

Crawley Borough Council

New driver's licence application guide

Driver's licence application form - new application

Private Hire

Hackney Carriage

Length of licence - 1 year

2 years

3 years

1. Full name of applicant: _____
2. Residential address: _____
_____ Post Code: _____
3. Date of birth: _____
4. Home telephone number: _____
5. Mobile telephone number: _____
6. Email address: _____
7. National insurance number: _____
8. DVLA licence number: _____
9. Enhanced DBS Update number (must join within 30 days from issue of Enhanced DBS Certificate)
Update number: _____
10. Do you have any convictions, cautions or endorsements including for motoring offences, that are not "protected" as defined by the *Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975* (as amended in 2013)?
Yes No
If 'yes', please set out full details

12. Have you had any summons served on you for any offence(s) (including motoring offences) which has not yet been heard at court? Yes No

If 'yes', please set out full details below including date, offence or case details, location and all circumstances (and continue on a separate sheet if necessary):

16. Do you have any medical condition which may affect your ability to drive a private hire vehicle or hackney carriage? Yes No
 (Please note that all applicants must be able to attain DVLA Group II Medical Standards throughout the application process and for the duration of any licence if granted)

If 'yes', please set out full details below (and continue on a separate sheet of paper if necessary):

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|--|

17. Do you have the right to work in the United Kingdom? Yes No
If 'yes', please set out full details below and attach any relevant documentation (and continue on a separate sheet of paper if necessary) – EU Residents will need to provide a Home Office Share Code:

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18. Have you previously held or do you currently hold a private hire driver's licence or a hackney carriage driver's licence with Crawley Borough Council or any other local authority?
 Yes No
If 'yes', please set out full details below about the dates you held the licence/s and which council was the issuing authority (and continue on a separate sheet of paper if necessary):

| Local authority | Type of licence and badge number | Dates held |
|-----------------|----------------------------------|------------|
| | | |

19. Have you ever had a hackney carriage, private hire driver's licence refused or revoked or suspended by Crawley Borough Council or any other local authority?
 Yes No
If 'yes', please set out full details below about when the licence/s, which Council issued it and why it was revoked/suspended (and continue on a separate sheet of paper if necessary):

| Local authority | Type of licence | Details regarding refusal / suspension / revocation |
|-----------------|-----------------|---|
| | | |

20. For all new applicants that have held a similar licence within the last 12 months, you will need to confirm that you have completed a tax check and the nine character Tax check code must be provided as part of the application process. See our application notes for further details.

Declaration and authorisation

I declare and confirm that:

- a. I have, for at least 12 months prior to the date of this application, been the holder of a full DVLA UK driver licence (not being a provisional licence) under the Road Traffic Act 1972 authorising me to drive a motorcar.
- b. I am in good health and medically fit to drive a hackney carriage or private hire vehicles and meet the Group II Medical Standards required to drive a hackney carriage or private hire vehicle and will notify the authority immediately of any change to medical circumstances.
- c. I understand that if I knowingly or recklessly make a false statement or omit any material particular in giving the information required for this application, I may be liable to prosecution under Section 57 of the Local Government (Miscellaneous Provisions) Act 1976.
- d. I have read and complied with the application notes accompanying this application form, including the council's Hackney Carriage and Private Hire Licensing Policy, adopted on 1st April 2022, and subsequent revisions.
- e. I confirm that I have read the DBS privacy policy and I understand how DBS will process my personal data and the options available to me in relation to my application and any licence issued. [gov.uk/government/publications/dbs-privacy-policies](https://www.gov.uk/government/publications/dbs-privacy-policies)
- f. I have provided documents to demonstrate I am legally entitled to work in the UK (where relevant) You will need to provide original documents where directed.
- g. I consent to the council carrying out any checks of relevant systems as part of this application and subsequently for the duration of any licence issued to me, including:
 - identification checks
 - right to work checks
 - DVLA driving licence checks using council nominated suppliers
 - DBS Update Service checks via the online Update Service or other such facility
 - any other checks considered relevant to this application and any associated matters in connection with any licence granted
 - checks of the National Taxi Database (NR3S – NAFN) or other such service
- h. I have read Crawley Borough Council's data handling polic 842.04 re 366.05 Tmthe4.1 0 0 1 251.69 366.05