

## Application for a licence to drive a Hackney Carriage and/or Private Hire Vehicle

**PLEASE TICK APPROPRIATE BOXES AND WRITE IN BLOCK CAPITALS**

Are you applying for a new licence or renewal?

New ☐ Renewal ☐

**RENEWALS ONLY:**

Please provide your licence badge no.

Are you applying for a one year or three years licence?  
 (Only for drivers who require a DBS check on renewal)

One year ☐ Three years ☐

Forenames

Surname

Address



	Postcode	
--	----------	--

Home tel. No.

Mobile tel. No

Email address

Date of birth

Country of birth

Nationality

National Insurance No.

Are you entitled to work in the UK?

Yes ☐ No ☐

Do you require a visa to live or work in the UK?

Yes ☐ No ☐

If yes, you will be required to provide proof of entitlement

How long have you lived in the UK?

From Birth ☐

	Years
--	-------

Are you applying for a licence to drive a;

Hackney carriage vehicle ☐

Private hire vehicle ☐

If private hire, which Operator will you drive for?

Are you likely to be carrying children or adults under a contract? Yes ☐ No ☐  
 If yes, please note you may require an additional Enhanced Disclosure and Barring Service check by the contracting authority.

Have you held a driving licence for more than 12 months? Yes ☐ No ☐

DVLA driving licence No.

Have you ever been disqualified from driving? Yes ☐ No ☐

If yes, please provide details

Do you have any current driving offences or endorsements? Yes ☐ No ☐

If yes, please provide details

Date	Offence code	Fine	Penalty points	Other

Do you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)? – please ask a Licensing Officer for further information. Yes ☐ No ☐

**(Please note, the Council may contact the Police for information surrounding any conviction or caution – please read the Criminal Convictions Policy)**

If yes, please provide details of **ALL** convictions, cautions or warnings

Conviction/caution /warning	Date	Offence	Court	Sentence

Do you have any pending charges, summonses or fixed penalty notices against you? Yes ☐ No ☐

If yes, please provide details

Have you ever held a hackney carriage and/or private hire driver licence with any other Council?

Yes ☐ No ☐

If yes, please provide details

--

Have you ever had a hackney carriage and/or private hire driver licence revoked or application refused by any Council?

Yes ☐ No ☐

If yes, please provide details

--

Have you been diagnosed with Diabetes?

Yes ☐ No ☐

If yes, please confirm which type and see note titled Diabetes on page 5

☐ Insulin treated.

☐ Temporary Insulin treatment.

☐ Managed by tablets which carry a risk of inducing hypoglycaemia? This includes sulphonylureas and glinides.

☐ Managed by tablets other than those above or by non-insulin injectable medication.

☐ Managed by diet alone.

**RENEWALS ONLY:** has there been any change to your physical or mental condition since your last renewal?

Yes ☐ No ☐

If yes, please provide details

--

**NEW APPLICANTS ONLY:** Names and addresses of two referees to whom the Council may contact for a reference. This must not be members of your family or associated with the taxi trade and should include a previous employer.

(1) Name

--

Address

--

Relationship

	Postcode	
--	----------	--

(2) Name

--

Address

--

Relationship

	Postcode	
--	----------	--

**DBS DECLARATION:-**

I understand that once I have received the Enhanced Disclosure issued by the Disclosure and Barring Service, I will contact the Licensing Section, Winchester City Council to arrange for a Licensing Officer to inspect it. I am aware that failure to show the Enhanced Disclosure to a Licensing Officer will result in my current application being refused or my current hackney carriage and/or private hire driver's licence not being renewed.

***In the case of a current licensed driver, a two month badge has been issued to allow time for the Enhanced Disclosure to be received and inspected by a Licensing Officer. If the Licensing Section has not inspected your Enhanced Disclosure by the expiry date of the badge, your licence will not be extended and you will no longer be licensed to drive a hackney carriage or private hire vehicle.***

**CRIMINAL CONVICTIONS, CAUTIONS OR REPRIMANDS DECLARATION:-**

I confirm that I have read and understood the application form for a licence to drive a hackney carriage and/or private hire vehicle. I understand that the Rehabilitation of Offenders Act 1974 does not apply and, if applicable, I have declared any convictions, cautions or reprimands.

**SHARING OF INFORMATION DECLARATION:-**

Winchester City Council is required by law to protect the public funds it administers. It may share information provided to it with other bodies responsible for auditing or administering public funds, in order to prevent and detect fraud. For further information, see [www.winchester.gov.uk/licensing/](http://www.winchester.gov.uk/licensing/). This Council may also share information with other Local Authorities and enforcement agencies in the course of its functions as the Licensing Authority for Hackney Carriage and Private Hire Licensing.

**I HEREBY DECLARE THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF THE ANSWERS GIVEN ABOVE ARE TRUE. I UNDERSTAND THAT A FALSE DECLARATION MAY RESULT IN MY APPLICATION BEING REFUSED OR LICENCE SUSPENDED OR REVOKED.**

Signature

Date

OFFICE USE: Date: \_\_\_\_\_ Fee paid £ \_\_\_\_\_ Rec. No. \_\_\_\_\_

Payment type \_\_\_\_\_ App ref \_\_\_\_\_

**NEW APPLICANTS** - See [www.winchester.gov.uk/licensing](http://www.winchester.gov.uk/licensing) for more information or ask at reception for the 'Information for New Applicants' document.

**INFORMATION FOR ALL APPLICANTS****DBS Check**

An Enhanced Disclosure and Barring Service (DBS)\* check is required which must be completed at the Council offices and countersigned by a Licensing Officer. The fee is £44 and is payable to Winchester City Council at the same time as the application fee. DBS checks are required initially and then every three years.

*\*Previously known as Criminal Records Bureau (CRB)*

**DBS Update Service**

The DBS provide a scheme called the 'Update Service'. Applicants can make a one off DBS application and all subsequent checks (providing there are no changes to your criminal record) can then be made online by a Licensing Officer, with the applicant's permission. To sign up to the scheme please go to: <https://www.gov.uk/government/organisations/disclosure-and-barring-service>. The fee is £13 per year. You can only sign up to the scheme once an application has been made.

### DVLA Check

All driving licences are checked through the DVLA and will require a mandate to be signed by you. Current drivers will have their driving licences checked every three years at the same time as the DBS check. This will be included within your licence fee. If you refuse to sign the mandate, a hackney carriage and/or private hire drivers' licence will not be granted or renewed.

### Medical

A Medical Certificate in the form provided by the Council should be completed by a Doctor at your registered practice/surgery, or you may obtain a copy of your medical history to pass to another Doctor who must certify they have seen your records. Any fee charged will be payable by the applicant. (A Medical Certificate is required initially and then every fifth year until 63, at 63 and 65 years old and annually thereafter.)

### Diabetes

Where the applicant has been diagnosed with Diabetes Mellitus, other than treatment by diet only, applicants must provide on renewal of their hackney carriage and/or private hire driver licence, or every 12 months in the case of a driver with a 3 years driver licence (when a medical report is not due) confirmation that they meet the Group 2 medical standards of fitness to drive in the form prescribed by the Council. This must be signed by the applicant's registered GP or a diabetic consultant.

### Certificate of Good Conduct

In addition, identification documents will be scanned and forwarded to the UK Border Agency at their request. Applicants who were not born in the UK and have not lived in the UK for more than 10 years will also be required to supply a certificate of good conduct from their embassy or home country. A licence will not be issued without this.

We recommend you view the Council's Statement of Licensing Policy for Taxi and Private Hire which is available on the Council's website at <http://www.winchester.gov.uk/licensing>

**Licences can only be granted or renewed on production of a current valid driving licence and counterpart plus the correct fee.**

### Fees (from 1 April 2011)

New Hackney and/or Private Hire Driver	- £112.00	
Renewal of Hackney and/or Private Hire (One year)	- £83.00	(Three years) - £237.00
Disclosure and Barring Service check	- £44.00	
Subsequent knowledge tests	- £29.00	

Licensing Section, City Offices, Colebrook Street, Winchester, SO23 9LJ  
Phone : 01962 848 188/179, Email : [licensing@winchester.gov.uk](mailto:licensing@winchester.gov.uk)  
Web : [www.winchester.gov.uk/licensing](http://www.winchester.gov.uk/licensing)