

CYNGOR SIR POWYS COUNTY COUNCIL
Environmental Health Services

Council Offices Neuadd Brycheiniog Cambrian Way Brecon Powys LD3 7HR	Council Offices Y Gwalia Ithon Road Llandrindod Wells Powys LD1 6AA	Council Offices Neuadd Maldwyn Severn Road Welshpool Powys SY21 7AS
licensing@powys.gov.uk		
Contact 01597 827389		

**APPLICATION FOR JOINT HACKNEY CARRIAGE AND
PRIVATE HIRE VEHICLE DRIVERS LICENCE**

1. FULL NAME (Block Capitals)				
		Mr/Mrs/Miss/Ms or title		
2. ADDRESS				
		POSTCODE		
3. BIRTH DETAILS	DATE OF BIRTH	/	/	
	PLACE OF BIRTH			
	REGISTRATION DISTRICT			
4. NATIONAL INSURANCE NO				
5. TELEPHONE	HOME	TEL NO		
	MOBILE	TEL NO		
6. EMAIL ADDRESS				
7. NAME AND ADDRESS OF PROPRIETOR / OPERATOR FOR WHOM YOU PROPOSE TO WORK / OR WILL YOU BE SELF-EMPLOYED?				
POSTCODE		TEL NO		
8. PLEASE INDICATE PREFERRED LANGUAGE FOR CORRESPONDENCE IN CONNECTION WITH THE RENEWAL OF YOUR LICENCE				WELSH <input type="checkbox"/>
				ENGLISH <input type="checkbox"/>
9. HOW LONG HAVE YOU HELD A FULL DRIVING LICENCE?				
10. DO YOU HOLD A HACKNEY CARRIAGE OR PRIVATE HIRE DRIVER LICENCE WITH ANOTHER AUTHORITY?				YES / NO
IF YES WHICH AUTHORITY?				
11. HAVE YOU EVER HAD A HACKNEY CARRIAGE OR PRIVATE HIRE LICENCE REVOKED BY ANOTHER AUTHORITY?				YES / NO
IF YES WHICH AUTHORITY?		WHEN?		
12. HAVE YOU BEEN CONVICTED OF ANY MOTORING OFFENCES?				YES / NO
IF YES, DETAILS OF ALL CONVICTIONS MUST BE SHOWN BELOW:				
DATE OF OFFENCE / CAUTION	OFFENCE / CAUTION	COURT / POLICE FORCE	DATE OF CONVICTION / CAUTION	PENALTY (if applicable)

<u>ENSURE THAT ALL CONVICTIONS AND CAUTIONS ARE DECLARED, NO MATTER HOW OLD THEY ARE, THEY WILL BE REVEALED ON A CRIMINAL RECORD CHECK AND THE APPLICANT MAY BE LIABLE TO PROSECUTION WHERE A FALSE DECLARATION IS MADE</u>	
13. (a) HAVE YOU BEEN CONVICTED OF ANY OFFENCE IN ANY COURT?	YES / NO
N.B Convictions for which the rehabilitation period applicable under the Rehabilitation of Offenders Act, 1974, has expired should also be disclosed. However they may not be considered relevant in determining your fitness to hold a licence).	
(b) HAVE YOU EVER RECEIVED A CAUTION?	YES / NO
If you have answered YES, to question 13(a) or 13(b) above give particulars of all occasions on which you have been cautioned or convicted and either sentenced to imprisonment or fined or placed on probation, or conditionally discharged if applicable. If necessary continue on a separate sheet of paper.	
14. HAVE YOU ANY COURT CASES PENDING OR BEEN INVOLVED IN ANY INCIDENT WHICH MAY LEAD TO COURT PROCEEDINGS BEING TAKEN AGAINST YOU FOR OFFENCES OF ANY NATURE?	YES / NO
<i>If YES please give details:</i>	
I (Insert Name) _____ HEREBY GIVE MY CONSENT FOR THE LICENSING AUTHORITY TO ACCESS MY DRIVING LICENCE DETAILS VIA THE DVLA WEBSITE OR I HAVE CHECKED MY DRIVER DETAILS ON THE DVLA WEBSITE AND HAVE BEEN GIVEN A CHECK CODE THAT I HAVE PROVIDED BELOW FOR THE LICENSING AUTHORITY TO ACCESS	
CHECK CODE IS _____ (VALID FOR 21 DAYS)	
<u>ALL QUESTIONS MUST BE ANSWERED - FAILURE TO DO SO WILL MEAN THAT YOUR APPLICATION WILL NOT BE CONSIDERED</u>	
I DECLARE THAT THE ABOVE STATEMENTS ARE TRUE AND I UNDERSTAND THAT ANY LICENCE OBTAINED BY A FALSE OR INCOMPLETE DECLARATION MAY BE SUSPENDED OR REVOKED BY THE COUNCIL.	
I HAVE READ AND UNDERSTAND THE ABOVE DECLARATION AND IF THIS APPLICATION IS GRANTED I AGREE TO ABIDE BY THE CONDITIONS ATTACHED TO THE LICENCE.	
I CONSENT TO MY NAME BEING CHECKED AGAINST THE BICHARD REGISTER HELD BY THE AUTHORITY WHERE I RESIDE. (The Bichard Register is a locally held list of persons considered to pose a risk to children or vulnerable adults on the strength of allegations having been made, or intelligence held by the Authorities)	
SIGNED _____ DATE _____	
<i>Warning - If any person knowingly or recklessly makes a false statement or omits any material particular in giving information he/she shall be guilty of an offence.</i>	
'For the Council's Data Protection and Privacy notice: https://customer.powys.gov.uk/privacy For further information, see http://www.powys.gov.uk/en/democracy/national-fraud-initiative/ Or ask to speak to a Licensing Officer	

NOTES

1. New Applicants must first have passed the Council's Competency and Knowledge Test for Joint Hackney Carriage/Private Hire Drivers.
2. A licence shall remain in force for up to three years unless previously revoked or cancelled.
3. Drivers must familiarise themselves with the whereabouts of roads, streets and public facilities in the district.
4. This form must be completed by the applicant in ink.
5. Details of the Council's Policy on the Treatment of Convictions can be found on the internet or from the licensing officer.
6. The Group 1 standard certificate of fitness to drive a licensed vehicle remains as the basic medical test for existing joint hackney carriage and private hire driver licence holders licensed prior to July 2008 and that the Group 2 standard certificate of fitness to drive a licensed vehicle is required for all new applicants and previous licence holders that have allowed their licence to expire.
7. It is therefore essential that current holders of joint hackney carriage and private hire driver licences submit their applications to renew their licences before the expiry date of the licence as applications received by the Council after that date must be treated as 'new' applications.
8. Some drivers, who are currently licensed after passing the Group 1 medical, may then find that an existing medical condition would render them as unfit to pass the more stringent Group 2 medical and therefore their renewal application would be refused.
9. Your right to work in the UK will be checked as part of your licensing application, this could include checking your immigration status with the Home Office. You must provide a document or document combination suitable for this check. You must bring the original document(s) so that the check can take place. The document(s) will be copied and retained by the authority. If there are restrictions on the length of time you may work in the UK, your licence will not be issued for any longer than this period. The full applicant notes contain a list of current acceptable documents for right to licence checks as prescribed by the Home Office.

This applies to UK citizens too and simply requires you to present your UK passport or UK birth certificate

PLEASE RING FIRST TO MAKE AN APPOINTMENT TO PRESENT THIS APPLICATION AND THE DOCUMENTS FROM THE CHECKLIST BELOW TO A LICENSING OFFICER

CHECKLIST

Applicant	Officers Notes	For admin use:	
		officer	date
1 Application form	Ensure it has been signed by the applicant		
2 Fee CARD PAYMENT PERFERRED	Retain copy of receipt for records (<i>copy of receipt on each file if payment is for multiple licences</i>)		
3 Medical certificate on form supplied by Powys County Council to be completed and submitted by a doctor	Exemptions- Current PCV / LGV entitlement Y/N Expiry of entitlement: _____ for renewals- Date next medical due: _____		
4 Two passport sized photographs on suitable photographic paper			
5 DVLA check	Completed with Applicant		
	Sent to DVLA		
	Printed on-line/checked via generated code		
6 DBS application or consent for DBS update Any DBS checks must be Enhanced and Children's Barred List checked. Certificates must be under 3 months old at time of presentation to an Officer	Complete and submit DBS via Ebulk OR Submit DBS update to DBS unit		
	Own DBS done Date on Cert: ___ / ___ / ___		
	Notification – via EBULK / DBS		
	Offences YES/NO NO – DBS process complete		
	YES - Request sight of certificate		
	Date certificate presented		
7 Documentary evidence of right to work. <i>Retain Copy of document on file</i>	A) Permanent Right to Remain (no requirement to check on renewal) B) Temporary Right to Remain* (check on renewal)		
8 For New Drivers Only Test Fee £36.50	Pass Knowledge/Competency Test		

For admin use:

Name:		New* / Renewal	
Badge No:	DOB: / /		
Refer to LRB Yes / No	If Yes Date of hearing:	/ /	
	Outcome:	Granted/ Refused	
Licence Granted *For applicants with limited leave to remain then licence expiry must not exceed their permission to be in the UK	Date of Grant (on receipt of completed checks)	/ /	
	Processed on M3 & Badge Produced	/ /	
	Send Licence, Badge and Conditions	/ /	
	Copies Retained on file	/ /	
Licence Refused	Notify Applicant	/ /	
	Update M3	/ /	
	Retain copy of refusal Letter on file	/ /	