

# INITIAL APPLICATION FOR A PRIVATE HIRE DRIVER LICENCE



PHD.....

## 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.

### SECTION 1 - APPLICANT DETAILS

Full Name	
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Residential address (Including post code)	
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Email address	
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Home Telephone number	
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Mobile Telephone number	
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Date of birth		Place of birth	
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Nationality	
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National Insurance Number									
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Please list all previous surnames including dates surname(s) used (from and to):	
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Have you been resident in any other countries, (If yes) please list the country and dates resident: -	<input type="checkbox"/> <b>Yes</b> (provide details below)	<input type="checkbox"/> <b>No</b>
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Details: (including country and dates of residence)	
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Have you ever held a private hire or hackney carriage driver and/or vehicle licence with City of York Council or any other council?	<input type="checkbox"/> <b>Yes</b> (provide details below)	<input type="checkbox"/> <b>No</b>
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Details: (including issuing authority, licence number, start date and expiry date)	
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Have you ever had a private hire or hackney carriage driver and/or vehicle licence suspended or revoked by another authority?

**Yes**  
(provide details below)

**No**

Details:  
(including issuing authority, licence type, dates of suspension / revocation)

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Do you intend to use a vehicle entirely or predominantly in York?

**Yes**

**No**

## SECTION 2 – DVLA DRIVING LICENCE DETAILS

When did you obtain a full Driving Licence (date)

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DVLA Driving Licence Number

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DVLA Driving Licence Issue Number  
(the two number after licence number)

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## SECTION 3 – RIGHT TO WORK

Right to work in the UK

**Permanent** (provide documentation from List **A** in Section 12 unless already provided)

**Temporary** (provide documentation from List **B** in Section 12)

If there are restrictions on the length of time you may work in the UK, any licence will not be issued for any longer than this period. In such circumstances, the check will be repeated each time you apply to renew or extend your licence. If during this period, you are disqualified from holding a licence because you have not complied with the UK's immigration laws, your licence will lapse, and you must return it to the licensing authority. Failure to do so is a criminal offence.

## SECTION 4 – TAX CHECK CODE

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

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**We are unable to renew a licence if you do not provide a tax check code.**

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

## SECTION 5 – OPERATOR DETAILS

Please provide the name of the private hire operator you work for:

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If you do not drive your own private hire vehicle, please provide the name of the proprietor who owns the private hire vehicle that you rent and state the vehicle licence number and vehicle registration number:

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## SECTION 6 – CONVICTION DECLARATION

You are required to declare all 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.

Have you been convicted for any offence or offences including driving offences and fixed penalty offences or received a formal caution or arrested for any offence, whether or not charged?	<b>Yes</b>	<b>No</b>
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If YES, please declare below all convictions/driving offences (continue on a separate sheet if necessary)

DATE	COURT	OFFENCE	PENALTY

## SECTION 7 – MEDICAL INFORMATION

Medical information and Equalities Act duties:

Do you have any medical condition that would prevent you from carrying assistance dogs? *	<b>Yes</b>	<b>No</b>
Do you have a medical condition or a disability which makes it difficult or impossible to provide reasonable assistance to disabled passengers? *	<b>Yes</b>	<b>No</b>

**\* If yes, you will need to apply for an exemption. Please contact the licensing team for further details.**

Reasonable assistance could include (but may not be limited to) opening the passenger door, folding manual wheelchairs and placing them in the luggage compartment, installing the boarding ramp and securing a mobility aid within the passenger compartment.

## SECTION 8 - PERSONAL DATA AND INFORMATION SHARING

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.

**SECTION 9 - DECLARATION**

In connection with the Council application for private hire driver’s licence, I undertake that throughout the duration of the licence period:-

- a) I will submit details of any illness, condition or prescription of any medication that may affect my ability to provide a public transport service.
- b) I will comply with all other conditions and regulations, copies of which I have received and read.
- c) I have read and understand the implications of the warning regarding the making of a 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 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 understand that failure to comply with this undertaking may result in the licence being revoked, suspended or not renewed. I hereby apply to renew my private hire driver’s licence.

Signature:

Date: 

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**The licence fee for a private hire driver licence must be submitted with your application form.**

See details of Taxi Licensing fees and charges on the City of York Council website:

<https://www.york.gov.uk/TaxiLicensingFeesAndCharges>

**SECTION 10 - OFFICE USE ONLY**

**PRIVATE HIRE DRIVER LICENCE NO.....**

- |                 |                          |           |                      |                          |           |
|-----------------|--------------------------|-----------|----------------------|--------------------------|-----------|
| Medical checked | <input type="checkbox"/> | Date..... | Safeguarding checked | <input type="checkbox"/> | Date..... |
| Tax checked     | <input type="checkbox"/> | Date..... | DBS checked          | <input type="checkbox"/> | Date..... |
| DVLA checked    | <input type="checkbox"/> | Date..... | RTW checked          | <input type="checkbox"/> | Date..... |
| NR3S checked    | <input type="checkbox"/> | Date..... | Photo produced       | <input type="checkbox"/> | Date..... |
| NINO Checked    | <input type="checkbox"/> | Date..... | Driving assessment   | <input type="checkbox"/> | Date..... |

DATE RECEIVED: FEE PAID: DATE PAID:

RECEIPT NO. FOR APP: DATE PAID: FEE:

RECEIPT NO. FOR GRT: DATE PAID: FEE:

DATE LICENCE COMMENCES: DATE LICENCE EXPIRES:

SIGNED: DATE OF ISSUE:

## SECTION 11 – APPLICANT CHECKLIST

An application will not be determined unless the licensing authority is in receipt of:

Please refer to the guide to obtaining a licence for any questions or queries, the page number is provided for reference.

- |   |         |
|---|---------|
| <input type="checkbox"/> a fully completed application form   | Page 6  |
| <input type="checkbox"/> the appropriate application fee<br>(an additional grant fee will apply if approved)  | Page 21 |
| <input type="checkbox"/> one colour passport type photograph  |         |
| <input type="checkbox"/> check code from the DVLA for viewing your driving licence details  | Page 7  |
| <input type="checkbox"/> a driving assessment pass certificate  | Page 8  |
| <input type="checkbox"/> Knowledge and Safeguarding training day pass certificate   | Page 10 |
| <input type="checkbox"/> Overseas criminal record check/certificate of good conduct (if applicable)   | Page 9  |
| <input type="checkbox"/> Certificate of Naturalisation issued by the Home Office (if applicable)  | Page 12 |
| <input type="checkbox"/> Biometric Residence Permit (if applicable)   | Page 12 |
| <input type="checkbox"/> Passport   |         |
| <input type="checkbox"/> Proof of national insurance number   |         |
| <input type="checkbox"/> prescribed documentation to confirm that the applicant has a right to work in the UK (unless permanent status has already been established)  | Page 12 |
| <input type="checkbox"/> a current council's medical assessment (age 45 years and over, due every 5 years or annually if over the age of 65 years, or if you are required to undertake an annual medical due to health reasons) | Page 12 |
| <input type="checkbox"/> a current DVLA driving licence photocard or old-style paper driving licence in your current address, that meets the council's points criteria  | Page 34 |
| <input type="checkbox"/> Identity documents for Disclosure and Barring Service application  | Page 41 |

The following documents may be required. Please tick if appropriate to you and your application.

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|---|--------|
| <input type="checkbox"/> WAV, disability awareness training certificate (renewal due every three years) | Page 8 |
|---|--------|

**Please return the completed form & documents to Licensing Section, Eco Depot, Hazel Court, York, YO10 3DS. Our telephone number is 01904 552422**

## SECTION 12 - ACCEPTABLE DOCUMENTS TO PROVE RIGHT TO WORK IN THE UK

### List A – acceptable documents to establish a continuous statutory excuse.

1. A passport (current or expired) showing the holder is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.
2. A passport or passport card (in either case, whether current or expired) showing that the holder is an Irish citizen.
3. A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man, which has been verified as valid by the Home Office Employer Checking Service, showing that the holder has been granted unlimited leave to enter or remain under Appendix EU to the Jersey Immigration Rules, Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 or Appendix EU to the Isle of Man Immigration Rules.
4. A current passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has a right of abode in the UK, or has no time limit on their stay in the UK.
5. A current Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.
6. A birth or adoption certificate issued in the UK, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.
7. A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.
8. A certificate of registration or naturalisation as a British citizen, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.

### List B Group 1 – where a time-limited statutory excuse lasts until the expiry date of leave.

1. A current passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question.
2. A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man, which has been verified as valid by the Home Office Employer Checking Service, showing that the holder has been granted limited leave to enter or remain under Appendix EU to the Jersey Immigration Rules, Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 or Appendix EU to the Isle of Man Immigration Rules.
3. A current immigration status document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK, and is allowed to do the type of work in question, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer

### List B Group 2 – where a time-limited statutory excuse lasts for 6 months.

1. A document issued by the Home Office showing that the holder has made an application for leave to enter or remain under Appendix EU to the immigration rules on or before 30 June 2021 together with a Positive Verification Notice from the Home Office Employer Checking Service.
2. A Certificate of Application (digital or non-digital) issued by the Home Office showing that the holder has made an application for leave to enter or remain under Appendix EU to the immigration rules (known as

- the EU Settlement Scheme), on or after 1 July 2021, together with a Positive Verification Notice from the Home Office Employer Checking Service.
3. A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man showing that the holder has made an application for leave to enter or remain under Appendix EU (J) to the Jersey Immigration Rules or Appendix EU to the immigration Rules (Bailiwick of Guernsey) Rules 2008, or Appendix EU to the Isle of Man Immigration Rules together with a Positive Verification Notice from the Home Office Employer Checking Service.
  4. An Application Registration Card issued by the Home Office stating that the holder is permitted to take the employment in question, together with a Positive Verification Notice from the Home Office Employer Checking Service.
  5. A Positive Verification Notice issued by the Home Office Employer Checking Service to the employer or prospective employer, which indicates that the named person may stay in the UK and is permitted to do the work in question.