

**Application to RENEW a Licence
to drive a Hackney
Carriage/Private Hire Vehicle in
the District of Staffordshire
Moorlands**

**Information contained in
this form may be passed to
other Departments of the
Council**

FOR OFFICIAL USE ONLY

Date Application Rec'd		Driving Licence Checked	
Payment Received	£	Medical Certificate Checked	N/A
Payment Receipt No.		Right to Work checked	N/A
DBS Sent Documents checked*	Date: No:	Confirmation of Attendance BTEC L2 or NVQ L2	Course: Date:
DBS Update Service ID No.		DVLA online check	
DBS Certificate Received / update service checked		N/A	Safeguarding attended
Licence & Badge No.		From	To

*Current Driving Licence; Current Passport or other Doc; Proof of Current Address

All applicants must provide the documentation required in the attached process guidance

PLEASE COMPLETE IN BLOCK CAPITALS

Personal Information	
Title (Mr/Mrs/Ms/Miss/etc)	Date of Birth
First Name(s)	Surname
Telephone	Mobile
Email Address	National Insurance Number
Address Details	
Present address	
Postcode	Length of residence

Previous address	
Postcode	Length of residence
Licence Details	
DVLA Driver Licence Number	
DVLA Driving Licence Online Code from www.gov.uk/view-driving-licence	
<i>Please note the code is case sensitive</i>	
How long have you held a full driving licence?	
Occupation Details	
Name, Address and Phone No. of the Operator you will be driving for (if applicable)	
HMRC Tax Check Code: (please enter your 9 digit Tax Check Code here);	
For more information go to https://www.staffsmoorlands.gov.uk/article/465/Renew-a-driver-or-vehicle-licence	
I am applying for a...	
One Year Licence <input type="checkbox"/>	Three Year Licence <input type="checkbox"/>

I declare that to the best of my knowledge and belief that the answers given above are true. If a licence is granted I undertake to comply with the general law and the Council's conditions attached to the licence.

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 fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes. As part of these checks we will also need to retain a copy of your Enhanced Certificate from the DBS for the term of your licence.

Your right to work in the UK will be checked as part of your licensing application, this could include the licensing authority checking your immigration status with the Home Office. If you were unable to provide sufficient proof of your right to work on first application, you must provide a document combination that is stipulated as being suitable for this check. The list of documents is set out in our guidance. You must bring the original document(s), such as a passport or biometric residence permit as indicated in our published guidance, so that the check can take place. The document(s) will be copied and the copy retained by the licensing authority. The original document 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.

APPLICANTS ARE ADVISED THAT TO KNOWINGLY MAKE A FALSE STATEMENT IS A CRIMINAL OFFENCE PUNISHABLE ON CONVICTION BY A FINE.

Date	Signature
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STATUTORY DECLARATION

Please note - This declaration applies to ALL offences, including motoring offences and DVLA licence endorsements, criminal convictions and cautions, and should be completed by ALL licence applicants regardless of whether you have any convictions

I, _____ of _____

Date of birth _____ do solemnly and sincerely declare that:

TICK AS APPROPRIATE

- a.) I have never been convicted of **ANY** offence
- b.) I have been convicted of an offence or offences and I list below those offence or offences including the date, the offence, the place the offence was committed, the name and address of the court which heard the case and the sentence imposed by the court.

Include any information relating to pending charges/FPNs and cautions

Date	Offence	Name & Address of Court	Sentence or Order

Have you ever been questioned, interviewed or arrested for any of the following?

- Touching a child or young person unnecessarily or inappropriately? Yes No
- Making offensive or inappropriate comments? Yes No
- Misusing or attempting to misuse personal details obtained as part of a fare or booking? Yes No
- Sexual activity with a child or vulnerable person Yes No
- Inappropriate relationship with a child or vulnerable person? Yes No
- Violence, coercion or intimidation of a child or vulnerable person? Yes No
- Trafficking a child or vulnerable person? Yes No

I make this solemn declaration conscientiously believing the same, together with the answers given in the attached application form, to be true and by virtue of the provisions of the Statutory Declarations Act 1835 and Section 5 of the Perjury Act 1911.

Signature of Applicant	Date
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Explanatory Notes

1. When submitting an application for a licence to drive a hackney carriage or private hire vehicle you must declare any convictions or cautions you have. **Private Hire and Hackney Carriage drivers are exempted occupations for the purposes of the Rehabilitation of Offenders Act 1974, by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) (Amendment) Order 2002 and convictions are therefore never spent.** The information you give will be treated in confidence and will only be taken into account in relation to your application.
2. The licensing authority is empowered by 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.
3. The disclosure of a criminal record or other information will not debar you from gaining a licence unless the authority considers that the conviction renders you unsuitable. The authority will consider the nature of the offence, how long ago and what age you were when it was committed and any other factors which may be relevant. (Authorities may wish to refer to any guidelines to which they adhere). Any applicant refused a driver's licence on the ground that he/she is not a fit and proper person to hold such a licence has a right of appeal to a Magistrate's Court.
4. If you would like to discuss what effect a conviction might have on your application you may telephone the Licensing Officer, telephone number 0345 605 3010, in confidence, for advice.

SMDC Privacy Policy- How we use your data

I have read the Council's Privacy Policy for applicants at <https://www.staffsmoorlands.gov.uk/YourData> and I understand how the Licensing Service will process my personal data and the options available to me for submitting an application.

Name:

Date:

Signature:.....

NOTES (For office use only)

DATE	NOTE / COMMENTS