|  |  |  |
| --- | --- | --- |
| 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

**Renewal of Licence to drive a Hackney Carriage or Private Hire Vehicle under the Town Police Clauses Act 1847 and the Local Government   
(Miscellaneous Provisions) Act 1976**

**PLEASE READ THE FOLLOWING INSTRUCTIONS**

If you are completing this form by hand please write legibly in **BLOCK CAPITALS**. In all cases ensure your answers are inside the boxes and written **in black ink**. Use additional sheets if necessary. You may wish to keep a copy of the completed form for your records.  
  
Please ensure that you have read the enquiry letter and supporting guidance documents that accompany this application form. This information can be accessed via our website: <https://www.chichester.gov.uk/privatehiredriverslicence> or <https://www.chichester.gov.uk/hackneycarriagedriverslicence>.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **PART 1 – Applicant Details** | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | |
| Title: | Mr |  | Mrs | |  | | Miss | |  | Ms |  | Other (please state) | | | |  | | |
|  | | | | | | | | | | | | | | | | | | |
| First Name(s):  Surname: | | | | | | | | | | | | | | | | | | |
| Address: | | | | | | | | | | | | | | | | | | |
| Contact number(s): | | | | | | | | | | | | | | | | | | |
| Email Address(es): | | | | | | | | | | | | | | | | | | |
| Current Badge Number: | | | | | | | | | | | | | | | | | | |
| If applying to renew a Private Hire Driver’s Licence or Dual Licence, you must state which Private Hire Operator(s) you ordinarily undertake work for. Alternatively, if you are not currently working for any Private Hire Operator, please tick the box below | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | |
| Operator(s) Name: or none at present: (please tick) | | | | | | | | | | | | | | | | |  |  |
|  | | | | | | | | | | | | | | | | | | |
| **PART 2 – Licence Details** | | | | | | | | | | | | | | | | | | |
| What type of licence are you applying for: | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | |
| Hackney Carriage | | | |  | |  | | Private Hire | | |  |  | Dual |  |  | | | |
|  | | | | | | | | | | | | | | | | | | |

|  |  |  |
| --- | --- | --- |
| **PART 3 – Driving Record** | | |
| Since you last renewed the licence(s), have you been cautioned or convicted of any driving offence(s), have any pending prosecution(s) against you or received a fixed penalty notice(s)? | | Yes/No  If Yes, provide details below |
| OFFENCE 1 | | |
| Type of offence |  | |
| Date of conviction |  | |
| Name of convicting court |  | |
| Penalty |  | |
| OFFENCE 2 | | |
| Type of offence |  | |
| Date of conviction |  | |
| Name of convicting court |  | |
| Penalty |  | |
| Where necessary, continue on a separate sheet. | | |

|  |  |  |
| --- | --- | --- |
| **PART 4 – Criminal Record (Non-Driving)** | | |
| Since you last renewed the licence(s), have you been cautioned or convicted of any offence(s) or foreign offence(s) or have any pending prosecution(s) against you? This includes details of any Behavioural Orders, County Court Injunctions, High Court Injunctions and Fixed Penalty Notices. | | Yes/No  If Yes, provide details below |
| OFFENCE 1 | | |
| Type of offence |  | |
| Date of conviction |  | |
| Name of convicting court |  | |
| Penalty |  | |
| OFFENCE 2 | | |
| Type of offence |  | |
| Date of conviction |  | |
| Name of convicting court |  | |
| Penalty |  | |
| Where necessary, continue on a separate sheet. | | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **PART 5 – Health** | | | | | | | |
| Since you last renewed the licence(s). have there been any changes to your physical or mental condition, that would affect your ability to drive? | | | | | | Yes/No  If Yes, provide details below | |
|  | | | | | | | |
| Since you last renewed the licence(s), are you receiving any medical treatment or taking any medication, that would affect your ability to drive? | | | | | | Yes/No  If Yes, provide details below | |
|  | | | | | | | |
| **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. The letter that accompanied this form confirms whether you are now required to provide a certificate. | | | | | | | |
| ***Option A*** *(please tick)* | |  |  | | | | |
|  | | | | | | | |
| I am already on the DBS Update service **and** have previously provided my most recent Enhanced DBS Certificate as referenced below: | | | | | | | |
| Certificate No: |  | | | Date: |  | |  |
|  | | | | | | | |
| ***Option B*** *(please tick)* | |  |  | | | | |
|  | | | | | | | |
| I am now providing my most recent Enhanced DBS Certificate as referenced below **and** have subscribed to the DBS Update service: | | | | | | | |
| Certificate No: |  | | | Date: |  | |  |
|  | | | | | | | |
| ***Option C*** *(please tick)* | |  |  | | | | |
|  | | | | | | | |
| I have made an application for an Enhanced DBS certificate via the First Advantage Group **and** have subscribed to 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 – Driving Licence Check** |
| It is a requirement that all licence holders have their DVLA Driving Licence record checked annually. In order to undertake the necessary check, licence holders must give consent at least every three years. The letter that accompanied this form confirms whether you are now required to provide consent. If you are, when submitting your application you must visit the council offices and present your DVLA issued photocard to a member of Customer Services who will arrange for you to provide the necessary consent. |

|  |
| --- |
| **PART 8 – DVLA Medical Examination Report and Declaration by Medical Practitioner** |
| It is a requirement that all licence holders have regular medical examinations (every 5 years for those under 65 years and annually for those over 65). The letter that accompanied this form confirms whether you are now required to provide a medical examination report (Form D4) and supporting Declaration by Medical Practitioner (form T14) form. If you are, then please enclose the necessary and fully completed D4 and T14 forms. |

|  |  |
| --- | --- |
| **PART 9 – Checklist** | |
| I have enclosed or will attend to the following matters: **Please**  **tick ✓** | |
| Enclosed the results of/will provide the required information in relation to an Enhanced DBS Criminal Record Check (*where required*) |  |
| Provide my DVLA Photocard Driving Licence *(where required)* |  |
| Enclosed a DVLA Medical Examination Report (Form D4) and Declaration by Medical Practitioner (Form T14) (*where required*) |  |
| Pay the relevant fees |  |
| I understand that if I do not comply fully with the above requirements my application will be rejected. |  |

|  |
| --- |
| **PART 10 – Declaration and Signature** |
| **Declaration** - I hereby 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.  **IN RELATION TO THIS TYPE OF APPLICATION, IT IS AN OFFENCE UNDER SECTION 57(3) OF THE LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976 TO MAKE A FALSE STATEMENT OR TO OMIT ANY MATERIAL PARTICULAR.**  **Signature** - Signature of applicant or applicant’s solicitor or other duly authorised agent**. Only if signing on behalf of the applicant please state in what capacity.**  Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Print Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Capacity \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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