

## APPLICATION FOR INITIAL GRANT OF A HACKNEY CARRIAGE DRIVER'S LICENCE

### Warning

It is an offence for an applicant knowingly or recklessly to make a false statement or to omit any material information in order to obtain a licence. Such action will reflect on the suitability of the applicant to hold such a licence.

**Before completing this form, please read all the guidance notes provided with it.**

1) Full name ..... (Mr/Mrs/Miss/Ms)

Residential address .....

.....

..... Postcode .....

Telephone no. .... Mobile telephone no. ....

Email address .....

Date of birth ..... Place of birth .....

Nationality ..... National Insurance No. ....

Do you have a legal right to work in this country?      **YES / NO**

Number of years resident in the UK .....

If you have been resident in any other countries, please list the country and dates resident:-

Country of residence

Dates of residency

Please list all previous surnames including dates surname(s) used (from and to):

.....

.....

2) Please provide the name and address of the hackney carriage vehicle proprietor/operator/company you will be working for:

- 3) You are required to declare every offence for which you have been convicted or received a formal caution from the Police, whether or not it is spent within the terms of the Rehabilitation of Offenders Act 1974, and any driving offences for which you have received penalty points and/or a fine. You should be aware that the Council will check with the Disclosure and Barring Service for the existence and content of any criminal record.

Have you ever been convicted for any offence or offences including driving offences and fixed penalty offences or received a formal caution?

**YES / NO** If YES, please declare below all convictions/driving offences (continue on separate sheet if necessary)

<b>DATE</b>	<b>COURT</b>	<b>OFFENCE</b>	<b>PENALTY</b>

You may wish to explain any mitigating circumstances that gave rise to your conviction(s). You are invited to do so in the space below.

- 
- 4) When did you obtain a full Driving Licence?.....  
 Groups ..... Number .....

- 
- 5) Have you ever had a private hire or hackney carriage driver and/or vehicle licence revoked by City of York Council or any other Council?

**Yes / No** If yes, please give details

Type of licence .....  
 Issuing Council .....  
 Date licence revoked .....

---

6) Do you currently hold or have you previously held a private hire or hackney carriage driver and/or vehicle licence with City of York Council or any other Council?

**Yes / No**

If yes, please give details:

Type of Licence .....

Issuing Council .....

Date of issue .....

Date of expiry .....

Type of licence .....

Issuing Council .....

Date of issue .....

Date of expiry .....

7) If you have or hold a licence with another authority  
Please provide your HMRC digital tax check code:

--	--	--	--	--	--	--	--	--	--

**We are unable to process your application for a licence if you do not provide a tax check code.**

The Finance Act 2021, Schedule 33 (Licensing Authorities: Tax Information) Regulations 2022.

**Confirming you understand your tax responsibilities:-** If you have not held a licence with any other authority you are required to read HMRC guidance on what you need to do to be properly registered for tax in the future.

<https://www.gov.uk/guidance/complete-a-tax-check-for-a-taxi-private-hire-or-scrap-metal-licence>

## DECLARATION

8) In connection with the Council granting me a hackney carriage driver's licence, I undertake that:-

- a) I will submit details to the Council of any serious illness or prescription of any medication that may affect my ability to provide a public transport service.
- b) I will comply with all conditions, regulations and byelaws, copies of which I have received and read.
- c) I have read and understand the implications of the warning regarding the making of false declaration in relation to this application and confirm that to the best of my knowledge the particulars I have provided with this application are correct.
- d) I have read and understand the City of York Council's Taxi Licensing Privacy Notice.
- e) I have read HMRC guidance on what I need to do to be properly registered for tax in the future.
- f) I understand that a search will be made of the NR3S Register, in accordance with Section 2 of Taxis and Private Hire Vehicles (Safeguarding and Road Safety) Act 2022

I hereby apply for a hackney carriage driver's licence.

**SIGNED** ..... **DATE**.....

This authority requires the requested information in order to process your application for a licence. It has a duty to protect and safeguard the public and therefore may share the information you have provided on this form. For details of the information we collect and how we use it, please see the Taxi Licensing Privacy Policy on our website <https://www.york.gov.uk/privacy/TaxiAndPrivateHireLicensing>

This authority is under a duty to protect the public funds it administers. We may share information internally and externally with other organisations responsible for auditing or administering public funds, or where undertaking a public function, in order to prevent and detect fraud. We may also disclose information to a Specified Anti-Fraud Organisation for the purpose of preventing fraud under Section 68 of the Serious Crime Act 2007.

**Checklist for documents to submit with application form, refer to relevant pages in guidance notes:-**

One colour passport type photograph	Page 4	
Driving licence photocard or old style paper driving licence in your current address	Page 4	
Check code from the DVLA for viewing your driving licence details	Page 4	
Driving Assessment Pass Certificate	Page 5	
Knowledge and Safeguarding Training Day Pass Certificate	Page 6	
Overseas criminal record check/certificate of good conduct (if applicable)	Page 6	
Medical Form	Page 7	
Birth Certificate	Page 7	
Certificate of Naturalisation issued by the Home Office (if applicable)	Page 7	
Biometric Residence Permit (if applicable)	Page 7	
Passport	Page 7	
Proof of national insurance number	Page 24	
Identity documents for Disclosure and Barring Service application	Pages 24 & 25	

Our address is:- Taxi Licensing, City of York Council, Eco Depot, Hazel Court, York, YO10 3DS

Our telephone number is (01904) 552422

Our email address is [licensing@york.gov.uk](mailto:licensing@york.gov.uk)

**OFFICE USE ONLY**

DATE FORM COLLECTED BY/POSTED TO APPLICANT:

GUIDANCE NOTES GIVEN TO APPLICANT:

HACKNEY CARRIAGE DRIVER'S LICENCE NO./BADGE NO:

PLEASE LIST ANY OTHER PAPERWORK GIVEN OUT WITH APPLICATION FORM:

DATE RECEIVED IN OFFICE:

Tax checked	<input type="checkbox"/>	Date.....	Photo produced	<input type="checkbox"/>	Date.....
DVLA checked	<input type="checkbox"/>	Date.....	RTW checked	<input type="checkbox"/>	Date.....
Driving assessment	<input type="checkbox"/>	Date.....	Knowledge Test	<input type="checkbox"/>	Date.....
DBS checked	<input type="checkbox"/>	Date.....	Medical checked	<input type="checkbox"/>	Date.....
NI number	<input type="checkbox"/>	Date.....			

PERIOD OF LICENCE:- FROM: TO:

DATE ISSUED: SIGNED:

Receipt No.	Amount	Date Paid
-------------	--------	-----------

APPLICATION FEE PAID:

GRANT FEE PAID: