



Application for a Dual Driver's Licence

Town Police Clauses Act 1847
Local Government (Miscellaneous Provisions) Act 1976
Rother District Council Byelaws and Licence Conditions

INFORMATION NOTES – Please complete in BLOCK CAPITALS and use black ink

Please read the Rother Hackney Carriage and Private Hire Handbook before completing the application form. If you need to provide additional information, please add a supplementary sheet.
Please note that if you give misleading or untruthful information on this form it is a criminal offence under section 57(3) of the Local Government (Miscellaneous Provisions) Act 1976.

IMPORTANT – All applicable sections of this application must be completed; failure to do so may result in it being rejected. Applicants are reminded that it is an offence to undertake hackney carriage or private hire work without the benefit of the required licences. The payment of a licence fee and submission of an application form confers no rights in this respect.

1. Applicant's Details

- 1) Title: Mr Mrs Miss Ms Other.....
- 2) First Name.....
- 3) Family Name.....
- 4) Previous Names or Aliases
- 5) Date of Birth/...../..... 6) Age 7) Place of Birth
- 8) National Insurance Number/...../...../...../.....
- 9) Driving Licence Number..... Held for..... years
- 10) Home Address.....
.....
- Postcode Since (Month/Year)
- Where did you complete your **secondary education** and name of school
-

2. Contact Details

Home..... Work.....
Mobile..... Email.....

3. Right to work in the UK Yes (without restrictions) Yes (with restrictions)

If Yes with restrictions, please give full details.....
.....

4. Licence History

1) Have you ever held a Hackney Carriage/Private Hire Driver’s Licence, Vehicle Licence or Operator Licence with this or any other local authority? **YES / NO**

If Yes, please state where and give licence numbers and dates

.....

2) Have you ever had a Hackney Carriage/Private Hire Driver’s Licence, Vehicle Licence or Operator Licence refused, suspended or revoked by this or any other local authority? **YES / NO**

If Yes, give details

.....

5. Medical History

1) Do you have any knowledge or reason to believe that you are not medically fit or may become medically unfit to carry out your duties as a licensed driver? **YES / NO**

If Yes, please give full details.....

.....

6. How do you intend to work?

I will be trading independently as..... (Provide Name)

I will be working for..... (Provide Company Name)

7. Criminal and Motoring Offences

1) Are there any prosecutions pending against you? **YES / NO**

If Yes, please complete the table below.

If No, please insert the word Nil or None below.

Alleged Offence	Date of Court Hearing

2) Do you have ANY cautions or criminal convictions (INCLUDING SPENT CONVICTIONS) recorded against you? In determining your application, the Council is entitled to consider all convictions, spent or otherwise. **YES / NO**

If Yes, please complete the table below. If No, please insert the word Nil or None below.

Date	Court	Offence	Sentence

(If you need space for additional information please add a supplementary sheet.)

3) Have you been convicted of any motoring offences (including fixed penalties)? **YES / NO**

If Yes, please complete the table below. If No, please insert the word Nil or None below.

Date	Court	Offence & Code	Fine £	Disqualification period	Penalty Points

(If you need space for additional information add a supplementary sheet.)

4) Have you been disqualified from holding or obtaining a Driving Licence? **YES / NO**

If Yes, give details.....

Optional Services

1) Are you registered with the DBS update service? **YES / NO**

(Prior to granting the licence, you agree to give Rother District Council permission to view your disclosure status online)

If the answer is **YES**, please bring your current certificate (original) to your first appointment.

2) On issue, there is a condition on your licence that you **MUST** register with the DBS Update Service and maintain the subscription for the duration you are licenced with us and you will be subject to DBS checks every 6 months

Have you spent 6 continuous months or more overseas in the last 10 years? **YES / NO**

If YES complete below:			
Town/City	Country	From (month / year)	To (month / year)

If you have spent 6 continuous months or more overseas in the last 10 years, **you will** have to obtain a criminal record check or certificate of good conduct from **every country** where you have spent 6 continuous months or more.

Instructions for each country care available on:
<https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants>

Documents that will be required to complete your Application (those in left hand column required at first appointment, remainder can follow)

- | | |
|--|--|
| <input type="checkbox"/> Completed application form | <input type="checkbox"/> Completed group 2 medical report |
| <input type="checkbox"/> Passport or birth certificate | <input type="checkbox"/> DVLA mandate/print on-line check |
| <input type="checkbox"/> Utility bill/bank statement showing current address* | <input type="checkbox"/> 2 x passport type photos |
| <input type="checkbox"/> Valid DVLA driving licence | <input type="checkbox"/> Practical Taxi Driving Test Certificate |
| <input type="checkbox"/> Licence fee | <input type="checkbox"/> Proof of National Insurance No |
| <input type="checkbox"/> Proof of entitlement to work in the UK (if applicable) | |
| <input type="checkbox"/> Enhanced Disclosure & Barring Service application form or DBS Certificate | |
- * dated within the last 3 months

Payment Required

Up to date application fees can be found on our website: [Application fees – Rother District Council](#)

Please note that payment can only be accepted by cheque or on-line payment, we cannot accept cash. To pay on-line visit <http://www.rother.gov.uk/MakeATaxiPayment> (if you do not have your own facilities, please use the computers in Reception at the Town Hall).

Note: fees for ALL licences are payable at the time of making an application. An application made without payment of the correct fee is not valid, and will not be processed. Applications which are withdrawn during the application process or are ultimately refused, will have the fee refunded, but an administrative fee to cover the Council's costs will be charged.

Declaration

Data Protection:

Rother District Council is committed to ensuring that your privacy is protected and will only use and store your personal data in line with the General Data Protection Regulation 2016 and the Data Protection Act 2018. The data collected from this form will be used for the purposes of processing and administering your application. We may share your personal data with other Council departments in order to provide the service you have requested and to ensure that the information we hold about you is accurate and up to date. For further information and your rights on how the Council uses your personal information, please view our full Privacy Policy, including our Licencing Privacy Notice, available on our website using the following link: <http://www.rother.gov.uk/privacypolicy>

Audit Commission Act 1998:

The Council is under a duty to protect the public funds it administers and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may share this information with other departments within the Council or external organisations responsible for auditing and administering public funds for these purposes.

NR3 National Register of Refusals and Revocations:

When we receive an application for a licence, we will check the applicant's details on the register to confirm that there is no record of them having being revoked or refused elsewhere.

The licensing authority will add basic details about drivers when we refuse an application or revoke their licence. The details contained on the register are limited to information that will help to identify an individual to a certain degree of accuracy. The register does not include any information about why an application was refused or a why a licence was revoked. For more information please see <https://www.rother.gov.uk/licences-and-permits/taxi-and-private-hire-licensing/dual-driver-licences/apply-for-a-new-dual-driver-licence/nr3-national-register-of-refusals-and-revocations/>

Public Register of Licences:

We keep a public register of all dual driver, hackney & private hire vehicle, and private hire operator licences issued and held within the Rother district. In addition, we keep a register of licensed wheelchair accessible vehicles.

<https://www.rother.gov.uk/licences-and-permits/taxi-and-private-hire-licensing/hackney-carriage-and-private-hire-public-registers/>

For further information, see: www.rother.gov.uk otherwise, please contact the Licencing Officer on 01424 787528

I understand that the information that I have given in this form and in any other form completed in respect of my application will be taken into account by the Council when determining the application. I declare that all such information is true and complete to the best of my knowledge and belief and acknowledge that I shall be liable to prosecution if I have made a false statement or omitted any relevant fact.

I confirm that I have read and understood the conditions booklet supplied to me by the Council relating to this application. I understand I must comply with the conditions that will be attached to the licence if it is granted.

Signature Date

How to Contact us:

T: 01424 787550 E: licensing@rother.gov.uk W: www.rother.gov.uk

Address: Licensing Team, Rother District Council, Town Hall, Bexhill-on-Sea, TN39 3JX

Disclosure and Barring Service – Privacy Policy:

Applicants are required to have read the **DBS Standard / Enhanced Check Privacy Policy** before making an application for disclosure.

<https://www.gov.uk/government/publications/dbs-privacy-policies>

Filtering rules relating to the Rehabilitation of Offenders Act can be found at:

<https://www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates>

DBS code of Practice:

<https://www.gov.uk/government/publications/dbs-code-of-practice#Overview>

Privacy Policy – standard / enhanced checks declaration:

I have read the Standard / Enhanced Check Privacy Policy for applicants

<https://www.gov.uk/government/publications/dbs-privacy-policies> and I understand how DBS will process my personal data, and the options available to me for submitting an application.

Signature Date

Please make sure that you have signed both signature sections above.