

**Renew a Combined Hackney Carriage and Private Hire Drivers Licence**

This checklist will guide you through the application process for renewing your 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

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| **Step 1** | **Renewal reminder** |
| You will receive a renewal reminder via post or email, approximately three months in advance of your licence expiry date. This will include a link to download an application pack from our website. If you have any questions about the renewal process, contact the Licensing Team by telephone 02392 446660 or via email licensing@havant.gov.uk.  |
| **Step 2** | **Enhanced DBS Check, DBS Update Service and Certificate of Good Character** |
| 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. You must also register to the DBS Update Service. TaxiPlus will guide you through this process. **We recommend applying for your DBS as soon as you receive your renewal reminder. Your licence will not be renewed until a satisfactory DBS certificate, and evidence of your registration to the DBS Update Service, has been recorded by the Licensing Team.**Apply online: <https://www.taxiplus.co.uk/councils/havant-council> If you are already registered with the DBS Update Service, you will be required to provide your registered certificate number on the renewal application form. Certificates will only be accepted if they have been checked against ‘Taxi Driver - Other Workforce.’ Certificates from other professions will not be accepted. If you have spent six or more continuous months overseas since your last application, you will be required to obtain a Certificate of Good Character and a Traffic Report from the relevant country.  |
| **Step 3** | **Training** |
| Renewing drivers must pass a virtual classroom-based Safeguarding Awareness Course with one of the Council’s approved suppliers, Blue Lamp Trust or STC Safeguarding. An e-learning certificate will not be accepted.Book online with Blue Lamp Trust: <https://www.bluelamptrust.org.uk/courses/safeguarding-virtual-classroom-course/> Book online with STC Safeguarding: <https://www.stcsafeguarding.co.uk/training> Due to high demand, we recommend booking your place at the earliest convinience. Please note that your licence will not be renewed until a certificate has been providedIf you have already completed this safeguarding training, please provide the certificate with your application. The certificate must be no more than five years from the date of issue.  |
| **Step 4** | **Submit your application** |
| Complete your application form and submit to to licensing@havant.gov.uk. The application must be accompanied by the following documents, as a minimum:* Proof of right to work in the UK (i.e. share code or photocopy of passport)
* Proof of immigration status (i.e. share code)
* Colour photocopy of your driving licence (front and back)
* DVLA check code
* Passport-style photograph (head and shoulders, on plain background)
* Tax conditionality code

You may supply your enhanced DBS certificate and safeguarding certificate at a later date (before your licence expiry date) if they are taking some time to arrive. Your licence will not be renewed without these documents.  |
| **Step 5** | **Checking right to work and immigration status** |
| You may be invited to attend an short meeting at The Plaza with a Licensing Officer. The purpose of this interview is to check your right to work and immigration status.  |
| **Step 6**  | **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.  |

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

**I HEREBY APPLY to Havant Borough Council to renew, 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** |
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| **DVR:** |       |  | **Expiry date:** |       |
| **Title:** **Mr** [ ]  **Mrs** [ ]  **Miss** [ ]  **Ms** [ ]  **Other** [ ]  **(Please specify):**  |       |

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| **Surname / Family name:** |       |

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| **First name(s):** |       |

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| **Any previous names:** |       |

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| **Home address:**  |       |
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| **Telephone No:** |       |

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| **Email address:** |       |

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| **Date of Birth:** |       |  | **Place of Birth:** |       |

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| **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**  |
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| **Do you hold a UK driving licence?**  | **Yes** [ ]  | **No** [ ]  |

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| **If YES –**  |  |
| **Driving licence number:** |       | **Issue date:** |       |

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| **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.** |

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| **Do you hold an EU driving licence?**  | **Yes** [ ]  | **No** [ ]  |

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| **If YES –**  |  |
| **Driving licence number:** |       | **Issue date:** |       |

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| **SECTION 3: RIGHT TO WORK AND IMMIGRATION STATUS** |
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| **Please provide your National Insurance Number:**  |       |

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| **Do you have British Citizenship?**  | **Yes** [ ]  | **No** [ ]  |

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| **Were you born in the United Kingdom?**  | **Yes** [ ]  | **No** [ ]  |

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| **If NO –**  |  |
| **Please provide your date of entry to the UK:** |       |

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| **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.**  |
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| **Please state the Right to Work document(s) you have provided from the *‘List of acceptable documents for manual right to work checks’* as included in your pack. We will contact you to arrange an ID verification appointment to check your document/share code result.** |

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| **Copy of British Passport**  | [ ]  | **Other** [ ]  |
| **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 –** **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. If you hold a Biometric Residence Permit then this share code is not required.****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** |
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| **Please declare details of all charges, convictions, cautions, fixed penalty notices and community resolutions received since your last application, 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 omit any information that is subsequently disclosed on your enhanced DBS certificate or by other official means, your application may be refused.**

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| **Details of conviction, caution, notice etc** | **Date of conviction, caution, notice etc** | **Police or Court** | **Sentence / Outcome** |
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| **Since your last application, have you been convicted of an offence in another country?** | **Yes** [ ]  | **No** [ ]  |
| **If YES –** **Please provide details:** |       |
| **Since your last application, have you been arrested but not charged?**  | **Yes** [ ]  | **No** [ ]  |
| **If YES –** **Please provide details:** |       |

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| **Since your last application, 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** [ ]  |

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| **If YES –** **Please provide details including dates travelled and countries visited / lived in:**      |
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| **If you have spent six or more continuous months overseas since your last application, you will be required to obtain a Certificate of Good Character and Traffic Report from the relevant countries.** |

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| **Are you registered on the DBS Update Service?** This involves paying £16 per year to maintain a ‘live’ DBS online.  | **Yes** [ ]  | **No** [ ]  |
| **If YES –** **Please provide your certificate number:** |  |
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| **I consent to the Council conducting regular checks of my status on the DBS Update service in accordance with the Council’s policy and understand that my details will be provided to TaxiPlus to enable this.**  | **Yes** [ ]  |
| **If NO –** **You must apply for an enhanced DBS certificate using the Council’s approved supplier, TaxiPlus. You must provide your certificate and evidence of registration to the DBS Update Service to the Council before your licence can be renewed.** **Apply online here:** [**https://www.taxiplus.co.uk/councils/havant-council**](https://www.taxiplus.co.uk/councils/havant-council) |

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| **SECTION 5: CURRENT / PREVIOUS LICENCES** |
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| **Do you currently, or have you ever previously held a Hackney Carriage and/or Private Hire Driver Licence with any other authority?**   | **Yes** [ ]  | **No** [ ]  |
| **If YES –** **Please provide details, including issuing authority and licence number(s):**  |
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| **Since your last application, have you had a Hackney Carriage and/or Private Hire Driver Licence refused by another authority?**  | **Yes** [ ]  | **No** [ ]  |
| **Since your last application, have you had a Hackney Carriage and/or Private Hire Driver Licence suspended by another authority?** | **Yes** [ ]  | **No** [ ]  |
| **Since your last application, have you had a Hackney Carriage and/or Private Hire Driver Licence revoked by another authority?** | **Yes** [ ]  | **No** [ ]  |

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| **If YES to any of the above, please provide details:** |       |
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| **SECTION 6: TAX CONDITIONALITY** |
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| **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. Your application will not be valid without this.** **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) |
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| **I confirm that I have read and understood the above information.**  |  |  **Yes** [ ]  |

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| **SECTION 7: MEDICAL HISTORY** |
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| **Since your last application, have you suffered 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.**  |
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| **SECTION 8: ADDITIONAL INFORMATION**  |
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| **From 1 January 2024, any driver due to renew their licence will be required to pass a classroom-based Safeguarding Awareness Course with one of the Council’s approved suppliers. You must provide your pass certificate via email to the Licensing Team. An e-learning certificate will not be accepted. Your licence will not be renewed without this.** **Book online with Blue Lamp Trust:** [**https://www.bluelamptrust.org.uk/**](https://www.bluelamptrust.org.uk/)**Book online with STC Safeguarding:** [**https://www.stcsafeguarding.co.uk/training**](https://www.stcsafeguarding.co.uk/training) |

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| **If you have already completed this safeguarding training, please provide the certificate with your application. The certificate must be no more than five years from the date of issue.** |

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| **I confirm that I have read and understood the above information.**  |  |  **Yes** [ ]  |

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| **SECTION 9: DECLARATIONS** |
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| **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)
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| **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 renewal 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.** |

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| **Signature:** |       |  | **Date:** |       |
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