

Licensing Authority

Exeter City Council

Civic Centre, Paris Street

Exeter, Devon EX1 1RQ

Tel: 01392 265702

Email: licensing.team@exeter.gov.uk

Application for the grant of a Hackney

Carriage / Private Hire Driver’s Licence

All sections must be completed or your application will not proceed.

|  |  |  |  |
| --- | --- | --- | --- |
| 1. Your personal details | | | |
| Title(delete as appropriate): | Mr Mrs Miss Ms Other (please state) | | |
| Surname |  | | |
| All Forenames |  | | |
| Any Previous Names |  | | |
| Date of Birth |  | Place of Birth |  |
| Nationality |  | Nat. In. No. |  |
| Address & Postcode |  | | |
| Email Address |  | | |
| Telephone No. |  | Mobile No. |  |
| Present occupation: : | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 2. Your Driving Licence | | | | |
| How long have you held this driving licence?  (must be at least 12 months) | | |  | |
| Please note that all new applicants will be required to sign a mandate to enable the licensing team to check your driver’s licence with the DVLA | | | | |
| Have you had any endorsement on your driving licence during the last three years? If ‘YES’ please complete box below. | DATE | COURT/POLICE FORCE | | SENTENCE |
| OFFENCE |  |  | |  |
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| 3. Convictions | | | |
| Have you **EVER BEEN**; convicted at a Court, given a caution, binding over reprimand or warning, received an Anti-Social Behaviour Order, an Anti Social Behaviour Injunction, or a Criminal Behaviour Order or been subject to a fixed penalty notice or given a penalty notice for disorder by the Police? | | | YES / NO |
| If yes provide details, including approximate date, the offence and the court or police force which dealt with you. | | | |
| OFFENCE | DATE OF CONVICTION | COURT/POLICE FORCE | SENTENCE |
|  |  |  |  |
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**ALL OFFENCES SPENT OR UNSPENT MUST BE DECLARED** when submitting an application for a licence to drive a Hackney Carriage or Private Hire vehicle. Please continue on a separate sheet if necessary.

The information provided will be used only for the processing of your application and for no other purpose.

|  |  |  |  |
| --- | --- | --- | --- |
| 4. Impending Prosecutions | | | |
| Do you have any impending prosecutions? | | | YES / NO |
|  | | |  |
| If yes provide details below | | | |
| OFFENCE | AUTHORITY PROSECUTING | PLEA (GUILTY OR NOT GUILTY) | COURT HEARING DATE (IF ANY) |
|  |  |  |  |
|  |  |  |  |

The information provided will be used only for the processing of your application and for no other purpose.

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| --- | --- | --- |
| 5. Have you previously held a Hackney Carriage or Private Hire driving licence? If ‘YES’ please give dates and authority. | | YES / NO |
|  | |  |
| DATE | AUTHORITY | |
|  |  | |
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| 6. Have you ever had a Hackney Carriage or Private Hire driving licence suspended or revoked? If ‘YES’ please give dates and authority and the reasons. | YES / NO |
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|  |  |  |
| --- | --- | --- |
| DATE | AUTHORITY | REASON(S) |
|  |  |  |
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| 7. References |
| Please give the name and address of two referees to whom reference can be made as to your character and suitability for a Licence. Referees should have known you for three years and include your present or last employer or should be a person of some standing within the community and be other than a relative or future employer. |
| Reference 1  Name |
| Address & Postcode |
| Email address |
| Capacity known to you |
| Reference 2  Name |
| Address & Postcode |
| Email address |
| Capacity known to you |
|  |
| 7. Declaration |
| I have been given a copy of the Drivers licence conditions and have read and understood them or have had them read to me and understand them.  It is an offence for any person knowingly or recklessly to make a false statement or omit any material particular in giving information required in this form.  Information disclosed on this form may be revealed to other agencies and bodies for the sole purpose of preventing or detecting crimes. **(sign below only if you agree to this).**  I declare that I have checked the answers given in this application and that to the best of my knowledge and belief they are correct, and that I am not disqualified from holding or obtaining the Licence for which I am now applying.  In the event of a Licence being granted I undertake to observe and abide by the conditions applicable to the Licence at all times.  I understand that my licence application will be valid for only three months from the date the Licensing Office receives my deposit payment. I understand that if my application is not completed within three months my paperwork may be destroyed, after this I will be treated as a new applicant and my deposit will not be refunded.  I also confirm that this signature authorises the Exeter City Council to check with the DBS via their on-line system until further notice. |
| Signature Date |

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 crime.

**For Office use only**

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| Applying for: |  |
| Private Hire Only |  |
| Hackney Carriage / Dual Licence |  |

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| --- | --- | --- |
| Documents/Training Record | Date | Copy Attached |
| Entitlement to Work  (Non-EU) |  |  |
| Driving licence |  |  |
| DSA Pass Certificate |  |  |
| Knowledge Test Certificate |  |  |
| Disability Training Session |  |  |

|  |  |  |
| --- | --- | --- |
| DBS Check | Date Activation email sent: | Date Check Completed: |
| Intelligent Data DVLA Check | Date Mandate Returned: | Date Check Completed: |
| Medical Certificate | Date seen by GP: | Date Check Seen by Officer: |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Payments | Amount | Date | Payment Type | Till/Receipt Number |
| Knowledge Test / Admin Fee |  |  |  |  |
| Additional Knowledge Test |  |  |  |  |
| Additional Knowledge Test |  |  |  |  |
| Additional Knowledge Test |  |  |  |  |
| Annual Drivers Licence |  |  |  |  |
| 3 year Drivers Licence |  |  |  |  |

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| --- | --- |
| Referred to Committee | Yes / No |
| References Requested |  |
| References Received |  |
| Date of Committee |  |
| Decision |  |