

 <b>GUILDFORD BOROUGH</b>	<b>APPLICATION FOR THE RENEWAL OF A PRIVATE HIRE DRIVER LICENCE</b> <b>Local Government (Miscellaneous Provisions) Act 1976</b>	
<b>Driver Licence Number:</b>	<b>PHD</b>	

With your application you must provide the documents detailed in the checklist at the end of this form. If these documents are not provided or have expired, then your application will be rejected. **Please allow 10 working days for your application to be processed.**

**Any driver who has not received their renewed licence must not undertake private hire duties and your insurance may be invalid. The Council is not responsible for any delays in renewing the licence caused by the late or incomplete submission of the renewal application.**

Please complete all sections of the application form. Incomplete applications will be rejected. If you have any questions relating to the application process or requirements, please refer to the Council's Licensing Policy (available at [www.guildford.gov.uk/taxi](http://www.guildford.gov.uk/taxi)) or contact the Licensing Office.

## APPLICANT DETAILS

<b>Title</b>		<b>Full Name</b>		
<b>Date of Birth</b>			<b>Place of Birth</b>	
<b>National Insurance Number</b>			<b>Nationality</b>	
<b>Email Address</b>				
<b>Home Phone Number</b>			<b>Mobile Number</b>	
<b>Current Home Address incl. postcode</b>			<b>Date moved to current address</b>	
<b>Is your Driving Licence registered in your current address?</b>			<b>YES</b>	<b>NO</b>
<b>Driving licence no.</b>			<b>Valid Until</b>	

**ADDRESS HISTORY**

Please provide previous addresses you have lived in since your last renewal. Do not leave any gaps. Continue on a separate sheet if necessary.

<b>Previous Address incl. postcode</b>		<b>Dates</b>	From	to
<b>Previous Address incl. postcode</b>		<b>Dates</b>	From	to

**EMPLOYMENT**

<b>Will you be carrying out any other employment while working as a licensed driver?</b>	<b>YES</b>	<b>NO</b>
<b>If YES, please provide details of employment and hours worked:</b>		
<b>Name of all Private Hire Operators you will be driving for:</b>		

If you are currently not driving as a Hackney Carriage/Private Hire driver, you must notify the Council should you start working for an operator or proprietor.

**MEDICAL HISTORY**

<b>Since issue of your last licence, has there been any change in your medical condition which could impair your ability to drive, or have you been advised to stop driving?</b>	<b>YES</b>	<b>NO</b>
<b>If YES, please provide details:</b>		

**OFFENCE HISTORY**

<b>Since issue of your last licence, have you received any Convictions, Motoring offences (including endorsements, periods of disqualification and driver awareness courses), Cautions, Discharges, Fixed Penalty Notices, Anti-Social Behaviour Orders, County Court Judgements, Warning, Reprimands, Restraining Orders, Criminal Behaviour Order or are you subject to current enquiries which could lead to any of the above?</b>	<b>YES</b>	<b>NO</b>
<b>If YES, please provide details:</b>		

**OTHER**

<b>Since issue of your last licence, have you lived outside the UK for a period of 6 months or more? If the answer is yes you will need a letter of good conduct from the embassy or consulate of that country to support your application. This must be from the embassy or consulate that is based in the UK.</b>	<b>YES</b>	<b>NO</b>
<b>If YES, please provide details:</b>		

**CERTIFICATES**

<b>Date you completed the BTEC Qualification Certificate in the role of the professional taxi and private hire driver completed within the last 3 years?</b>	<b>Date</b>	
<b>Date you completed the Safeguarding Adults and Child Sexual Exploitation Course?</b>	<b>Date</b>	

**DECLARATION**

I HEREBY make an application to Guildford Borough Council for the grant of a 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 one year, 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 licence issued suspended or revoked.

I understand that should I engage in other employment, I also agree to partake of sufficient rest and refreshment after finishing work before commencing driving for hire.

I declare that I have supplied all the appropriate supporting documentation listed in the checklist below, and 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, code of conduct and conditions of licence as are now, or may hereafter be in force, for regulating hackney carriage or private hire business and drivers within the said Borough.

<b>Signature of applicant:</b>		<b>Date:</b>	
--------------------------------	--	--------------	--

The information you provide on this form will be used by Guildford Borough Council for licensing purposes. We may share your information and make any other necessary enquiries regarding your application with other departments and statutory organisations in relation to the application. Your personal information will be processed in line with Data Protection legislation and we will not disclose information about you to anyone outside the Council unless the law permits or requires us to.

The Council is under a duty to protect the public funds it administers and to assist other agencies in the prevention and detection of crime. We may use the information provided on this form for this purpose, and share this information with other bodies responsible for auditing or administering public funds.

Under Section 51(3) Local Government (Miscellaneous Provisions) Act 1976, the local authority is required to maintain a register of private hire vehicle licences, including the following details which are available for inspection by members of the public: The name of the person to whom it is granted; the date on which and the period for which it is granted; if the licence has a serial number, that number. As Guildford Borough Council issues dual Hackney Carriage and Private Hire Licences, the above applies to both.

We will retain your data for as long as it is required for our administrative use, after which it will be securely disposed of.

If you believe the data we process on you is incorrect you may request to see this information and, if necessary have it corrected or deleted. If you wish to raise a complaint you can contact our Data Protection Officer at the address below. If you believe we are not processing your data lawfully you can complain to the Information Commissioner's Office (<https://ico.org.uk/>). Further details are available on our website - <https://www.guildford.gov.uk/dataprotection>, or from the Information Rights Officer, Guildford Borough Council, Millmead House, Millmead, Guildford, GU2 4BB (email: [foi@guildford.gov.uk](mailto:foi@guildford.gov.uk)).

## APPLICANTS CHECKLIST

Your application will not be accepted without all appropriate documentation:

Type of application	Required Document	Check Box
<b>RENEWAL APPLICATION</b>	DVLA / Equivalent Driving Licence <i>Must be in the name of the applicant</i>	
	Right to work document <i>Passport or Birth Certificate</i>	
	Passport Photos X2 <i>Must be recent photos</i>	
	Proof of address issued within the last 3 months <i>Bank statement or utility bill (we do <u>not</u> accept credit card statements or mobile phone bills)</i>	
	Enhanced DBS Certificate <i>Must have been issued within the past 3 months</i>	
	BTEC Level 2 Certificate in the Introduction to the Role of the Professional Taxi and Private Hire Driver <i>Required by 1<sup>st</sup> January 2019 for ALL drivers</i>	
	Payment of the fee, by debit or credit card. <i>Please note, we do not accept cash</i>	