

# Crawley Borough Council



## NEW DRIVER'S LICENCE APPLICATION NOTES

Please read the following carefully before completing the attached form.

1. The attached form is the first step to apply for either a private hire driver's licence or hackney carriage driver's licence within the borough of Crawley. The information that you are required to provide in the attached form (and in all other parts of the application process) is that which the Council considers necessary to enable us to determine whether a licence should be granted to you, and in the case of private hire drivers, what conditions should be attached to any such licence.
2. The law specifies that Crawley Borough Council may **only** grant licences if we are satisfied that:
  - (1) you are a fit and proper to hold such a licence; and
  - (2) you are not disqualified by reason of your immigration status from driving a private hire or hackney carriage vehicle.
3. The law also specifies that In the case of an application to grant a licence, the Council may refuse to grant a licence on these 4 grounds:
  - (1) where, since the grant of the licence, the driver has been convicted of an offence involving dishonesty, indecency or violence.
  - (2) where, since the grant of the licence, the driver has been convicted of an offence under or has failed to comply with the provisions of the Town Police Clauses Act 1847 or of Part II of the Local Government Miscellaneous Provisions Act 1976.
  - (3) where, since the grant of the licence, the driver has been convicted of an immigration offence or required to pay an immigration penalty; or
  - (4) any other reasonable cause.
4. As part of this application you are asked about your convictions and cautions. Amendments in 2013 to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to the Council as part of this application, and cannot be taken into account. This means that when **deciding whether you are a fit and proper person to hold a licence the Council is entitled to consider all your convictions and cautions, even those which are spent, except for any convictions or cautions which are 'protected'**. If you have a conviction or caution and are unsure whether it is 'protected', further information about this can be obtained from a Solicitor or from the government's website, <https://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide#can-an-employer-ask-an-individual-to-declare-details-of-all-convictions-and-cautions>. Please make sure you read the DBS Best Practice Guidance [DBS checks: detailed guidance - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/dbs-checks-detailed-guidance)
5. If you have any convictions or cautions which are not 'protected', the Council will also take into account its Private Hire and Hackney Carriage Licensing Policy ('Policy'), in particular Appendix L, when considering your application. The Policy is available on the Council's website or upon request from the Council's Taxi Licensing Office). You are encouraged to include with this application any information or documentation you think is relevant to the Council's assessment as to whether it is satisfied you are a fit and proper person to hold a licence, and/or why the Council should not apply any of its Policy, particularly any of the matters contained in Appendix L, in your particular case, and/or any information about mitigating circumstances in respect of your convictions/cautions or other matters which you want the Council to take into account. [CBC Hackney Carriage and Private Hire Licensing Policy](#)
6. **You should note that it is a criminal offence to knowingly or recklessly make a false statement or omit any material particular in giving information in this application. Further, if you are granted a licence and after that fact we discover you were not truthful in your application, it will be considered a very serious matter and may result in the suspension or revocation of your licence. You should therefore complete the application form (and all other parts of the application process) truthfully. Do not omit something because you are not sure it should be declared or not. If you are not sure, either contact a solicitor or ask the Licensing Officer who may be able to assist you.**
7. The information you provide on this form will be retained by the Council, additional information may be required as and when necessary. The Council can be required by law to pass on personal information to other government agencies such as the Police and HM Revenue & Customs. The Council may also share its information with other bodies responsible for auditing or administering public funds. For further information see the Crawley Borough Council Privacy Notice.

# Crawley Borough Council

## DRIVER'S LICENCE APPLICATION FORM - NEW APPLICATION

Hackney Carriage

Private Hire

1. Full name of applicant: \_\_\_\_\_
2. Residential address: \_\_\_\_\_  
 \_\_\_\_\_ Post Code: \_\_\_\_\_
3. Date of birth: \_\_\_\_\_
4. Home telephone number: \_\_\_\_\_
5. Mobile telephone number: \_\_\_\_\_
6. Email address: \_\_\_\_\_
7. National insurance number: \_\_\_\_\_
8. DVLA licence number: \_\_\_\_\_

Update Number (Must join within 30 days from issue of Enhanced DBS Certificate)

Enhanced DBS Update

9. Number \_\_\_\_\_
10. Do you have any convictions, cautions or endorsements including for motoring offences, that are not "protected" as defined by the *Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975* (as amended in 2013)?

Yes  No

*If 'yes', please set out full details below (and continue on a separate sheet if necessary):*

Date of conviction	Court	Offence	Sentence or order of the court

11. Have you ever been given any penalty points (endorsements) on your driver's licence (which are not already set out above)? Yes  No

*If 'yes', please set out full details below (and continue on a separate sheet if necessary):*

Date of offence	Number of points	Offence

12. Have you had any summons served on you for any offence(s) (including motoring offences) which has NOT yet been heard at Court? Yes  No

*If 'yes', please set out full details below including date, offence or case details, location and all circumstances (and continue on a separate sheet if necessary):*

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13. Have you ever been given any warning or reprimand by a Police force, local authority or other regulatory body? Yes  No

*If 'yes', please set out full details below (and continue on a separate sheet if necessary):*

State date and whether a warning or reprimand	Offence	Police force/issuing body

14. Have you ever been charged with any criminal offences (not already referred to in your answers above), or are you aware of any enquiries or investigations of any kind or description (including motoring and/or hackney carriage/private hire offences) being made at the present time by the Police or any local authority involving you? Yes  No

*If 'yes', please set out full details below (and continue on a separate sheet if necessary):*

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15. Have you ever been issued with any civil/financial penalties (including any which are under appeal)? Yes  No

*If 'yes', please set out full details below (and continue on a separate sheet if necessary):*

Date of civil penalty	Body who issued the civil or financial penalty	Offence for which the civil or financial penalty was issued and amount of the penalty

16. Do you have any medical condition which may affect your ability to drive a private hire vehicle or hackney carriage? Yes  No  (**Please note that all applicants MUST be able to attain DVLA Group II Medical Standards throughout the application process and for the duration of any licence if granted**)

*If 'yes', please set out full details below (and continue on a separate sheet of paper if necessary):*

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17. Do you have the right to work in the United Kingdom? Yes  No

*If 'yes', please set out full details below and attach any relevant documentation (and continue on a separate sheet of paper if necessary) – EU Residents will need to provide a Home Office Share Code:*

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18. Have you previously held/do you currently hold a private hire driver's licence or a hackney carriage driver's licence with Crawley Borough Council or any other local authority? Yes  No

*If 'yes', please set out full details below about the dates you held the licence/s and which council was the issuing authority (and continue on a separate sheet of paper if necessary):*

Local authority	Type of licence and badge number	Dates held

19. Have you ever had a hackney carriage, private hire driver's licence refused or revoked or suspended by Crawley Borough Council or any other local authority?

Yes  No

*If 'yes', please set out full details below about when the licence/s, which Council issued it and why it was revoked/suspended (and continue on a separate sheet of paper if necessary):*

Local authority	Type of licence	Details regarding refusal / suspension / revocation

20. For all new applicants that have held a similar licence within the last 12 months, you will need to confirm that you have completed a tax check and the 9 character Tax check code must be provided as part of the application process. See our Guidance Notes for further details.

## **Declaration and authorisation**

I confirm as follows:

1. I have read this form and the supporting guidance notes for applicants provided to me with this form.
2. To the best of my knowledge the information given by me on this form is true and correct.
3. I give permission to Crawley Borough Council to contact any other local authority, government body and/or regulatory body, and/or any other person for the purposes of:
  - i. verifying the information I have provided as part of this application, and/or
  - ii. requesting additional information which relates to any details I have provided as part of this application
  - iii As a means to prevent and detect crime and activities associated with such.

and in doing the above Crawley Borough Council may disclose any information I have provided in connection with this application,

- iii. I give my consent to any local authority, body or any person contacted by Crawley Borough Council for the purposes set out in 3. above to disclose to Crawley Borough Council any information about me, including any personal information. NAFN database.
- iv. The Council will use your personal data in a manner compatible with the General Data Protection Regulations (GDPR). Any disclosures or sharing of information will only take place where required or permitted by law which includes with the consent you have given. For further information please visit the Councils website [www.crawley.gov.uk](http://www.crawley.gov.uk)
4. I give my consent for Crawley Borough Council to carry out the following checks during the currency of any licence that I hold in connection with the hackney carriage and/or private hire trade for the entire duration of that licence, including Data Barring Service (DBS) checks,,DVLA driving licence checks via the Councils Nominated Provider DAVIS or other as nominated

### **I DECLARE AND CONFIRM THAT:-**

- a) I have, for at least 12 months prior to the date of this application, been the holder of a full DVLA UK driver licence (not being a provisional licence) under the Road Traffic Act 1972 authorising me to drive a motorcar.
- b) I am in good health and medically fit to drive a Hackney Carriage and / or Private Hire Vehicles and meet the Group II Medical Standards required to drive a hackney carriage and/or private hire vehicle and will notify the Authority immediately of **any** change to medical circumstances.
- c) I understand that if I knowingly or recklessly make a false statement or omit any material particular in giving the information required for this application, I may be liable to prosecution under Section 57 of the Local Government (Miscellaneous Provisions) Act 1976.
- d) I have read and complied with the application notes accompanying this application form, including the Council's Hackney Carriage and Private Hire Licensing Policy, adopted on 1<sup>st</sup> April 2022, and subsequent revisions.

e) I confirm that I have read the DBS Privacy Policy and I understand how DBS will process my personal data and the options available to me in relation to my application and/or ant licence issue. [DBS Privacy Policies - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

f) I have provided documents to demonstrate I am legally entitled to work in the UK (where relevant) (You will need to provide original documents where directed)

g) I consent to the Council carrying out any checks of relevant systems as part of this application and subsequently for the duration of any licence issued to me, including:

- Identification checks
- Right to work checks
- DVLA Driving licence checks using Council nominated suppliers
- DBS Update Service checks via the online Update Service or other such facility
- Any other checks considered relevant to this application and any associated matters in connection with any licence granted
- Checks of the National Taxi Database (NR3S – NAFN) or other such service

h) I have read Crawley Borough Councils Data Handling Policy [Council Data Handling Policy](#)

**Signed:**

..... / ..... / .....  
**Applicant** **Date**

**PRINT NAME** .....

NEW