|  |  |
| --- | --- |
| **A black and white logo** | **FORM: T4 (DRIVER RENEWAL)**    **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,\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_apply for the Renewal of 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 ✓**

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

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**Part 2 – APPLICANT DETAILS**

|  |  |  |  |
| --- | --- | --- | --- |
| Full name |  | | |
| Current Address |  | | |
| National Insurance Number: | | Date of Birth (dd/mm/yyyy): | Place of Birth: |
| Contact number(s) |  | | |
| Email address(es) |  | | |
| Current Badge Number: |  | | |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Provide below 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>) | | | | | | | | | | |
| Enter 9-character HMRC Tax Share Code | | | | | | | | | | |
|  |  |  |  |  |  |  |  |  |  |  |

**Part 3 – MOTORING OFFENCES**

|  |  |
| --- | --- |
| 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 ✓** |

|  |  |  |
| --- | --- | --- |
| **Since the beginning of the current Licensed period**, have you been Cautioned or Convicted for 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 |

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

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

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

**Part 4 – OTHER CAUTIONS/ CONVICTIONS**

|  |  |
| --- | --- |
| 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 ✓** |

|  |  |  |
| --- | --- | --- |
| **Since the beginning of the current Licensed period** have you been Cautioned or Convicted for 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 |

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

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

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

**Part 5 – HEALTH**

|  |  |  |
| --- | --- | --- |
| Since the beginning of the current Licensed period have there been any changes to your **physical or mental condition** that may affect your ability to drive? (Circle one answer) | Yes | No |
| Since the beginning of the current Licensed period have you been receiving any **medical treatment** or taking any **medication** that may affect your ability to drive? (Circle one answer) | Yes | No |

**Part 6 – CRIMINAL RECORD CHECK**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| It is a requirement that all licence holders have an Enhanced DBS Criminal Record check completed at a minimum of every 6 months and are subscribed to the DBS Update Service. Please see <https://www.chichester.gov.uk/taxidbs#DBS-Online> for details on how to obtain an Enhanced DBS Certificate. | | | | | | |
|  | | | | | | |
| **Option A (tick ✓)** | |  |  | | | |
|  | | | | | | |
| I am already on the DBS Update service **and** have previously provided my most recent DBS Enhanced Certificate as referenced below: | | | | | | |
| Certificate No: |  | | | Date: |  |  |
|  | | | | | | |
|  | | | | | | |
| **Option B (tick ✓)** | |  |  | | | |
|  | | | | | | |
| I am now providing my most recent DBS Enhanced Certificate as referenced below **and** have subscribed to the DBS Update service: | | | | | | |
| Certificate No: |  | | | Date: |  |  |
|  | | | | | | |
|  | | | | | | |
| ***Option C (*tick ✓*)*** | |  |  | | | |
|  | | | | | | |
| I have made an application for a DBS Enhanced Certificate via the First Advantage Group **and** will subscribe it to and maintain that subscription with the DBS Update Service | | | | | | |
| In respect of Options A, B and C above, by submitting this Application Form you are in full agreement with the legal declaration below which consents to this Licensing Authority checking your current criminal conviction status via the DBS Update service:    ‘*I authorise a member of the Licensing Authority to receive update information (within the meaning of section 116A of the Police Act 1997) in relation to the Criminal Record Certificate referenced above for the purposes of asking an exempted question within the meaning of section 113A of the Police Act 1997; or in relation to their enhanced criminal record Certificate for the purposes of asking an exempted question for a prescribed purpose within the meaning of section 113B of the Police Act 1997.’* | | | | | | |

**Part 7 – CHECK LIST**

**tick ✓**

|  |  |
| --- | --- |
| Provided 9-character HMRC Tax Share Code for taxi driver/ private hire driver. |  |
| Paid the current Application Fee and ‘DAVIS’ Fee to Customer Services (01243 534804). |  |
| Provided a recent, colour, Passport-type photograph of yourself. |  |
| Provided the required information in relation to a Disclosure and Barring Service (DBS) Enhanced Certificate suitable for working as a Hackney Carriage/ Private Hire Driver and subscribed to the DBS Update Service. |  |
| Provided a 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> |  |
| Provided a 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> |  |
| Provided a current DAVIS mandate in order that a check of DVLA Driving Licence can be carried out |  |

**COMPLETE, SIGN AND DATE THE DECLARATION OVERLEAF**

**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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| **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) |