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| Chichester District Council logo | FORM: T1 (DRIVER NEW)  Case Reference Number:  (office use only) |
| **LICENSING AUTHORITY**  Chichester District Council, East Pallant House, East Pallant, Chichester, West Sussex, PO19 1TY | |
| **Application for a Licence to drive a Hackney Carriage or**  **Private Hire Vehicle**  **Town Police Clauses Act 1847 and**  **Local Government (Miscellaneous Provisions) Act 1976** | |
| |  | | --- | | **READ THE FOLLOWING FIRST** | | **Type or complete in** **BLOCK CAPITALS and IN BLACK INK:**  **Use additional sheets if needed.**  Ensure that you have read the relevant information on our website:  <https://www.chichester.gov.uk/hackneycarriagedriverslicence>  <https://www.chichester.gov.uk/privatehiredriverslicence>  <https://www.chichester.gov.uk/hackneycarriageandprivatehirepolicy> [Convictions Policy - Appendix E of the Hackney Carriage and Private Hire Policy] | | |

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **(FULL name)**

apply for a Licence to drive a Hackney Carriage under the Town Police Clauses Act 1847 and/ or a Private Hire Vehicle under the Local Government (Miscellaneous Provisions) Act 1976.

### Part 1 – TYPE OF LICENCE

**All Driver’s Licences are issued for 3 years’ duration: Refunds are available only as detailed in Paragraph 45 of the Hackney Carriage and Private Hire Policy (See** <https://www.chichester.gov.uk/hackneycarriageandprivatehirepolicy>**)**

Type of Licence for which applied: **Tick ✓**

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| --- | --- | --- | --- |
|  | Hackney Carriage Driver’s Licence |  |  |
|  | Private Hire Driver’s Licence |  |  |
|  | Dual Licence |  |  |

**Part 2 – APPLICANT DETAILS**

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| --- | --- | --- |
| Title - (circle one): Mr Mrs Miss Ms Other - state title: | | |
| Surname: | | |
| Forenames: | | |
| Current Address: | | |
| At address since (dd/mm/yyyy): | | |
| National Insurance Number: | Date of Birth (dd/mm/yyyy): | Place of Birth: |
| Telephone number: | Email address: | |

Provide all addresses where you have lived **over the past 5 years**: **There must be no gaps in dates**

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| **Address** | **Date From** | **Date To** | | |
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| Have you had an offer of employment from a Private Hire Operator Licensed by Chichester District Council (Circle one answer) | | | Yes | No |
| If **YES**, state the name of the Operator for which you intend to work? | | | | |

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| Do you hold or have you ever held a Licence to drive a Hackney Carriage or Private Hire Vehicle issued by this or any other Licensing Authority (Circle one answer) | | | | | | | | | | Yes | | | No |
| If **YES**, state the Licence Number, name of Licensing Authority, and dates held. | | | | | | | | | | | | | |
| If you currently hold or have held any Licence to drive a Hackney Carriage or Private Hire Vehicle issued by this or any other Licensing Authority, the end date of which was within the past twelve calendar months, provide below at (A) your 9-character HMRC Tax Check Share Code (See <https://www.gov.uk/guidance/complete-a-tax-check-for-a-taxi-private-hire-or-scrap-metal-licence>). Otherwise, you must review the information contained on the HMRC website (See <https://www.gov.uk/guidance/confirm-your-tax-responsibilities-when-applying-for-a-taxi-private-hire-or-scrap-metal-licences>) and then sign/ date and print your full name below at (B). | | | | | | | | | | | | | |
| (A) Enter 9-character HMRC Tax Share Code | | | | | | | | | | | | | |
|  |  |  |  |  |  |  |  |  |  | | |  | |
| (B) I declare that I have read the current HMRC guidance referred to above and confirm that I am aware of my tax responsibilities as an applicant to become a taxi driver/ private hire driver.  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Print full Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date of Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | |
| Have you ever had Refused, Suspended, or Revoked any Application/ Licence to drive a Hackney Carriage or Private Hire Vehicle? (Circle one answer) | | | | | | | | | | | Yes | | No |
| If **YES**, provide details of the Application/ Licence Number, name of Licensing Authority, and brief details of the matter. | | | | | | | | | | | | | |

**Part 3 – MOTORING OFFENCES**

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| I confirm that I have read and understood Chichester District Council’s Convictions Policy (See Appendix E of the Hackney Carriage and Private Hire Policy <https://www.chichester.gov.uk/hackneycarriageandprivatehirepolicy>) | **tick ✓** |

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| In the **past 10 years**, have you been Cautioned or Convicted of any driving offence, or are you aware of any pending prosecutions, received any Fixed Penalty Notices, or had any period of Disqualification for ‘totting’ of Penalty Points? (Circle one answer) | Yes | No |

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| **Motoring Offence 1** | | |
| Offence: | | |
| Date of offence: | Date of conviction: | Court/ FPN office: |
| Penalty/ Sentence: | | |

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| **Motoring Offence 2** | | |
| Offence: | | |
| Date of offence: | Date of conviction: | Court/ FPN office: |
| Penalty/ Sentence: | | |

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| **Motoring Offence 3** | | |
| Offence: | | |
| Date of offence: | Date of conviction: | Court/ FPN office: |
| Penalty/ Sentence: | | |

**Part 4 – OTHER CAUTIONS/ CONVICTIONS**

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| I confirm that I have read and understood Chichester District Council’s Convictions Policy (See Appendix E of the Hackney Carriage and Private Hire Policy <https://www.chichester.gov.uk/hackneycarriageandprivatehirepolicy>) | **tick ✓** |

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| Have you been Cautioned or Convicted of any non-motoring offences (including outside the UK) or are you aware of any pending prosecutions? (Include Behaviour Orders, Court Injunctions, Fixed Penalty Notices, etc (Circle one answer) | Yes | No |

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| **Offence 1** | | |
| Offence: | | |
| Date of offence: | Date of conviction: | Court/ FPN office: |
| Penalty/ Sentence: | | |

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| **Offence 2** | | |
| Offence: | | |
| Date of offence: | Date of conviction: | Court/ FPN office: |
| Penalty/ Sentence: | | |

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| **Offence 3** | | |
| Offence: | | |
| Date of offence: | Date of conviction: | Court/ FPN office: |
| Penalty/ Sentence: | | |

**Part 5 – EMPLOYMENT HISTORY**

Provide details of your employment history **over the past 5 years and include any periods during which you have been unemployed**: **There must be no gaps in dates**

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| **Name and address of employer** | **Date from/ to** | **Type of employment** | **Reason for leaving** |
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**Part 6 – ‘RIGHT TO WORK’ CHECK**

The Council as the Licensing Authority is required to undertake a face-to-face immigration check in relation to **ALL** Applicants to ensure the person has the Right to Work in the UK: Without such evidence, the Council is not able to validate an Application nor is it permitted to issue a Hackney Carriage or Private Hire Driver’s Licence.

You must evidence your Right to Work in the UK either by providing a current UK Passport at our offices at East Pallant House, or an unused Home Office Right to Work Share Code in the space below:

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| I Provide your 9-character Right to Work Share Code (See <https://www.gov.uk/prove-right-to-work>) | | | | | | | | | | |
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**Note that if there is a restriction on the length of time you may live and work in the UK, any Licence will be issued only for that period, only able to be extended once confirmation of such extension is received from HM Government’s Home Office. At any time should you become disqualified from holding such a Licence due to UK Immigration Law, immediately the Licence ceases to have effect and straightaway must be returned to the Licensing Authority: Failure to do so is a criminal offence.**

**Part 7 – CHECK LIST**

**tick ✓**

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| Recent, colour, Passport-type photograph of you. |  |
| Documentation to demonstrate your Right to Work in the UK: UK Passport (original copy at our offices at East Pallant House), or an unused Home Office ‘share code’ - see <https://www.gov.uk/view-prove-immigration-status>) |  |
| If you have resided outside the UK for any period in the past 5 years, you must provide a Certificate of Good Conduct (with certified English translation by a translator registered with an official organisation such as the Institute of Linguists or the Institute of Translation & Interpreting) from the UK Embassy/ Consulate of each relevant country. |  |
| DVLA D4 Medical Examination Report completed by a Medical Doctor at the Surgery at which you are registeredand who has FULL access to your medical records – see <https://www.chichester.gov.uk/privatehiredriverslicence> or <https://www.chichester.gov.uk/hackneycarriagedriverslicence> |  |
| T14 Declaration by Medical Practitioner completed by the same Medical Doctor who completed the D4 Medical Examination Report – see <https://www.chichester.gov.uk/privatehiredriverslicence> or <https://www.chichester.gov.uk/hackneycarriagedriverslicence> |  |
| Disclosure and Barring Service (DBS) Enhanced Certificate suitable for working as a Hackney Carriage/ Private Hire Driver and subscribed to the DBS Update Service. |  |
| Driving & Vehicle Licensing Agency (DVLA) Driving Licence Photocard. |  |
| Driving Proficiency Test Pass Certificate or test sheet from the Blue Lamp Trust, Sussex Taxi Training, or 1st Castle School of Motoring (must have passed the test within previous 12 months). |  |
| Wheelchair Test Assessment Certificate from the Blue Lamp Trust if applying to drive a Hackney Carriage or intending to drive a Private Hire Wheelchair Accessible Vehicle (WAV). |  |
| Chichester District Council Knowledge Test (must have passed the test within previous 12 months). |  |
| 9-character HMRC Tax Share Code or confirmed that I am aware of my tax responsibilities as an applicant to become a taxi driver/ private hire driver. |  |
| Payment of the current Application Fee and ‘DAVIS’ DVLA Driving Licence Check Fee to Customer Services (01243 785166). |  |
| Completed West Sussex County Council ‘Essential Safeguarding for Taxi Drivers Webinar’ – see <https://www.eventbrite.co.uk/o/west-sussex-county-council-12470264053> |  |

**COMPLETE AND SIGN THE DECLARATION BELOW**

**Part 8 – DECLARATION & SIGNATURE**

**UNDER SECTION 57(3) OF THE LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976 IT IS AN OFFENCE TO MAKE A FALSE STATEMENT OR TO OMIT ANY MATERIAL PARTICULAR.**

**DECLARATION** - Hereby I declare that to the best of my knowledge and belief the statements made on this form are true, and that no material particular has been omitted: I understand that if I have failed to disclose any material particular my application will be rejected.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print full Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Personal Data Statement** |
| Personal data is information which relates directly or indirectly to an identified or identifiable individual.  Personal data may also include special categories of data, namely sensitive personal data or criminal conviction and offences data.  Chichester District Council (CDC) manages personal data in accordance with the principles and provisions contained within current data protection legislation, which includes the UK-GDPR (General Data Protection Regulation), the Data Protection Act 2018 and all associated and related legislation and guidance, as amended from time to time.  As appropriate and applicable in accordance with the data protection and other legislation, CDC may share information with other departments in the council, other enforcement agencies and consulting bodies namely the DVLA, Sussex Police and other partners.  Licensing data will also be provided to the Cabinet Office for data matching purposes in accordance with Part 6 of and Schedule 9 to the Local Audit and Accountability Act 2014 as part of the national fraud initiative.  This data will be used for cross-system and cross-authority comparison for the prevention and detection of fraud.  For more information about the data protection principles and data matching, please visit the council’s website at: <https://www.chichester.gov.uk/dataprotectionandfreedomofinformation>  CDC’s Data Protection Officer is Nicholas Bennett (Divisional Manager Legal and Democratic Services and Monitoring Officer) [nbennett@chichester.gov.uk](mailto:nbennett@chichester.gov.uk) |