



East Cambridgeshire  
District Council

## APPLICATION FOR THE GRANT OF A JOINT HACKNEY CARRIAGE AND PRIVATE HIRE DRIVER'S LICENCE

- Please familiarise yourself with our terms and conditions before completing this application
- It is an offence to give false information - all questions must be answered.
- An application will not be deemed valid unless the Licensing Authority receives the following documents in addition to a completed and signed application form, and the relevant fee:
  1. Full UK or EU driving licence.
  2. Proof of right to work in the UK ([Immigration documents](#))
  3. Photo ID, such as a Passport (not required if the applicant has a photocard driving licence)
  4. DVLA D796 mandate (not required if providing an email)
  5. One Passport style photo (must match your current appearance)
  6. Medical certificate (less than 3 months old)
  7. Blue Lamp Trust enhanced assessment pass certificate (less than one year old)<sup>1</sup>
  8. DBS certificate (less than 3 months old)<sup>2</sup>
  9. Knowledge test pass certificate
  10. Certificate of good conduct from your own embassy<sup>3</sup>

<sup>1</sup> Older certificates will be accepted where an applicant has held a taxi driver licence with another licensing authority within the 12 month period prior to submitting an application to the Council.

<sup>2</sup> The Council recognises the DBS "Update Service" scheme, providing the certificate registered on the scheme is of an equivalent level to the DBS check conducted by the Council. For more information, please see our website [www.eastcambs.gov.uk](http://www.eastcambs.gov.uk).

<sup>3</sup> Only required where you have not been resident in the UK for the previous 5 years.

### METHOD OF COMMUNICATION

- The Council's primary method of communication is by email.
- The Council may also communicate with you via text message to your mobile phone. As the Council is not a telecommunications company it will be necessary to use the services of a 3<sup>rd</sup> party such as BT or Virgin to provide this facility. Where text messaging is used the Council will observe the principles of General Data Protection Regulations (GDPR) and the Data Protection Act 2018.
- By signing this application form you are agreeing to permit the Council to contact you using email, phone, text, and traditional paper based communication.

### LICENCE PERIOD

The Deregulation Act 2015 requires East Cambridgeshire District Council to issue 3 year driver licences as its standard policy. However, it also permits a Council to issue licences for a lesser period where it is considered appropriate to do so. The Council believes it to be appropriate to issue an annual licence where the individual has formally requested it. Further to this please indicate below the period of licence you wish to apply for:

One year - £222.00\*       Three year - £617.00\*

\* fee includes the licence fee and £5.00 DVLA checking fee, but does not include DBS and/or medical check fees. Please see the Hackney Carriage and Private Hire fees list at [www.eastcambs.gov.uk](http://www.eastcambs.gov.uk)

## PERSONAL DETAILS

1. Surname:	2. Forenames
3. Current registered address:  Postcode:	
4. Previous address (if not resident in current address for 5 years):  Postcode:	
5. Further address (if required):  Postcode:	
6. Date of birth:	7. National Insurance number:
8. Telephone:	9. Mobile:
10. Email:	
11(a). Are you permitted to work in the UK?: Yes <input type="checkbox"/> No <input type="checkbox"/>	
11(b). Are there any restrictions?: Yes <input type="checkbox"/> No <input type="checkbox"/> (If yes, please detail them below)	

## DRIVING DETAILS

12. How long have you held your full UK/EU driving licence?:  .....years.....months
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## APPLICANT HISTORY

13. Have you held a Hackney Carriage, Private Hire, or Joint driver's licence in the last 5 years?: Yes <input type="checkbox"/> No <input type="checkbox"/> (If yes, please provide details of the issuing authority and dates licensed below)	
Licensing Authority	Status (Active or Expired)
14. Have you had a Hackney Carriage, Private Hire, or Joint driver's licence refused, suspended, or revoked in the last 5 years?: Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> (If yes, please provide details below)	
Licensing Authority	Date of refusal, suspension(s), revocation

## PENDING PROSECUTIONS

15. Do you have any foreign or domestic prosecutions pending against you?: Yes  No   
 (If yes, please give details and continue on a separate sheet if needed)

Date of Court hearing	Offence	Court

## MOTORING ENDORSEMENTS AND DISQUALIFICATIONS

16. Have you ever been convicted of any motoring offences, been disqualified from driving, or received any endorsements on your D.V.L.A driving licence?: Yes  No   
 (If yes, please give details and continue on a separate sheet if needed)

Date	Offence	Court	Sentence

## CRIMINAL CONVICTIONS, CAUTIONS, and/or WARNINGS

17. Have you been convicted of any foreign or domestic offences, or received any Police cautions, or warnings?: Yes  No  (If yes, please give details and continue on a separate sheet if needed)

**NB: Please include all offences even those considered “spent” under the Rehabilitations of Offenders Act 1974.**

Date	Offence	Court	Sentence

## SUPPORTING DOCUMENTS CHECKLIST

1. Full UK or EU driving licence.	Enclosed: <input type="checkbox"/> To follow: <input type="checkbox"/>
2. Photo ID (not required if the applicant has a photocard driving licence)	Enclosed: <input type="checkbox"/> To follow: <input type="checkbox"/>
3. Proof of right to work in the UK*	Enclosed: <input type="checkbox"/> To follow: <input type="checkbox"/>
4. DVLA D796 mandate	Enclosed: <input type="checkbox"/> To follow: <input type="checkbox"/> N/A: <input type="checkbox"/>
5. One Passport style photo (must match your current appearance)	Enclosed: <input type="checkbox"/> To follow: <input type="checkbox"/>
6. Medical certificate (less than 3 months old)	Enclosed: <input type="checkbox"/> To follow: <input type="checkbox"/>
7. DSA pass certificate (less than 1 year old)	Enclosed: <input type="checkbox"/> To follow: <input type="checkbox"/>
8. DBS certificate (less than 3 months old or update service version)	Enclosed: <input type="checkbox"/> To follow: <input type="checkbox"/>
9. Knowledge test pass certificate	Enclosed: <input type="checkbox"/> To follow: <input type="checkbox"/>

10. Certificate of good conduct	Enclosed: <input type="checkbox"/>	To follow: <input type="checkbox"/>	N/A: <input type="checkbox"/>
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\* Must be presented by the applicant in person at the Council Offices.

## DECLARATION

### Fraud Act 2006

I hereby declare that I fully understand, have read and checked the details and questions on this application form and the foregoing statements are true. I understand that it is a criminal offence if I or anyone else gives false information, or makes a false representation, or fails to disclose information in order for me to obtain a joint driver's licence. I am fully aware that the provision of a false statement, or information, or the concealment of offences/ convictions/ cautions in order to obtain a licence is an offence under the above Act which may result in the refusal of this licence application and any subsequent licence applications for a period of one to three years. I am also aware that any licence granted as a result of breaching the above Act will be immediately revoked. A refusal or revocation decision is not reliant on a formal conviction under the above Act being secured.

I have read the Taxi and Private Hire Licensing Policy, and I undertake, in the event of a licence being granted, to observe and comply with its contents.

Signed (by the applicant):.....Date:.....

Print name:.....

## GDPR AND THE DATA PROTECTION ACT 2018

In line with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018, East Cambridgeshire District Council is fully committed to protect the privacy of our constituents, staff and members. We ensure the safe processing of personal data through strict guidelines for collection, storage and retention of information. Where appropriate, data sharing protocols are entered into and robust security measures are in place. The council maintains its Public Services Network (PSN) compliance, demonstrating its on-going commitment to supporting best practice in the maintenance and handling of data.

For further information contact: The Data Protection Officer, The Grange, Nutholt Lane, Ely, Cambs., CB7 4EE (email: [dataprotection@eastcambs.gov.uk](mailto:dataprotection@eastcambs.gov.uk))

The Licensing Authority maintains a data retention and sharing policy in accordance with GDPR rules, which explains how your information could be used by the Licensing Authority. Further details are available on the Council's website [www.eastcambs.gov.uk](http://www.eastcambs.gov.uk).