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**Apply for a New Combined Hackney Carriage and Private Hire Drivers Licence**

This checklist will guide you through the application process for applying for a new Combined Hackney Carriage and Private Hire Drivers Licence. If you have any questions, please do not hesitate to contact the Licensing Team on 02392 446660 or [licensing@havant.gov.uk](mailto:licensing@havant.gov.uk)

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| **Step 1** | **Download an application pack** |
| Download an application pack from the Council’s website: <https://www.havant.gov.uk/hackney-carriage-and-private-hire-drivers>  If you require a printed application form, or require any reasonable adjustments to the format of the application form due to disability, please contact the Licensing Team by telephone 02392 446660 or via email [licensing@havant.gov.uk](mailto:licensing@havant.gov.uk). The team can also answer any questions that you have about the application process.  We also recommend that you review the Council’s Hackney Carriage and Private Hire Licensing Policy prior to applying: <https://www.havant.gov.uk/licensing/hackney-carriage-and-private-hire-licences/hackney-carriage-and-private-hire-licences> | |
| **Step 2** | **Submit your application** |
| Complete your application form and submit to to [licensing@havant.gov.uk](mailto:licensing@havant.gov.uk). The application must be accompanied by:   * Proof of right to work in the UK (i.e. share code or photocopy of passport) * Proof of immigration status (i.e. share code) * Photocopy of your driving licence (front and back), which you must have held for 12+ months * DVLA check code * Passport-style photograph (head and shoulders, on plain background)   We can only accept PDF, Word Doc and JPEG files. Please do not send your documents via Google Drive, Dropbox or similar.  You may also be required to generate a tax conditionality check code and provide this with your application, if you have held a licence before. | |
| **Step 3** | **Interview with an officer** |
| You will be invited to attend an interview at The Plaza with a Licensing Officer. The purpose of this interview is to discuss your application, clarify information, check your right to work and immigration status, and advise you on the next steps for your application. You will be offered a knowledge test date at this meeting. | |
| **Step 4** | **Knowledge test** |
| You will be offered a date for taking your knowledge test, and payment for the test will be taken. The test consists of a multiple-choice test paper, taken in exam conditions, based on local geography and the role and responsibilities of a driver.  If you fail your knowledge test, you will be offered a re-test at a later date. If you fail your knowledge test on three occasions, your application will be refused and you will need to wait 12 months before making a new application. | |
| **Step 5** | **Enhanced DBS Check, Certificate of Good Character and Medical Report** |
| You are required to obtain an enhanced DBS certificate from the Council’s approved supplier, TaxiPlus. You must provide the certificate to the Licensing Team on request.    Apply online: <https://www.taxiplus.co.uk/councils/havant-council>  If you have spent six or more continuous months overseas since the age of 18 years old, you will be required to obtain a Certificate of Good Character and a Traffic Report from the relevant country.  You are required to obtain a medical report from your registered GP or the Council’s approved supplier, D4Drivers. The report must confirm that you meet the Group 2 medical standards of fitness to drive. The medical report form will be included in your application pack and you must return this once completed by the relevant medical professional(s).  Book online with D4Drivers: <https://d4drivers.uk/taxi-medical/>  *Please note: You must ensure that you take a summary of your medical records to your appointment if you have your medical report completed by D4Drivers. Failure to do so will result in having to reschedule your appointment at an additional cost. A summary of your medical records can be obtained from your GP on request, or downloaded from the NHS app.* | |
| **Step 6** | **Training** |
| You are required to pass a Driving Assessment with one of the Council’s approved suppliers, Blue Lamp Trust or Taxi Tests. You must provide your pass certificate via email to the Licensing Team.  Book online with Blue Lamp Trust: <https://www.bluelamptrust.org.uk/>  Book online with Taxi Tests: <http://taxidrivertests.co.uk>  You are required to pass a classroom-based Safeguarding Awareness Course with one of the Council’s approved suppliers, Blue Lamp Trust or STC Safeguarding. You must provide your pass certificate via email to the Licensing Team. An e-learning certificate will not be accepted.  Book online with Blue Lamp Trust: <https://www.bluelamptrust.org.uk/>  Book online with STC Safeguarding: <https://www.stcsafeguarding.co.uk/training> | |
| **Step 7** | **Licence issue** |
| Once you have completed the above steps and provided satisfactory paperwork to the Licensing Team, you will be contacted with the outcome of your application. We aim to make a decision within 10 working days.  Where your application has been granted, you will be contacted for payment and your licence and badge will be posted to you. We will return any original documents supplied to us.  Your application must be completed (including submission of all required documentation) within six months. Failure to complete the process within this period will result in your application being refused, and a new application will be required. | |

**Privacy Statement**

Havant Borough Council need to process your data to comply with a legal obligation primarily under the Town and Police Clauses Act 1847 and the Local Government (Miscellaneous Provisions) Act 1976. You have a number of rights on how your data is used, including the right to object, for more information on your rights see: <https://www.havant.gov.uk/privacy-policy>

**THIS APPLICATION IS CONFIDENTIAL**

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|  | **APPLICATION FOR GRANT OF COMBINED HACKNEY CARRIAGE AND PRIVATE HIRE DRIVER LICENCE**  **Local Government (Miscellaneous Provisions) Act 1976** |

**I HEREBY APPLY to Havant Borough Council to grant to me, subject to the provisions of the Town Police Clauses Act 1847, Local Government (Miscellaneous Provisions) Act 1976, Byelaws, Regulations and Conditions relating thereto, a licence to drive a hackney carriage or private hire vehicle in the Borough of Havant.**

**PLEASE COMPLETE ALL SECTIONS IN BLOCK CAPITALS IN CONJUNCTION WITH GUIDANCE NOTES**

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| **SECTION 1: APPLICANT DETAILS** |
| |  |  | | --- | --- | | **Title:** **Mr**  **Mrs**  **Miss**  **Ms**  **Other**  **(Please specify):** |  |  |  |  | | --- | --- | | **Surname / Family name:** |  |  |  |  | | --- | --- | | **First name(s):** |  |  |  |  | | --- | --- | | **Any previous names:** |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Home address:** |  | | | | |  | | | | |  |  | **Postcode** |  |  |  |  | | --- | --- | | **Telephone No:** |  |  |  |  | | --- | --- | | **Email address:** |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Date of Birth:** |  |  | **Place of Birth:** |  |  |  | | --- | | **Please provide the name and full address of the Private Hire Operator(s) that you intend to work for. This address must be in the Havant Borough.** | |  | |

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| **SECTION 2: DRIVING LICENCE** |
| |  |  |  | | --- | --- | --- | | **Have you held a UK driving licence for at least 12 months?** | **Yes** | **No** |  |  |  |  |  | | --- | --- | --- | --- | | **If YES –** |  | | | | **Driving licence number:** |  | **Issue date:** |  |  |  | | --- | | **Your driving licence must display your current home address. If it does not, please provide reasons why and amend immediately. Failure to inform the DVLA of a change of address is an offence.**  **You must obtain a DVLA ‘Share My Driving Licence’ verification code at** [**www.gov.uk/view-driving-licence**](http://www.gov.uk/view-driving-licence) **or 0300 086 0013 and provide a screenshot of the code with your application. Please note, this code is only valid for 21 days.** | |
| |  |  |  | | --- | --- | --- | | **Have you held an EU driving licence for at least 12 months?** | **Yes** | **No** |  |  |  |  |  | | --- | --- | --- | --- | | **If YES –** |  | | | | **Driving licence number:** |  | **Issue date:** |  | |

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| **SECTION 3: RIGHT TO WORK AND IMMIGRATION STATUS** |
| |  |  | | --- | --- | | **Please provide your National Insurance Number:** |  | |
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| |  |  |  | | --- | --- | --- | | **Do you have British Citizenship?** | **Yes** | **No** | |
| |  |  |  | | --- | --- | --- | | **Were you born in the United Kingdom?** | **Yes** | **No** |  |  |  | | --- | --- | | **If NO –** |  | | **Please provide your date of entry to the UK:** |  | |  |  | |
| |  |  |  | | --- | --- | --- | | **Are you an EU, EEA or Swiss citizen, or hold a Biometric**  **Residence Permit?** | **Yes** | **No** | |
| **If YES –**  **You must obtain a share code at** [**www.gov.uk/prove-right-to-work**](http://www.gov.uk/prove-right-to-work) **and provide**  **a screenshot of the code with your application.**  **From 1 July 2021 EU, EEA and Swiss citizens are longer able to use their passport**  **or national identity card to prove their Right to Work in the UK.** |
| **Please state the Right to Work document(s) you have provided from the *‘***[***List of acceptable documents for manual right to work checks***](https://www.havant.gov.uk/media/10373/download?inline)***’* on our website. We will contact you to arrange an ID verification appointment to check your document/share code result.**   |  |  |  |  | | --- | --- | --- | --- | | **Copy of British Passport** |  | **E-visa** | | | **Right to Work share code** |  | **Give details:** |  | |
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| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | ***EU, EEA and Swiss citizens only***  **Have you been granted:** | | | | | | | | **Settled status** | **Yes** | **No** |  | **Pre-settled status** | **Yes** | **No** | | **If YES to either, You must obtain a share code at** [**www.gov.uk/view-prove-immigration-status**](http://www.gov.uk/view-prove-%20%20%20%20immigration-status) **and provide a screenshot of the code with your application.**  **Please note: From 1 July 2021, if you do not have settled or pre-settled status you may not be able to apply to become a Hackney Carriage/Private Hire driver.** | | | | | | | |

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| **SECTION 4: CONVICTIONS** |
| |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **Please declare details of all charges, convictions, cautions, fixed penalty notices and community resolutions, or if you are subject to current enquiries which could lead to any of the above in the box below.**  **Hackney carriage and private hire drivers are exempt from the Rehabilitation of Offenders Act 1974. This means that any convictions or cautions can be taken into consideration, even if they would ordinarily be considered 'spent', due to the Council’s obligation to ensure the safety of the public. Guidance can be found here:** [**https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974**](https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974)  **A previous conviction will not necessarily result in your application being refused. Please refer to the Council’s Consideration of Criminal Convictions Policy for further guidance. Continue on a separate sheet if necessary. If you have nothing to declare, please state ‘None’ in the boxes below.**  **If you omit any information that is subsequently disclosed on your enhanced DBS certificate or by other official means, your application may be refused.**   |  |  |  |  | | --- | --- | --- | --- | | **Details of conviction, caution, notice etc** | **Date of conviction, caution, notice etc** | **Police or Court** | **Sentence / Outcome** | |  |  |  |  | |  |  |  |  | |  |  |  |  | | | | | | | **Have you ever been convicted of an offence in another country?** | | **Yes** | **No** | | **If YES –**  **Please provide details:** |  | | | | |
| |  |  |  |  | | --- | --- | --- | --- | | **Have you ever been arrested, but not charged?** | | **Yes** | **No** | | **If YES –**  **Please provide details:** |  | | | |
| |  |  |  | | --- | --- | --- | | **At any time, since the age of 18 years old, have you spent at least six or more continuous months overseas?** This includes any time spent residing, travelling or holidaying in another country. | **Yes** | **No** |  |  | | --- | | **If YES –**  **Please provide details including dates travelled and countries visited / lived in:** | | **If you have spent six or more continuous months overseas since the age of 18 years old, you will be required to obtain a Certificate of Good Character and Traffic Report from the relevant countries.** | |

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| **SECTION 5: CURRENT / PREVIOUS LICENCES** |
| |  |  |  | | --- | --- | --- | | **Do you currently hold a Hackney Carriage and/or Private Hire Driver Licence with any other authority?** | **Yes** | **No** | | **Have you previously held a licence with Havant Borough Council or any other authority?** | **Yes** | **No** | | **If YES to either of the above –**  **Please provide details, including issuing authority and licence number(s) below:** | | | |  | | |  |  |  |  |  |  | | --- | --- | --- | --- | --- | | **If you currently or have previously held (in the last 12 months) a Hackney Carriage and/or Private Hire Driver Licence with Havant Borough Council, or any other authority, you are required to obtain a 9 character tax check code via GOV.UK and provide a screenshot with your application. The code is valid for 120 days.**  **Obtain tax check code here:** [**https://www.gov.uk/guidance/complete-a-tax-check-for-a-taxi-private-hire-or-scrap-metal-licence**](https://www.gov.uk/guidance/complete-a-tax-check-for-a-taxi-private-hire-or-scrap-metal-licence) | | | | | | **Have you ever had a Hackney Carriage and/or Private Hire Driver Licence refused by Havant Borough Council or another authority?** | | **Yes** | **No** | | **Have you ever had a Hackney Carriage and/or Private Hire Driver Licence suspended by Havant Borough Council or another authority?** | | **Yes** | **No** | | **Have you ever had a Hackney Carriage and/or Private Hire Driver Licence revoked by Havant Borough Council or another authority?** | | **Yes** | **No** | | **If YES to any of the above, please provide details:** |  | | | | |  | | | | |

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| **SECTION 6: MEDICAL HISTORY** |
| |  |  |  | | --- | --- | --- | | **Do you currently suffer from any physical or mental condition, illness or impairment that could affect your ability to drive?** | **Yes** | **No** | | **If YES –**  **Please provide details, including nature of any diagnoses or treatment. Continue on separate sheet if necessary.** | | | |  | | | | **You will be required to obtain a completed Medical Report from your registered GP or the Council’s approved medical provider, D4Drivers, confirming that you meet the Group 2 medical standards of fitness to drive. A copy of the relevant form will be included in your application pack.** | | | |

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| **SECTION 7: ADDITIONAL INFORMATION** |
| |  | | --- | | **You are required to obtain an enhanced DBS certificate with the Council’s approved supplier, TaxiPlus. You must provide the certificate to the Licensing Team on request.**  **Apply online:** [**https://www.taxiplus.co.uk/councils/havant-council**](https://www.taxiplus.co.uk/councils/havant-council)  **You must also register to the DBS Update Service, which costs £16 per year.** |  |  |  |  | | --- | --- | --- | | **I confirm that I have read and understood the above information.** |  | **Yes** | |
| |  | | --- | | **You are required to undertake and pass a Driving Assessment with one of the Council’s approved suppliers, Blue Lamp Trust or Taxi Tests. You must provide your pass certificate via email to the Licensing Team.**  **Book online with Blue Lamp Trust:** [**https://www.bluelamptrust.org.uk/**](https://www.bluelamptrust.org.uk/)  **Book online with Taxi Tests:** [**http://taxidrivertests.co.uk**](http://taxidrivertests.co.uk) |  |  |  |  | | --- | --- | --- | | **I confirm that I have read and understood the above information.** |  | **Yes** | |
| |  | | --- | | **You are required to pass a classroom-based Safeguarding Awareness Course with the Council’s approved supplier, Blue Lamp Trust. You must provide your pass certificate via email to the Licensing Team. An e-learning certificate will not be accepted.**  **Book online with Blue Lamp Trust:** [**https://www.bluelamptrust.org.uk/**](https://www.bluelamptrust.org.uk/) |  |  |  |  | | --- | --- | --- | | **I confirm that I have read and understood the above information.** |  | **Yes** | |

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| **SECTION 8: DECLARATIONS** |
| |  | | --- | | **TAX DECLARATION**  **Schedule 23 to Finance Act 2011 (Data Gathering Powers) and Schedule 36 to Finance Act 2008 (Information and Inspection Powers), grant HMRC powers to obtain relevant information from third parties. This includes licensing bodies being required to provide information about licence applicants.**  **HMRC guidance about tax registration obligations is available at:**   * **PAYE information: www.gov.uk/income-tax/how-you-pay-income-tax** * **registering for Self Assessment: www.gov.uk/register-for-self-assessment** * **Corporation Tax information:** [**www.gov.uk/corporation-tax**](http://www.gov.uk/corporation-tax) |  |  |  |  | | --- | --- | --- | | **I confirm that I am aware of the content of the HMRC guidance relating to my tax registration obligations.** |  | **Yes** | | **APPLICATION DECLARATION**  **I HEREBY make an application to Havant Borough Council for the grant of a Combined Hackney Carriage and Private Hire Driver’s licence subject to the Statutes, Regulations, Policies and Conditions relating to the same for the time being in force.**  **I declare that I am over the age of 18, and I have held a full DVLA licence (or equivalent) for at least twelve months, and I have the right to live and work in the United Kingdom.**  **I declare that I have checked the information on this application and to the best of my knowledge and belief it is correct. I understand that it is an offence for any person to knowingly or recklessly make a false statement or to omit material information for which I could be prosecuted, and any application refused, or licence suspended or revoked.**  **I am aware that if any of the information supplied on this application should change, I need to inform the Council in writing and pay the fee for amending the licence, if applicable.**  **I understand that I must undertake to comply with the legislation, byelaws, policy, and conditions of licence as are now, or may hereafter be in force, for regulating hackney carriage or private hire business and drivers.** | | |  |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Full Name:** |  |  | **Date:** |  | |