

# HACKNEY CARRIAGE/PRIVATE HIRE DRIVER

Local Government (Miscellaneous Provisions) Act 1976  
Town Police Clauses Act 1847



WEST OXFORDSHIRE  
DISTRICT COUNCIL

## APPLICATION FOR HACKNEY CARRIAGE/PRIVATE HIRE DRIVER'S LICENCE

Please tick appropriate boxes

**PRIVATE HIRE**

**NEW**

**DUAL (Hackney Carriage & Private Hire)**

**RENEWAL**

**UPGRADE**

(from private hire to dual)

APPLICANT DETAILS			
Full Name			
Date of birth			
National Insurance No.		Badge Ref:	
Address			
Home Telephone No.		Mobile No.	
Email Address			

HEALTH	
Has a doctor ever advised you not to drive or have you ever had a licence refused or revoked for medical reasons?	YES <input type="checkbox"/> NO <input type="checkbox"/>
If YES please give details (including dates)	
Do you have any medical conditions that could affect your fitness as a driver?	YES <input type="checkbox"/> NO <input type="checkbox"/>
If YES please give details	

PREVIOUS HISTORY			
<b>The Rehabilitation of Offenders Act 1974 does NOT apply to taxi and private hire drivers. All matters pending, driving convictions and previous criminal convictions <u>must</u> be declared.</b>			
A licence issued on the basis of answers given hereto may be INSTANTLY REVOKED if it is subsequently discovered that any relevant information has not been disclosed.			
Have you any cautions or convictions for ANY offence in the UK or abroad? Please note this means all offences, not just motoring endorsements (including fixed penalties). If YES, please give details		YES <input type="checkbox"/>	NO <input type="checkbox"/>
Offence	Date of Conviction	Court	Sentence
HAVE YOU <u>ANY</u> COURT PROCEEDINGS OR ENQUIRIES PENDING?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
If YES, please give full details			

ADDITIONAL INFORMATION	
Have you previously held a Hackney Carriage/Private Hire Driver's Licence?	YES <input type="checkbox"/> NO <input type="checkbox"/>
If YES please give details and Local Authority including dates	
Have you ever had a Hackney Carriage/Private Hire Driver's Licence refused, suspended or revoked by West Oxfordshire District Council or any other Authority?	YES <input type="checkbox"/> NO <input type="checkbox"/>
If YES please give details of the circumstances and the Local Authority	
Have you resided in a country outside of England, Wales and The Republic of Ireland since the age of 18?	YES <input type="checkbox"/> NO <input type="checkbox"/>
If YES please list all relevant countries.	<i>A certificate of Good Conduct will be required for each country you have resided in outside of England, Wales and The Republic of Ireland</i>
Right to Work Share Code	<i>Please complete it exactly as it is on the GOV.UK page</i>
DVLA Driving Licence No.	
DBS Update Certificate No.	<i>This is the 12 digit certificate number in the top right of your current enhanced DBS certificate</i>
DVLA Licence Check Code	<i>This number is case sensitive so please complete it exactly as it is on the DVLA page</i>
Tax Check Code (Renewals only)	<i>This is the 9 character code for example '266 RLR TK6'</i>
If you are not a resident in the West Oxfordshire District Council's area, please explain why you are applying for a West Oxfordshire District Council Driver Licence	
List the names of the companies you intend to work for	

DECLARATION	
<b>CAUTION: YOU ARE WARNED THAT MAKING AN UNTRUE STATEMENT FOR THE PURPOSES OF OBTAINING A HACKNEY CARRIAGE / PRIVATE HIRE DRIVER'S LICENCE IS AN OFFENCE.</b>	
I declare that my answers to all the questions on this application form and all particulars entered on the form are true and that I have not withheld any relevant information.	
I am entitled to work in the United Kingdom and have the correct immigration status to apply for a licence. I understand that if there are restrictions on the length of time I may work in the UK, a licence will not be issued for any longer than this period and in such circumstances the check will be repeated each time I apply to renew or extend the licence. I also understand that the licence will lapse if I cease to be entitled to work in the UK and I must return it to the licensing authority as failure to do so is a criminal offence.	
<b>I AGREE</b> <i>(please tick boxes otherwise your application will be invalid)</i>	
that I have read and understood the Council's Hackney Carriage and Private Hire Policy	<input type="checkbox"/>
to West Oxfordshire District Council's Hackney Carriage & Private Hire Policy, Legislation, Guidance & Byelaws	<input type="checkbox"/>
for WODC to check the National Register of Refusals, Revocations and Suspensions (NR3S)	<input type="checkbox"/>
for WODC to undertake 6 monthly DBS checks	<input type="checkbox"/>
Signed:	Dated:

## NOTES

This application will not be considered unless accompanied by the following:-

- The fee
- Your driving licence
- One recent colour passport type photograph of yourself
- Evidence that you have passed the Driving Assessment Test/acceptable alternative (new application only)
- Medical Report (if applicable) *(must be less than 4 months old at date of application)*
- DBS Certificate (if applicable) *(must be less than 1 month old at date of application)*
- DBS Update Service *(This is the 12 digit certificate number in the top right of your current enhanced DBS certificate)*
- DVLA check code (<https://www.gov.uk/view-driving-licence>)
- Right to Work Share Code (<https://www.gov.uk/prove-right-to-work>)
- Tax Check Code (Drivers who have been registered with another Local Authority/Renewals) (<https://www.gov.uk/guidance/changes-for-taxi-private-hire-or-scrap-metal-licence-applications-from-april-2022>)
- Safeguarding Training Certificate (Training course must be completed every three years)
- A criminal record check (or Certificate of Good Conduct) from all countries outside of England, Wales and The Republic of Ireland you have resided in since the age of 18
- If you have submitted a DBS online application please provide the reference number \_\_\_\_\_ and tick the box to confirm that the 3 forms of ID that are required to validate your DBS check have been included with this application.

The Council will not grant a Licence unless it is satisfied that the applicant is a fit and proper person to hold a Driver's Licence for a Hackney Carriage/Private Hire Vehicle.

Your right to work in the UK will be checked as part of your licensing application which could include the licensing authority checking your immigration status with the Home Office. Failure to provide the relevant acceptable documents (a full list is on the website) to confirm that you have a right to work in the UK will result in the refusal of a licence.

**I understand that I will not be permitted to drive a licensed hackney carriage or private hire vehicle until such time as I have been granted a hackney carriage/private hire drivers licence. If I am found to be driving a licensed vehicle prior to receipt of my licence I understand that I will be committing an offence and if found guilty of this will be liable to prosecution. I also understand that this could result in the refusal of my licence**

**Your completed application form, fee and supporting documentation should be returned to:**

Licensing Team  
West Oxfordshire District Council  
Council Offices  
Woodgreen  
Witney  
Oxon  
OX28 1NB

### Data Protection Statement

We will only use your personal information gathered for the specific purposes of your application. We will not give information about you to anyone else or use information about you for any other purpose, unless the law allows us to. Further privacy information can be found on our website.

For further information please visit our website [www.westoxon.gov.uk](http://www.westoxon.gov.uk)

West Oxfordshire District Council, Town Centre Shop, 3 Welch Way, Witney, OX28 6JH