

FOR OFFICE USE ONLY		
Worksheet Reference	WK/	
Application Received Date		
Licence Fee Paid (amount)		
Receipt Number		
Passport Photographs	X2	
DVLA Licence – copy on file		
	Satisfactory	
Medical	Unsatisfactory	
	PSV	HGV
CRB check fee paid (amount)		
Receipt Number		
CRB check carried out on		
CRB check next required on		
Knowledge Test Mark		

*North  
Wiltshire  
District  
Council*

IF ANY PERSON KNOWINGLY OR RECKLESSLY MAKES A FALSE STATEMENT OR OMITTS ANY MATERIAL PARTICULAR IN GIVING THE FOLLOWING INFORMATION HE SHALL, UNDER SECTION 57 OF THE LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976 PART III, BE GUILTY OF AN OFFENCE:

Applicants are advised that under normal circumstances the Council will process and issue a licence within 10 working days following receipt of a **complete** application. (This includes not only the application form, but any other item(s) that form part of the licence application.

For help in completing this form, please refer to the notes on page 3 & 4.

**APPLICATION TO RENEW/FOR A HACKNEY CARRIAGE / PRIVATE HIRE  
DRIVER'S LICENCE**

LICENCE NUMBER	
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**1. PERSONAL DETAILS**

Full Name			
Date of Birth		Place of Birth	

**2. ADDRESS DETAILS**

Address	
Telephone Number	
Mobile Phone Number	

**3. EMPLOYER DETAILS**

Name and Address of Company you will be working for	

#### 4. LICENCE DETAILS

How long have you held a Licence (not provisional) under Part III of the Road Traffic Act 1972 authorising you to drive a motor car	Years
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**Note: You must have held a Driving Licence for at least 12 months**

DVLA Licence Number	
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Have you ever been refused a Licence to drive a Hackney carriage or Private Hire Vehicle, or had any such Licence revoked?	YES / NO
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If YES, please give full details of dates of Licence and authority who issued and revoked, or refused the Licence	
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Are you Licensed by any other Hackney Carriage / Private Hire Licensing Authority?	YES / NO
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If YES, please give name of Authority	
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If driving a taxi will not be your full-time employment, please state full details of your present employment i.e. nature of work, hours etc.	
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Are you aware of any pending prosecutions against you or waiting any court appearance?  YES / NO	If YES, please give details:
	Alleged Offence:
	Date of Court Hearing:

Please give details of any previous convictions or cautions – motoring and any other offences – except spent convictions (see note 9 of the notes for guidance below)			
Date of Conviction	Court Code	Offence	Sentence (inc. suspended sentence/fines)

#### 6. HEALTH

If this is your first application for Hackney Carriage/Private Hire Drivers Licence you must get a doctor to fill in the Council's Medical Report. You will also need a medical if you are renewing your licence and you are 45 or over. After the age of 45 you will need a medical every 5 years and after the age of 65 a medical every year (please note that after the age of 70 the examination will be undertaken by the Council's Medical Advisor). If you have sent us a medical in the last 12 months, do not send one now.

**Drivers who hold a current HGV or PSV Licence will not require a medical examination, but will be required to produce the relevant Licence for inspection.**

<p><b>Has there been any change in your physical or mental condition likely to affect efficiency or safety whilst driving since the last issue of a licence?</b></p> <p><b>YES / NO</b> (Please note, this question does not apply to new applicants)</p>	<p><b>If YES, please give details:</b></p>
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**7. DECLARATION**

I declare that the information given by me in this application is correct in every respect. If granted a Licence, I further declare that I will comply with the conditions and guidance notes listing the statutory provisions.

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

**Driver's completed application forms must be returned to the address below, accompanied by:-**

- a). Required Fee. Cash or cheques made payable to North Wiltshire District Council. If the application is an initial application the fee is **£135.00**. From **1<sup>st</sup> April 2008** the fee applicable will be **£139.00**. If the application is a renewal application the fee is **£80.00**. From **1<sup>st</sup> April 2008** the fee applicable will be **£82.00**.
- b). **The latest issue by the DVLA of your full Driver's Licence must be produced for inspection before a Hackney Carriage/Private Hire Driver's Licence is issued.**
- c). **At least two colour passport type photographs. (It is advised that such photographs are obtained by means of a photographic booth).**
- d). Completed CRB Disclosure Application Form – required on initial application and then every 3 years. If this is a renewal licence, a form will have been provided with your renewal letter. Fee for this is **£36.00**.
- e). Completed Medical Form (**if necessary**) unless submitted separately by the General Practitioner. Please note the Medical Form can be submitted at a later date, however no decision can be made as to whether or not a licence can be granted without the application being completed in full, which includes the medical report form.  
Incomplete applications will be returned.

**SEND COMPLETED APPLICATIONS TO:**

Licensing Officer  
Environmental Health  
North Wiltshire District Council  
Monkton Park  
Chippenham  
Wiltshire  
SN15 1ER

## **GUIDANCE NOTES FOR MAKING APPLICATION**

1. All Licences expire one year from the date of issue, in each year, or at such other times as the District Council shall decide.
2. The Driver's Licence is personal to the driver, but should be held by the proprietor/operator during the course of employment.
3. The applicant will be issued a Driver's Licence subject to:
  - (a) satisfactory completion of the application form, and the requirements set out in Paragraph 4(d) of the application form
  - (b) the Council being satisfied that the applicant is a fit and proper person to hold a Driver's Licence.
4. A driver's badge, bearing his name, licence number, expiry date and photograph of the holder, will be issued and must be worn at all times whilst driving on Hackney Carriage or Private Hire business.
5. Applicants must not drive a hackney carriage or private hire vehicle until issued with a badge and a Licence. Applicants will appreciate that it may take 4 weeks to process the application. It may be necessary to refer applications to the Council's Licensing Committee for determination which will increase this period.
7. ONLY a Licensed Driver may drive a Hackney Carriage or a Private Hire Vehicle.
8. The Council shall not grant a Licence to any person who has not for at least 12 months been, and is not at the date of the application for a Driver's Licence, the holder of Licence granted under Part III of the Road Traffic Act 1972 (Not being a provisional) authorising him to drive a motor car. That is you must have held a full Licence for one year.
9. You are required to disclose on the application for all previous convictions except spent convictions as laid down by the Rehabilitation of Offenders Act 1974 as outlined below. If you are unclear on how this may affect you, please do not hesitate to contact **Jo Tarry on 01249 706438**.

<b>Sentence</b>	<b>Becomes Spent After</b>
Imprisonment of between 6 months and 2 years	10 years
Imprisonment of up to 6 months	7 years
Borstal Training	7 years
<b>A fine or other sentence not otherwise covered in this table</b>	<b>5 years</b>
Absolute discharge	6 months
Probation Order, conditional discharge or bind over.	1 year (or until order expires whichever is longer)
Detention Centre Order	3 years
Remand home, attendance centre or approved school order	The period of the order and a further 2 years after it expires
Hospital order under the Mental Health Act	The period of the order and a further 2 years after it expires
Cashiering, discharge with ignominy or dismissal with disgrace from the Armed Forces	10 years
Dismissal from the Armed Forces	7 years
Detention	5 years

- NOTES:**
- (i) A sentence of more than 2 years' imprisonment can never become spent.
  - (i) If you were under 17 years of age on the date of conviction, please halve the period shown in the right-hand column.