APPLICATION FOR A NEW HACKNEY
CARRIAGE AND/OR PRIVATE HIRE
DRIVERS LICENCE

Applicants should read the following notes before completing the form.

The applicant must have held a full UK drivers licence, or equivalent, for a period of not less than 12 months prior to an application being submitted.

1. Documents to be produced:

- A completed application form with the appropriate fee
- Current Photo Card Driving Licence (Original document)
- Immigration Act - Right to Work Document (Original documents)
- Driver & Vehicle Licensing Agency - check code
- Disclosure & Barring Service Certificate (Original document)
- Medical Certificate
- Locality / Knowledge Test Pass Certificates
- Driver Assessment Pass Certificate
- Child Sexual Exploitation Awareness Training Certificate
- Photographs

Applications will not be accepted unless all of the required documents are produced. Where names and addresses are given on such, these must match.

The Licensing Authority allows all new applicants a period of 6 Months to complete the application process. If all of the above documents have not been submitted and a licence issued within 6 months of the application date, your application may be discontinued.

2. Licence period

The Licensing Authority can issue driver’s licences which last for 1 year, 2 years or 3 years. You must tell us how long you would like your driver’s licence to last by ticking the appropriate box on the application form.

The table below shows the fee you would have to pay for each type of licence:

<table>
<thead>
<tr>
<th>New or Renewal</th>
<th>HC Driver</th>
<th>PH Driver</th>
<th>Joint HC &amp; PH Driver</th>
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</thead>
<tbody>
<tr>
<td>1 year licence</td>
<td>£71.00</td>
<td>£71.00</td>
<td>£100.00</td>
</tr>
<tr>
<td>2 year licence</td>
<td>£125.00</td>
<td>£125.00</td>
<td>£177.50</td>
</tr>
<tr>
<td>3 year licence</td>
<td>£181.00</td>
<td>£181.00</td>
<td>£256.00</td>
</tr>
</tbody>
</table>
3. **Right to Work in the UK**

Applicants for driver and operator licences must submit one of a number of specific original document to confirm they are in the UK lawfully and permitted to work as a private hire or hackney carriage driver. This also applies to existing licensed drivers upon their first renewal after this date. Please refer to the guidance sheet for further information.

4. **Driver & Vehicle Licensing Agency - DVLA check**

Licensing Services will need to carry out an annual check of an applicant’s DVLA driving licence. To enable us to do this, you will need to obtain a code for our use. To obtain your code, go to the DVLA website: www.gov.uk/view-driving-licence

Please note the code is only valid for 21 days and it must be copied exactly how it is shown. We suggest you take a photo or screenshot of the code on your mobile phone.

5. **Disclosure & Barring Service disclosure – DBS check**

All applicants will be required to undergo an Enhanced Disclosure & Barring Service (DBS) check which is completed online. Please refer to the DBS certificate guidance notes for applicants. Once you have received the certificate, you have 30 days from the date of issue to sign up to the DBS Update Service. For further information please refer to the ‘applicants’ guidance.

**Please note:** Failure to sign up and continue to subscribe to the DBS Update Service may result in the suspension of your hackney carriage/ private hire driver’s licence. Where a check on the DBS update service shows the current certificate is no longer valid, a further DBS application must be made together with a subscription to the Update Service. Any fees associated with this will be met by the applicant.

6. **Medical Certificate**

All new applicants must provide a Medical Certificate completed and signed by their own doctor or other medical practitioner who has full access to their medical records. The Medical Certificate can be obtained via the Council’s website or by contacting Licensing Services. The certificate must state that the applicant meets the requirements of the DVLA Group 2 medical standards of fitness to drive.

Once licensed, drivers must submit further Medical Certificates as follows:

- Upon initial application
• With the first renewal following their 45 birthday,
• Every 5 years after the age of 45 years,
• Upon reaching the age of 65 years,
• Every year after the age of 65 years,
• Upon reasonable request by the Licensing Authority.

Please note: Failure to provide a satisfactory Medical Certificate when requested by the Licensing Authority may result in the suspension of your HC or PH Driver’s Licence until such a Certificate has been provided.

7. Locality and Knowledge Tests

Locality Test
Candidates will be tested on their ability to use an A to Z map, which will be provided at the test. Candidates will be expected to demonstrate their ability to verbally describe routes within County Durham. Candidates will be expected to know the location of all the Councils Vehicle Testing Centers. Candidates will be expected to give accurate locations of a number of landmarks within County Durham and will be asked to describe the location of 3 land marks and a route either to or from each of those land marks. Candidates will have to identify, from a list, a number of areas not located within the area administered by Durham County Council.

Knowledge Test
Candidates will be tested on their knowledge of Legislation, general Highway Code signs and road markings, the Council’s Hackney Carriage and Private Hire Licensing Policy including conditions and the Hackney Carriage Fare Scale. Please refer to guidance document for further information.

8. Driver Assessment Test

You will need to complete and pass a practical driving assessment. A list of approved organisations approved will be provided for your selection.

9. Child Sexual Exploitation Awareness Training (CSE)

All new applicants must undertake a Child Sexual Exploitation Awareness course. The Council currently runs a course and upon receipt of an application, a place can be secured on the course. Alternatively, an applicant can make their own arrangements to attend an awareness course provided by another provider.

10. Hackney Carriage and Private Hire Licensing Policy

All drivers must have read and have an understanding of the Hackney Carriage and Private Hire Licensing policy. All driver’s badges are issued in accordance with its contents.
11. **Licensing Service Office Hours**

   In order to ensure a member of staff is available to deal with your application please phone 03000 261016, choosing Option 2 then Option 1 for Licensing, during office hours 8:30am – 5.00pm Monday to Thursday (8.30 - 4.30pm on Fridays) to arrange an appointment.

   All pre-booked appointments are held at:
   Annand House, John Street North, Meadowfield, Durham. DH7 8RS

12. **Payment of fees**

   Licence fees must be submitted with the application form. If payment is made by cheque and the cheque is not honoured, the licence will be invalid with immediate effect. Cheques should be made payable to Durham County Council. A licence fee will be refunded if a licence is not granted.

13. **Licence Conditions**

   All private hire driver licences are subject to standard conditions. A list of the standard conditions are found in Appendix 1 of the policy and can be accessed via the Council’s website.

14. **Licences and badges**

   Any hackney carriage licence held by you must be deposited with the hackney carriage vehicle proprietor as appropriate, who must keep the licence during your service with them.

   Badges remain the property of Durham County Council at all times. The Council will demand the return of badges if a licence is suspended or revoked.

15. **Statement of Policy about Relevant Legal Proceedings**

   When submitting an application for a licence to drive a hackney carriage/private hire vehicle you must declare any legal proceedings you may have been involved in, subject to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).

   The information you give will be treated in confidence and will only be taken into account in relation to your application. You should be aware that the Licensing Authority is empowered in law to check with the Disclosure & Barring Service (DBS) for the existence and content of any criminal record held in the name of an applicant. Information received from the DBS will be kept in strict confidence while the licensing process takes its course and will be retained for no longer than necessary.
The disclosure of a relevant proceeding or other information will not debar you from gaining a licence unless the Authority considers that the conviction renders you unsuitable. In making this decision the Authority will consider the nature of the proceedings, how long ago and what age you were when it happened and any other factors which may be relevant. Any applicant refused a driver 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 magistrates’ court.

If you would like to discuss what effect any proceedings might have on your application, you may telephone Licensing Services, in confidence, for advice.
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APPLICATION FOR A NEW HACKNEY CARRIAGE/ PRIVATE HIRE DRIVERS LICENCE

THIS PAGE TO BE COMPLETED BY LICENSING STAFF  Civica Ref: .................................

Hackney Carriage Drivers Licence  
Private Hire Drivers Licence  
Joint Drivers Licence  

1 Year Licence  2 Year Licence  3 Year Licence

<table>
<thead>
<tr>
<th>Applicant Name:</th>
<th>Officer Initial:</th>
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<thead>
<tr>
<th>Application Date:</th>
<th>Receipt No:</th>
<th>Amount Paid:</th>
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</tbody>
</table>

Application complete and signed  Fee Received  
DVLA Driving Licence  
DVLA Code/Consent Form/Check  
Right to Work Check  
DBS Application & fee  
DBS Consent form signed  
Right to work checklist - Immigration Act 2016  
NAFN Check  
Medical Questionnaire  
Driving Assessment Pass Certificate  
Passed Locality / Knowledge Test  
CSE Awareness Training Certificate  
Photographs  
DBS Produced  
DBS Clear Yes/No  
Signed up to the DBS update service  
Applicant advised Referral to Team Leader / Committee  
(state reason in comments box - convictions, enforcement action etc.)

Guidance Notes issued to Driver – Applicant’s Signature .................................
<table>
<thead>
<tr>
<th>CSE Awareness Training booked</th>
<th>Date_______________________</th>
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<tbody>
<tr>
<td>Knowledge Test</td>
<td></td>
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<tr>
<td>Date_________________________</td>
<td>Pass / Fail</td>
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<td>Date_________________________</td>
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<td>Locality Test</td>
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**NOTES / COMMENTS:**

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8
APPLICATION FOR A NEW HACKNEY CARRIAGE AND/OR A PRIVATE HIRE DRIVERS LICENCE

1. Please complete the following details:

<table>
<thead>
<tr>
<th>Title: <em>(Mr/Mrs/Miss/Other)</em></th>
<th>First name including any middle names:</th>
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<tbody>
<tr>
<td>Surname:</td>
<td>Date of Birth (DD/MM/YYYY)</td>
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<td>Address:</td>
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<tr>
<td>Post code:</td>
<td>Home telephone:</td>
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<tr>
<td>Mobile:</td>
<td>Email:</td>
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<tr>
<td>National Insurance No:</td>
<td>Nationality:</td>
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| Driving Licence No:          | DVLA Code: Please note code exactly as shown. Alternatively take a screenshot / photo and provide separately |

2. Please indicate which licence you are applying for:

- Private Hire Driver
- Hackney Carriage Driver
- Joint HC & PH Driver

- 1 year HC or PH Driver - £71.00
- 2 years HC or PH Driver - £125.00
- 3 years HC or PH Driver – £181.00
- 1 year Joint Driver - £100.00
- 2 years Joint Driver - £177.50
- 3 years Joint Driver - £256.00

3. Name and address of proposed employer

__________________________________________________________________________

Or self-employed tick here ☐
4. Have you held a full DVLA driving licence for at least 12 months?
   Yes □ No □

5. Do you hold a hackney carriage or private hire driver licence with another Licensing Authority? Yes □ No □
   If yes, state name of Authority

6. Have you ever had an application for a private hire or hackney carriage driver licence refused? Yes □ No □

7. Have you ever held a hackney carriage or private hire driver’s licence which has been suspended or revoked? Yes □ No □

8. If you answered yes to questions (6) or (7), give details including type of licence, name of Authority and reasons for refusal/suspension/revocation.

9. Have you any physical disability or medical condition which could affect your driving ability or prevent you generally assisting passengers, including passengers with wheelchairs or assistance dogs?
   Yes □ No □      If yes, give details:

10. Are you intending to drive a wheelchair accessible vehicle? Yes □ No □
11. Have you undertaken any training in respect of loading and unloading of wheelchairs and their occupants? Yes ☐ No ☐ Not Applicable ☐

12. Do you require a work permit to undertake full or part-time work in the UK? Yes ☐ No ☐
Do you have any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)?

As a general guide, cautions and convictions are treated as being “protected” as follows:

**Cautions**
For adults - any caution that was issued more than 6 years ago
If you were under 18 at the time of receiving a caution that was issued more than 2 years ago
(In both cases, unless the caution is for a specified offence (in which case it must always be disclosed))

**Convictions**
For adults - any conviction that was issued more than 11 years ago which did not result in a custodial sentence and where the individual has not received any other convictions
If you were under 18 at the time of receiving any conviction that was issued more than 5.5 years ago which did not result in a custodial sentence and where the individual has not received any other convictions
(In both cases, unless the conviction is for a specified offence (in which case it must always be disclosed))

“Specified offences” are those that are never filtered from a DBS check, a list of which can be obtained from the following website or from Licensing Services:


For the avoidance of doubt, overseas offences will be treated in line with the offences that are disclosable / protected in England and Wales, so where an applicant has spent time overseas and is required to provide a criminal record check from that country, if the check discloses details of cautions or convictions that would be considered “protected” had they occurred in England and Wales then they will be disregarded for the purposes of determining the person’s suitability to hold a licence.

Please provide details of every conviction, caution, reprimand, final warning including any checkpoint or restorative approach which are not classed as “protected”
Give details of **ALL** fixed penalty notices, motoring offences and any driver retraining courses i.e. speed awareness course recorded against you in the table below:
<table>
<thead>
<tr>
<th>DATE OF OFFENCE</th>
<th>OFFENCE</th>
<th>SENTENCE i.e. fine, penalty points, speed awareness course etc.</th>
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Are you currently under police investigation, on bail or are there any prosecutions pending against you

☐ ☐
Yes    No

If yes, you must provide details in the table below:

<table>
<thead>
<tr>
<th>ALLEGED OFFENCE</th>
<th>DATE OF HEARING</th>
<th>INVESTIGATING BODY/OFFICER</th>
</tr>
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<tbody>
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Declaration

I understand that this form will be stored on a secure database and I confirm that the
information I have given is true to the best of my knowledge and belief. I understand that if the information I have given is incorrect, or I have not disclosed information when asked to do so, my application may be refused and I may be prosecuted.

I declare that if I am granted a licence, I will comply with the relevant legislation, council policies and conditions attached to the grant of such a licence.

I understand that if I am granted a licence I will work with vulnerable persons including children, and their safety will be placed in my care.

I authorise Durham County Council to collect and retain information about me for the purpose of licensing me as a private hire and/or hackney carriage driver. I understand that Durham County Council may share that information with other enforcement agencies, local authorities and government departments for the purposes of checking the information and the prevention and detection of crime. I authorise Durham County Council to share the information with external organisations for the purpose of carrying out these checks on the council’s behalf.

I agree to Disclosure and Barring Service (DBS) checks and to checks via the DBS update service, for any lawful safeguarding or regulatory reason in respect of this application and throughout the duration of my licence, if granted. I hereby give permission for Durham County Council to hold a copy of my DBS certificate in accordance with their Vetting Policy.

I understand that should the DBS update service indicate there has been a change to my certificate, I will be required to submit a new DBS application, pay the fee of £48 and also re-register for the update service.

I allow Durham County Council to search the National Register of Taxi Licence Revocations and Refusals (NAFN (National Anti-Fraud Network) for any record of any refusals or revocations by other councils throughout the country. Also I consent to my details being placed on the register if my application is refused or my licence is revoked.

I hereby declare that if at any time while I hold this licence I am arrested for an offence, I will notify the arresting / investigating officer immediately upon arrest that I am licensed by Durham County Council as a hackney carriage / private hire driver; and I consent to the relevant Police Force disclosing any information and documentation obtained in the course of the investigation to Durham County Council’s Licensing Section for the purposes of determining my fitness to continue to hold that licence.

Signed: ___________________________ Date: ________________________

Data Protection Act 2018
General Data Protection Regulations (GDPR)
The information you have provided will be held by the Council on computerised and manual files with the Licensing Section in accordance with our corporate and departmental data retention guidelines. The data we hold will be kept and used in accordance with statutory requirements and may be disclosed to others within the Council and to other, external organisations, but only in order to ensure compliance with relevant legislation or for identification purposes or to prevent or detect fraud or a crime. For further information see: www.durham.gov.uk/dataprivacy