



APPLICATION FOR A HACKNEY CARRIAGE DRIVER LICENCE OR PRIVATE HIRE DRIVER LICENCE

Please read these notes carefully before completing the attached application form.

Further information can be found in the enclosed “**Becoming a Hackney Carriage or Private Hire Driver in Wirral**” and on the Council’s website: www.wirral.gov.uk/taxi

All sections of the application form should be completed in black ink using CAPITAL LETTERS.

APPLICANT INFORMATION

You must include your full legal name including all forenames and middle names where applicable.

You must provide a telephone number and your email address so that you can be contacted regarding your application, and regarding licensing matters should you be granted a licence.

CONVICTIONS CAUTIONS WARNINGS REPRIMANDS AND FIXED PENALTIES

ALL criminal and motoring convictions MUST be disclosed on the Application Form, even if they are very old or you consider them to be “spent”.

Under the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 2002 no convictions are considered to be “spent” when applying for a Private Hire or Hackney Carriage Driver licence.

IMPORTANT: Failure to declare convictions may affect your application for a licence.

DRIVING LICENCE

You must have held a Full UK Driving Licence issued by DVLA, for a minimum of 12 months.

Your driving licence must show your full legal name and current address and should be in good condition. Damaged or defaced driving licences will not be accepted.

You will also be required to provide a DVLA driving licence check code when submitting your application. You must obtain this before your appointment. A code can be obtained online at www.gov.uk/view-driving-licence.

PREVIOUS APPLICATIONS

You must tell us if you have previously held a licence with Wirral Council or any other local authority.

DISCLOSURE AND BARRING SERVICE (DBS) CRIMINAL RECORD CHECK

Prior to submitting your application for a licence, you must complete the online application at www.dbsassist.co.uk/wirral/ using the following details:

Organisation Reference : **LICENSING**
Password : **wirral**

CERTIFICATE OF GOOD CONDUCT

If, since the age of 18, you have lived outside the UK for a period of more than 3 months, you will be required to obtain a Certificate of Good Conduct from all countries you have lived in.

SUBMITTING YOUR APPLICATION

When you are ready to submit your application, you should email taxilicensing@wirral.gov.uk advising you wish to submit an application and provide your *name* and *contact telephone number*. You will be contacted by a Licensing Officer to arrange your appointment.

During the appointment you **must** produce the following:

- DVLA Photocard Driving Licence at your current address,
- DVLA Driving Licence Check Code
- UK Passport
or full UK birth certificate and an official document which provides your name and permanent National Insurance number, issued by a Government agency (e.g. HMRC) or a previous employer,
or non-UK passport with valid residence/work Permit

In addition to the above you **must** also produce one other form of ID as listed in the ID Requirements list which is included with the Becoming a Hackney Carriage or Private Hire Driver Document.

The current fees can be found on the Council's website: www.wirral.gov.uk/taxi

OTHER REQUIREMENTS FOR A LICENCE TO BE GRANTED

Medical assessment	You will be given the medical assessment form at your appointment
VRQ	You must complete the Vocationally Recognised Qualification (VRQ) entitled "Introduction to the Role of the Professional Taxi and Private Hire Driver"
English Language Skills Test	You must pass both a written and oral English Language Skills Test
Safeguarding Training	At your appointment you will be booked onto one of the Safeguarding training sessions organised by the Council.
MiDAS	If your licence is to be restricted to only carrying out work subject to a contract issued by the Wirral Council, you must complete the Minibus Driver Awareness Scheme (MiDAS) Training in place of the VRQ.
Certificate of Good Conduct	Required from all countries outside the UK where you have lived for three months or more

HMRC TAX CHECK

From 4 April 2022 the law requires that all applicants who apply to renew a hackney carriage or private hire driver licence to complete a tax check. A 9-character tax check code must be provided by applicants as part of the licence renewal process. A licence cannot be issued without a tax check code.

For further information go to <https://www.gov.uk/guidance/changes-for-taxi-private-hire-or-scrap-metal-licence-applications-from-april-2022>

PRIVACY POLICY

Wirral Council takes your privacy seriously and will only use your personal information to process your application, to provide the products and services you have requested from us, and for the reasons specified below.

Wirral Council has a duty to protect the public and we implement a number of security measures to maintain the safety of your personal information. Please be aware however that the information you provide on this application may be shared with other public bodies where required, including but not limited to other departments within Wirral Council, other Local Authorities, Government Services, and the Police. Your information may be used for the prevention of fraud or other offences.

If you require a copy of the data we hold about you or believe it to be inaccurate please contact Wirral Council's Information Manager Officer by email at informationmanager@wirral.gov.uk

Information held by Wirral Council about individuals will be held securely and in compliance with the Data Protection Act 2018 (DPA) and the UK General Data Protection Regulations (UK GDPR). Information will not be held for longer than required and will be disposed of securely.

Please note that in accordance with legislation the Licensing Authority must maintain a register of licences issued which is made available to the public. The register contains the licence holder's name, licence number, and expiry date.

National Register of Taxi Licence Revocations, Refusals, and Suspensions (NR3S)

Licensing Authorities are required to satisfy themselves that those holding hackney carriage and private hire licences are 'fit and proper' to do so; firstly during the determination of an application for a licence, and then at any time during the currency of a licence. This is done in a number of ways including officers checking against the NR3S database, which is hosted by NAFN (www.nafn.gov.uk). The NR3S register is available to all Licensing Authorities and must be used by them when determining an application.

It is important that we make you aware of the following:

- all applicants will have their details checked against the register, and any relevant information will be considered in assessing the application
- where an application is refused, or where a licence is granted but subsequently suspended or revoked, this information will be entered into the register which is searchable by other Licensing Authorities

Please note this information will be processed in accordance with the DPA 2018 and UK GDPR. There is a lawful basis for processing the data, which is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller – that is, assessing whether an individual is a fit and proper person to hold a hackney carriage or private hire licence.



APPLICATION FOR A HACKNEY CARRIAGE DRIVER LICENCE OR PRIVATE HIRE DRIVER LICENCE

PLEASE COMPLETE THIS FORM USING CAPITAL LETTERS AND BLACK INK

Licence Type	<input type="checkbox"/> Hackney Carriage Driver
	<input type="checkbox"/> Private Hire Driver
	<input type="checkbox"/> School Contract Private Hire Driver (restricted)

Section 1	Applicant Details		
Surname			
First and Middle Name(s)			
Address			
		Post Code	
Date of Birth			
National Insurance (NI) Number			
Telephone No.		Mobile	
Email address			

POLICY ABOUT RELEVANT CONVICTIONS

The information you give will be treated in confidence and will only be taken into account in relation to your application.

You should be aware that the Licensing Authority is also empowered in law to check with the police for the existence and content of any criminal record held in the name of an applicant. Information received from the police will be kept in strict confidence while the licensing process takes its course and will be retained for no longer than is necessary.

The disclosure of a criminal record or other information will not debar you from gaining a licence unless the authority considers that the conviction(s) render you not to be a fit and proper person to hold a Private Hire or Hackney Carriage Driver Licence. In making this decision the authority will consider the nature of the offence, the sentence imposed and the lapse of time since the offence was committed as well as any other factors which may be relevant.

The Council's Statement of Policy and Guidelines relating to the Relevance of Convictions when considering applications for Hackney Carriage and Private Hire Licences provides further guidance regarding convictions – see www.wirral.gov.uk/hcdriver or www.wirral.gov.uk/phdriver

Any applicant refused a licence on the grounds that they are not a fit and proper person to hold such a licence has a right of appeal to a Magistrates' Court.

Section 2**Convictions, cautions, warnings, reprimands, fixed penalties****All criminal and motoring convictions, cautions, warning, reprimands, fixed penalties must be disclosed**

Under the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 2002 no convictions are considered to be “spent” when applying for a Private Hire or Hackney Carriage Driver Licence.

You must list all convictions, cautions, warnings, reprimands and fixed penalties. You must also disclose if you are being investigated for an offence.

*If you do not have any, please write **NONE***

Criminal convictions (no convictions are considered to be “spent”)

Offence	Conviction date	Sentence

Motoring convictions (current and “spent”)

Offence	Conviction date	Sentence

Cautions/Warnings/Reprimands/Fixed Penalties

Offence	Offence date

Investigations

If you are being investigated for any offence (including motoring offences) you must provide details below

Date	Offence/investigation

Have you ever attended a Speed Awareness Course?

Yes ☐ No ☐

If Yes, please provide the date(s) you attended the course(s)

Have you been required to comply under the sex offenders notification requirements to sign the Sex Offenders Register?

Yes ☐

No ☐

Section 3 Driving Licence

You must have held a full UK DVLA driving licence for at least 12 months before submitting an application.

The licence must display your current name and address and must be in good condition.

Driving Licence No

Start Date

Expiry Date

DVLA driving
licence check code

Section 4 Previous Applications

Have you ever made application to Wirral Council or any other Local Authority for a Hackney Carriage or Private Hire Driver, Vehicle or Operator Licence?

Yes ☐

No ☐

If yes, please provide the details below.

Local Authority	Type of Licence	Was the licence granted?		Period of licence
		YES	NO	

If a licence was refused, please provide the following details:

Local Authority	Type of licence	Reasons for refusal

Have you ever had a Hackney Carriage or Private Hire Driver, Vehicle or Operator Licence revoked or suspended?

YES ☐

NO ☐

If so, please provide the following details

Local Authority	Type of licence	Licence valid from	Date of revocation / suspension	Reasons

Section 5 Right to work in the UK

Do you have the right to work in the UK?

Yes ☐

No ☐

Your right to work in the UK will be checked as part of your licence application. This could include the Licensing Authority checking your immigration status with the Home Office. We may otherwise share information with the Home Office. You must therefore provide a document or document combination that is stipulated as being suitable for this check. You must provide the original document(s), such as your passport or biometric residence permit, so that the check can take place. The document(s) will be copied and the copy retained by the Licensing Authority - the original document(s) will be returned to you.

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. In such circumstances the check will be repeated each time you apply to renew or extend your licence. If, during this period, you are disqualified from holding a licence because you have not complied with the UK's immigration laws, your licence will lapse and you must return it to the Licensing Authority. Failure to do so is a criminal offence.

Section 6 Residence outside the UK

Have you lived outside the UK since the age of 18 for a period of three months or more?

Yes ☐

No ☐

If Yes, please provide details of each country and the dates you were living there.

Country	Dates resident

You will be required to provide a **certificate of good conduct** (or equivalent) or a copy of your criminal record from each country in which you lived.

Please see: <https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants> for information on obtaining this document.

Section 6 Documents that must be submitted with the application

- Completed DBS application form
- UK driving licence at your current address, with a DVLA driving licence check code
- EU passport or full UK birth certificate, or non EU passport with valid residence/work permit
- One further form of ID as shown on the enclosed ID Requirements list
- Application fee and DBS application fee – payable by credit/debit card
- Any other documents in support of this application – please state:

This application will not be accepted if you fail to provide all the necessary documents.

Section 7 Declaration

I declare that to the best of my knowledge and belief, the answers given herein are true. I understand that if I knowingly or recklessly make a false statement or omit any material particular, I shall be guilty of an offence which is punishable by a fine.

By signing this form I declare that I am aware of my tax responsibilities, including the requirement to submit a Self Assessment tax return to HMRC (if self-employed or partnership) or to register for Corporation Tax (if operating a company). I have read and understood the guidance provided by HM Government at <https://www.gov.uk/guidance/confirm-your-tax-responsibilities-when-applying-for-a-taxi-private-hire-or-scrap-metal-licence>.

If a licence is granted I undertake to comply with the conditions attached on the grant of the licence.

Signature:

Date: