



GUILDFORD
B O R O U G H

**APPLICATION FOR THE GRANT OF A PRIVATE HIRE
DRIVER LICENCE**
Local Government (Miscellaneous Provisions) Act 1976

Before you apply you must have passed the Council's Private Hire driver knowledge test within the past 3 months. If you have not passed this test, your application will be rejected. 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 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) or contact the Licensing Office.

APPLICANT DETAILS

Title		Full Name		
Date of Birth			Place of Birth	
Previous Name(s)			Date(s) Known	
National Insurance Number			Nationality	
Email Address				
Home Phone Number			Mobile Number	
Current Home Address incl. postcode			Date moved to current address	
Have you lived and worked in the UK since birth, without interruption?			YES	NO
If NO, please provide details:				

ADDRESS HISTORY

Please provide previous addresses covering the past 5 years. Do not leave any gaps. Continue on a separate sheet if necessary.

Previous Address incl. postcode		Dates	From	to
Previous Address incl. postcode		Dates	From	to

DRIVING LICENCE DETAILS

Driving Licence number			How many years have you held the licence?	
Is your Driving Licence registered in your current address?	Yes	No	Valid until	
Issuing Authority	DVLA	Other (Specify)	Category / Group Entitlement	

EMPLOYMENT

Do you currently or have you previously held a Hackney Carriage / private hire driver's licence with Guildford Borough Council or another local authority, including Transport for London?	YES	NO
Have you ever been refused a Hackney Carriage / Private Hire driver's licence with another local authority / TfL, or had a licence suspended or revoked?	YES	NO
If YES, please provide details:		
Will you be carrying out any other employment while working as a licensed driver?	YES	NO
If YES, please provide details of employment and hours worked:		
Current Occupation:		Name and Address of Employer
Name of all Private Hire Operators you will be driving for:		
Do you intend to drive a Wheelchair Accessible Vehicle?	YES	NO
		Have you completed the DVSA Wheelchair Assessment?
		YES
		NO

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

Have you ever suffered from any physical or mental medical condition or illness, or other disability which could impair your ability to drive?		YES	NO
Have you ever been advised by a doctor that you should not drive?		YES	NO
If YES, please provide details:			

OFFENCE HISTORY

Please declare details of **any** Convictions, Spent 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 if are you subject to current enquiries which could lead to any of the above in the box below.

A previous conviction may not prevent you from obtaining a licence. Please refer to the Councils policy on convictions for further guidance. Continue on a separate sheet if necessary.

If you omit any information your application is likely to be refused and you could be prosecuted.

Details of conviction, caution, charge or notice	Date of conviction, caution, charge or notice	Issuing Authority (Court / Police)	Sentence

Have you been convicted of an offence in another country?		YES	NO
Have you ever been arrested but not charged?		YES	NO
If YES, please provide details:			

CERTIFICATES

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

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.

Signature of applicant:		Date:	
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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).

APPLICANTS CHECKLIST

Your application will not be accepted without all appropriate documentation:

Type of application	Required Document	Check Box
NEW APPLICATION	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 1st January 2019 for ALL drivers</i>	
	Payment of the fee, by debit or credit card. <i>Please note, we do not accept cash</i>	
	Group 2 Medical Form <i>Must be completed by a registered doctor and completed within the last 3 months</i>	
	DVSA Private Hire/Hackney Carriage driving assessment pass certificate	
	Safeguarding Adults and Child Sexual Exploitation Pass Certificate	
	Knowledge Test Pass Certificate <i>Must have been passed within the past 3 months</i>	