

# Application to renew a Dual Driver's Licence



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

Ref:  Badge No:  Expiry Date:

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

If you need to provide additional information, please use page 3 or 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 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.

**Circle one option**                      *One Year*              *Three Years*

## 1. Applicant's Details

- 1) Title: Mr  Mrs  Miss  Ms  Other.....
- 2) First Name.....
- 3) Family Name.....
- 4) Current Address.....  
.....  
..... Postcode ..... Since (month/Yr) .....
- 5) Date of Birth ...../...../..... 6) Age .....

## 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. 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.....  
 .....  
 .....

**5. 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

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

2) Since the date of your last application have you incurred ANY cautions or criminal convictions? **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) Since the date of your last application, 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 please add a supplementary sheet.)

## DBS

- 1) Are you registered with the DBS update service? **YES / NO** (If the licence is granted you agree to give Wealden District Council permission to view your disclosure certificate Online) If the answer is **YES**, please provide a copy of your certificate
- 2) On renewal, 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 licensed with us and you will be subject to DBS checks every 6 months
- 3) Since the grant of your licence (first issue or renewal), have you spent 6 continuous months or more overseas? **YES / NO**

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

If you have spent 6 continuous months or more overseas, **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 are available on:

<https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants>

### Documents required for your renewal

- |   |   |
|---|---|
| <input type="checkbox"/> Completed application form   | <input type="checkbox"/> Completed group 2 medical report |
| <input type="checkbox"/> Proof of DBS status, application or certificate                              | <input type="checkbox"/> DVLA mandate/print on-line check |
| <input type="checkbox"/> Valid DVLA driving licence   | <input type="checkbox"/> Passport photo                   |
| <input type="checkbox"/> Passport or birth certificate  | <input type="checkbox"/> Licence fee *                    |
| <input type="checkbox"/> HMRC Tax Conditionality code   |   |
| <input type="checkbox"/> Utility bill/bank statement (no older than 3 months) showing current address |   |
| <input type="checkbox"/> Proof of entitlement to work in the UK (if applicable)                       |   |

\* please note that payment can only be accepted by cheque or on-line payment, we cannot accept cash.

### 6. Payment

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

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 Licensing 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/>

**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](mailto:licensing@rother.gov.uk) **W:** [www.rother.gov.uk](http://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.**