



East Cambridgeshire  
District Council

## APPLICATION FOR THE GRANT OF A 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 driving licence (minimum of 12 months authorisation to drive required) registered with the DVLA.
  2. Proof of right to work in the UK<sup>1</sup> ([Immigration documents](#))
  3. Enhanced DBS certificate (less than 3 months old)<sup>2</sup>
  4. Medical certificate (less than 3 months old)
  5. DVLA D796 mandate (not required if providing an email)
  6. One Passport style colour photo (can be digital, but must match your current appearance)
  7. Photo ID, such as a Passport (not required if the applicant has a photocard driving licence)
  8. Blue Lamp Trust or Green Penny enhanced assessment pass certificate (less than one year old)<sup>3</sup>
  9. Knowledge test pass certificate, arranged through this Council
  10. Certificate of good conduct from your own embassy<sup>4</sup>
  11. A 9-digit tax code, or a declaration you are registered for tax (see [www.eastcambs.gov.uk](http://www.eastcambs.gov.uk) for more information)

<sup>1</sup> Applicants must have a right to work in the UK in order to submit a valid application, and must provide evidence of this fact.

<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> 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>4</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 - £234.00\*       Three year - £584.00\*

\* 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. NI number:

8. Telephone:

9. Mobile:

10. Email:

11(a). Are you permitted to work in the UK?: Yes  No

11(b). Are there any restrictions?: Yes  No  (If yes, please detail them below)

11(c). If demonstrating a right to work via the Home Office online right to work checking service, please state your 9-digit "share code" below?:

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## DRIVING DETAILS

12. How long have you held your full driving licence?:

.....years.....months

**TAX CHECK**  
(for all applications submitted on or after 4 April 2022)

13. You will need to complete a tax check if:

- you have held a hackney carriage/private hire driver licence previously, which ceased being valid less than a year ago, and/or
- you already hold a hackney carriage/private hire driver licence with another licensing authority

To carry out your tax check, visit the taxi driver page at [www.eastcambs.gov.uk](http://www.eastcambs.gov.uk) and click on the link, or enter tax conditionality into any internet search engine.

Check code:									
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14. If the above statements **do not** apply to you, you must read the following statement and tick the box.

I hereby declare that the above points do not apply to me, and I further declare that I am aware of my need to register for tax purposes, and I will do so upon grant of any licence issued to me as a result of submitting this application form.

Tick here to confirm your acceptance of the above statement:

**APPLICANT HISTORY**

15. Have you held a Hackney Carriage, Private Hire, or Joint driver's licence in the last 5 years?:

Yes  No  (If yes, please provide details of the issuing authority and dates licensed below)

Licensing Authority	Status (Active or Expired)

16. Have you had a Hackney Carriage, Private Hire, or Joint driver's licence refused, suspended, or revoked in the last 5 years?: Yes  No  N/A  (If yes, please provide details below)

Licensing Authority	Date of refusal, suspension(s), revocation

**PENDING PROSECUTIONS**

17. 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

18. 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

19. 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 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"/> N/A: <input type="checkbox"/>
3. Proof of right to work in the UK*	To follow: <input type="checkbox"/> 11(c) completed: <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 colour 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. Blue Lamp Trust or Green Penny 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"/>

\* Must be presented by the applicant in person at the Council Offices, unless share code provided in section 11(c).

## 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 private hire 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 as specified in the licensing policy for dishonesty. 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).