

Application for a Driver's Licence

- Town Police Clauses Act 1847
- Local Government (Miscellaneous Provisions) Act 1976



Lewes District Council

Please read the attached notes before attempting to complete the application form.

YOU MUST NOT DRIVE FOR HIRE UNTIL YOU HAVE OBTAINED THE RELEVANT LICENCE FROM LEWES DISTRICT COUNCIL.

I hereby apply to Lewes District Council, subject to the provisions of the Town Police Clauses Act 1847 and the Local Government (Miscellaneous Provisions) Act 1976, for a licence to drive a Hackney Carriage / Private Hire vehicle within the district of Lewes.

Please complete ALL sections of this form in block capitals using black ink.

1.	Type of Licence	Hackney Carriage	<input type="checkbox"/>
		Private Hire	<input type="checkbox"/>
	Duration of Licence	1 Year Drivers Licence	<input type="checkbox"/>
		3 Year Drivers Licence	<input type="checkbox"/>
2.	Title (Please Circle)	Mr / Mrs / Miss / Ms / Mx	
		Other (Please Specify)	<input type="text"/>
	Surname / Family Name	<input type="text"/>	
	Forename(s)	<input type="text"/>	
	Home Address	<input type="text"/>	
		<input type="text"/>	
		<input type="text"/>	
	Postcode	<input type="text"/>	Home Telephone No <input type="text"/>
	Mobile Telephone Number	<input type="text"/>	
	Email Address	<input type="text"/>	
	Date of Birth	<input type="text"/>	Place of Birth <input type="text"/>
	How long have you lived in the UK as a permanent resident?	Years <input type="text"/>	Months <input type="text"/>

3. Eligibility to work in the UK (Tick Box)

Do you require a work permit for this employment? Yes No

You must provide one of the following original documents confirming eligibility to work

UK Birth Certificate

Relevant Passport from European Commission

Relevant Work Permit

Relevant Travel Document

National Insurance Number

4. Have you ever previously held a Drivers Licence, Vehicle Licence or a Private Hire Operator's Licence with Lewes District Council or any other authority? (Tick Box) Yes No

If yes, please state which authority

5. Have you ever been refused a Drivers Licence, Vehicle Licence or a Private Hire Operators Licence by Lewes District Council or any other authority? (Tick Box) Yes No

6. Have you ever had a Drivers Licence, Vehicle Licence or a Private Hire Operators Licence suspended or revoked by Lewes District Council or any other authority? (Tick Box) Yes No

If yes to any of the above, please state whether the licence was suspended, refused or revoked, by which authority, with reasons and date(s)

All applicants MUST complete the following declaration in relation to convictions, warnings, reprimands and cautions. The Rehabilitation of Offenders Act 1974 provides the means for considering past criminal history. Following a ruling by the Court in 2002 all convictions, cautions, warnings and reprimands, including those referred to as 'spent' where it considers appropriate.

7. If granted a licence, do you envisage that you will deal regularly with children and/ or vulnerable adults? (Tick Box) Yes No

Have you ever been convicted or cautioned for ANY offence? (Tick Box) Yes No

If **yes**, please give full details of **ALL** convictions, cautions, warnings, reprimands and/ or endorsements. **THIS INCLUDES ALL 'SPENT' CONVICTIONS and valid motoring matters.**

(See Guidance Notes for further clarification or please contact the Licensing Section to discuss the matter further)

Date of conviction/ Caution/ Warning/ Reprimand	Specify Court/ Police Station/ Issuing Body	Nature of Summons or charge (Details)	Penalty

(Continue on a separate sheet if necessary)

Applicants who have resided outside of the United Kingdom will be required to supply a Certificate of Good Conduct from the country or countries where they previously resided.

8. **Give details of your employment over the past 5 years, present employment first. Please also indicate whether you have been self-employed or unemployed** (Continue of a separate sheet if necessary)

Name and Address of Employer	Date		Nature of Employment	Specify whether you have left employment or if you will continue
	From	To		

9. **References able to provide a certificate of your character**

State the name and address of 2 references that are not related to you and consent to giving you a reference in the event of a query concerning your previous conduct.

- Name & Address:
Occupation & Capacity in which they know you:
- Name & Address:
Occupation & Capacity in which they know you:

10. Refer to 'Guidance Notes for New Applicant'. Group II Medical Report. **NOTE:** Medicals will only be accepted from either your own GP or any other medical practitioner who has access to at least 2 years of your medical records.

Have you ever suffered or been treated for any medical condition which may be, or may become, likely to affect your fitness to drive a Hackney Carriage or Private Hire vehicle or may otherwise affect the efficient discharge of your duties as a licensed driver? (Tick Box)

Yes No

If **yes**, please provide details regarding the Medical Condition?

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(Continue on a separate sheet if necessary)

Do you suffer with Asthma or have any medical conditions which are aggravated by animal hair?

Yes No

11. **Share your Driving Licence information**

Please enter your Driving Licence number here:

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We need to view your online driving record and in order to do this we need you to supply us with a 'check code'

You can get this check code from the .GOV website (www.gov.uk/view-driving-licence)

You will need your driving licence number, your national insurance number and your postcode in order to log into your details

Please enter your **check code** here: (make sure there is a clear distinction between upper and lower case letters)

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NOTE: THIS CODE IS CASE SENSITIVE, is only valid for 21 days and can only be used once

If you have difficulties accessing this data online, you can apply for a check code by telephoning 0300 083 0013

12. Documents and Charges

This application must be accompanied by the following documents:

- Disclosure & Barring Service Application Form
- DVLA Driving Licence
- Passport
- Relevant Work Permit (if applicable)
- Certificate of Good Conduct (if applicable)
- Application fee £130

The Licensing Section requires sight of the original documents. Applicants who have resided outside of the UK for any period of time will be required to produce a Certificate of Good Conduct from that Country.

12. DECLARATION

I have read and understood all supporting documents which have been supplied in the Application Pack.

The information I have provided can be used for the purposes of licensing Hackney Carriage/ Private Hire drivers but may also be used for other Council purposes where it is permitted by law (Lewes District Council is registered under the Data Protection Act 1998 for these purposes).

I declare that to the best of my knowledge and belief the answers given above are true. If a licence is granted I undertake to comply with the conditions attached on the grant of the licence. Should I engage in other employment, I also agree to partake of sufficient rest and refreshment after finishing work before commencing driving for hire.

WARNING

APPLICANTS ARE ADVISED THAT TO MAKE, KNOWINGLY OR RECKLESSLY, A FALSE STATEMENT OR OMIT ANY INFORMATION FROM THIS APPLICATION IS A CRIMINAL OFFENCE.

This Authority reserves the right to undertake all checks it considers necessary to determine whether an applicant is 'fit and proper'.

Lewes District Council takes its obligations under the Data Protection Act 1998 seriously and will not disclose personal information to any unauthorised person. The authority is under a duty to protect the public funds it administers and will not disclose personal information to any organisation outside the Council except where necessary for the prevention and detection of fraud or if required to do so by law.

The Council will use the personal information it collects to populate our Customer Relationship Management System (CRM). This system enables the Council to provide a more efficient and streamlined service to you.

The Council may share your information with, and obtain information about you from, other organisations to make sure the information held is accurate, to prevent or detect crime; and/ or to protect public funds. These other organisations may include other departments within the Council, Government Departments and/ or other Local Authorities.

Signature

Date