the information given on this Hackney Carriage/Private Hire Driver Licence Renewal 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.

Signature of applicant…….. Date …….

Print full name……...

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.

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.

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 fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

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

FOR OFFICIAL USE ONLY

Copy of driving licence	**Yes**		No			Badges returned?	**Yes**		**No**	
Copy of passport	**Yes**		No			Convictions since last renewal	**Yes**		**No**	
Proof of NI number	**Yes**		No			Any Endorsements since last Renewal?	**Yes**		**No**	
Disclosure form completed?	**Yes**		No			If yes give offence code				
Proof of right to work in the UK	**Yes**		No							
Leave to remain – Type?										
DVLA D796 mandate/printout	**Yes**		No			Receipt No:		Amount paid:	£	
DVLA check code	**Yes**		No			Issue date		Expiry date:		
2x Proof of address	**Yes**		No			Processing officer:				

NOTES

CITY & COUNTY OF CARDIFF 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 Caribbean ☐ White & Black African ☐ White & Asian ☐

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: ☐

Hackney Carriage/Private Hire Driver Licence Renewal Application

Please read these guidance notes before filling in the application

This is your application for the renewal of your Hackney Carriage/Private Hire Drivers Licence. Before you complete the form you should read the following information.

As the Licensing Authority for Cardiff we are empowered to check with the Disclosure & Barring Service (DBS) for the existence and content of any criminal record held in the name of an applicant. Licensing complies fully with the DBS Code of Practice details of which are available on the Disclosure website at www.homeoffice.gov.uk/dbs
As you are no doubt aware, such checks are made prior to the grant of a licence, however, they are also checked every three years on the renewal of a Drivers Hackney Carriage/Private Hire Licence.

If it has been 3 years since your last DBS check, you are required to complete and sign the enclosed Disclosure Application Form from the Disclosure & Barring Service and return it to this office with your completed application form and the documentation listed below to enable a check to be made of your criminal history, if any.

(When you receive this information from the Disclosure & Barring Service you must take it to the Public Carriage office, within 6 weeks of renewing your badges, for a copy to be taken)

You will be required to prove your right to work in the UK. Please see lists of acceptable documents for a right to a licence at the end of this form. Note that if you have indefinite leave to remain, you only have to show proof of this once.

If you have read and understood the above requirements then please complete the attached form and return to this office at the address below with the following documentation:

- Current full DVLA Driving Licence.
- The renewal fee (up to fees available at www.cardiff.gov.uk/licensing or at the Public Carriage Office). We accept cash, cheques or debit card. Cheques to be made payable to the City of Cardiff Council.
- Four coloured passport sized photographs. These photos must be recent photos, must not be photocopies and persons must not wear hats or sunglasses.
- A completed D796 mandate. This authorizes the DVLA to disclose all relevant information relating to your driver record from their computerized register.
- Your old badges must be returned, new badges will be issued on renewal.
- Your completed Disclosure Application Form. (PLEASE READ GUIDANCE NOTES)
- DBS fee (Note, this amount represents the fee payable to the Disclosure & Barring Services for the check to be carried out. It does not represent part of the licence fee.
- Proof of identity
    - Driving Licence and a passport (if you hold one)
    - Two Proofs of current address (Must have come through the post and be no more than 3 months old)
    - Proof of National Insurance number
- Proof of eligibility to lawfully work and reside in the UK
    - A passport or birth certificate (issued within 12 months of birth)

Please note: All drivers over 70 years of age or drivers who have a medical condition must provide an annual medical certificate (Forms available at the Public Carriage Office) and will have to renew annually.

This form should be completed and returned in person to the Public Carriage Office

Hours of opening: Monday to Thursday: 8.30am - 12.00pm / 1.30 pm - 4.00 pm
Friday: 8.30 am - 12.00pm / 1.30 pm - 3.30 pm

Note: This process takes at least 15 minutes (please take this into consideration when arriving at the Public Carriage Office)

Lists of acceptable documents for right to a licence

The lists of documents are based on those prescribed to show evidence of a right to work.

List A: No restrictions on right to work in the UK

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 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.

6. A current 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 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. An example of an Immigration Status Document may be found here.

8. A full 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, 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.

9. A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, 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.

10. A certificate of registration or naturalisation as a British citizen, 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.

List B: Restrictions on right to work in the UK

1. 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.

2. 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.

3. A current 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. This guidance [link to page 16] provides further information on checking a non-European Economic Area national family member's right to a licence.

4. 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.

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 less than 6 months old together with Verification 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 Verification 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.