



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

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

Section 1		Applicant Details	
First Name			
Middle Name(s)			
Surname			
Address			
		Post Code	
Date of Birth			
National Insurance (NI) Number			
Telephone No.		Mobile	
Email address			
Section 2			
DVLA Driving Licence Details			
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			
Have you ever attended a Speed Awareness Course?			
YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
If yes, please provide the date(s) you attended the course(s)			

Motoring offences				
YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	
Details of any motoring offences	Offence date	Penalty		
Investigations				
If you are currently being investigated for any offence including any motoring offences, you must provide details below.				
Date	Offence/investigation			
Section 3 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	<input type="checkbox"/>	NO	<input type="checkbox"/>	
If yes, please provide the details below.				
Local Authority	Type of Licence	Was the licence granted?		Period of licence (Start and End Date)
		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
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If so, please provide the following details

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

Section 4 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 5 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

- UK driving licence at your current address
- Proof of Right to Work in the UK [Prove your right to work to an employer: Overview - GOV.UK](#)
- Proof of address dated within the last 3 months
- 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

By signing this form,

- 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>.
- I give consent to the Licensing Authority to undertake routine checks with the DBS Update Service on the status of my enhanced DBS certificate.

By signing this application form I declare that to the best of my knowledge and belief the information I have provided as part of my application is accurate and true. I understand that if I have knowingly or recklessly made any false statement or omitted any material particulars, I shall be guilty of an offence for which I may be prosecuted.

Signature:

Date:

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.