



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:	

DVLA Check Code: (Case sensitive)	www.gov.uk/view-driving-licence or Telephone 0300 7906801 for a code
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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	
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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	
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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	
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If you answered yes, please give details below:

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Have you been convicted or 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.

4. 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:
- The Town Police Clauses Act 1847
 - the Local Government (Miscellaneous Provisions) Act 1976
 - 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

With regard to the Data Protection Act 2018, 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 data for our tasks.

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.

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.....

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		DVLA Check Code	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 Certificate	Yes		No		If yes give offence code				
Proof of right to work in the UK	Yes		No						
Leave to remain – Type?					CASH / CHEQUE / DEBIT CARD				
Photos	Yes		No		Receipt No:		Amount paid:	£	
Old Badges	Yes		No		Issue date		Expiry date:		
Proof of address	Yes		No		Processing officer:				

NOTES

Please read these guidance notes before filling in the application - Note: This process takes at least 15 minutes (please take this into consideration when arriving at the Public Carriage Office)

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.

Disclosure & Barring Service (DBS) E-Bulk System

Please note that our driver renewal process has changed.

You will not be able to renew your licence until your Disclosure and Barring Service (DBS) certificate has been received.

It can take up to 60 days for your certificate to be returned. This process is outside the control of Cardiff Licensing Department, so please start the DBS process at the earliest opportunity to avoid any delays.

Cardiff's licensing Department is now using the Vale of Glamorgan's DBS E-Bulk system. Please note the process must be done through the Public Carriage Office and not via any other online website. Upon receipt of your renewal letter, please follow these steps:

Step 1. Email us at taxidbs@cardiff.gov.uk the following details:
Your Full name, Date of Birth and Badge number.

Step 2. We will Email you a Username and Password for you to complete the DBS form online.

Step 3. The DBS automatically notify us when you have completed this, you will need to attend the Public Carriage Office so that we can verify your identification. Please ensure you bring all the relevant ID documents and the £47 fee with you. Guidance on acceptable ID documents can be found at: <https://www.gov.uk/government/publications/dbs-identity-checking-guidelines/id-checking-guidelines-for-dbs-check-applications-from-3-september-2018>

Step 4. Once we have received the DBS Result, you attend the Public Carriage Office again, with the completed Renewal Application form, 4 recent passport photographs, and your old badges. We will do a DVLA check and your badges will then be renewed, this Licence can be renewed up to 28 days prior to the expiry date but not until we have had Disclosure and Barring Service Result.

Please ensure that you complete the DBS online form accurately, including correct spellings and full address history. Errors or missing information may lead to the DBS cancelling your application and you will need to apply and pay again.

DBS Update Service

It is strongly recommended that all drivers join the DBS Update Service, as it will avoid delays and may make the process far easier on your next renewal. You must join the Update Service within 30 days of your certificate being issued. Further information can be found at: <https://www.gov.uk/dbs-update-service>

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.

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.

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.
5. 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.
6. 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.

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 & Caribbean Black White & African Black 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: