



Please provide your National Insurance Number

5. **Have you ever previously held a private hire driver's licence, private Hire vehicle licence, private hire operators licence, hackney carriage driver's licence or hackney carriage vehicle (proprietor's) licence with Eastbourne Borough Council or with another authority? (Tick Box)**

Yes	No
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If yes, please state which authority & dates.

6. **Have you ever been refused a private hire driver's licence, private hire vehicle licence, private hire operator's licence, hackney carriage driver's licence or hackney carriage vehicle (proprietor's) licence Eastbourne Borough Council or any other authority? (Tick Box)**

Yes	No
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**Have you ever had a private hire driver's licence, private hire vehicle licence, private hire operator's licence, hackney carriage driver's licence or hackney carriage vehicle (proprietor's) licence suspended or revoked, by Eastbourne Borough Council or any other authority? (Tick Box)**

Yes	No
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**If yes to any of the above, please state whether the licence was suspended, refused or revoked, by which Council, the reasons and date(s) this occurred.**

**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 are granted a licence, do you envisage that you will deal regularly with children and/or vulnerable adults? (Tick Box)**      YES      NO

8. Have you ever been convicted or cautioned for ANY offence?  
(Tick Box)

Yes	No
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If yes, please give full details of **ALL** convictions cautions/reprimands and/or endorsements. **THIS INCLUDES ALL 'SPENT' CONVICTIONS and valid motoring matters.**  
(See Guidance Notes for further clarification or please contact the Licensing Team)

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.

Please refer to: “GUIDELINES RELATING TO THE RELEVANCE OF CONVICTIONS/CAUTIONS IN DETERMINING THE GRANT, REVOCATIONS SUSPENSION OR RENEWAL OF A HACKNEY CARRIAGE DRIVERS LICENCE OR A PRIVATE HIRE DRIVERS OR OPERATORS LICENCE.”

9. 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 on a separate sheet if necessary)

a. Employment History

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

**10. 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.**

a. 

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

b. 

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

**11. Refer to 4(b)(iv) of the “Notes for Guidance.” Group II Medical standards apply.**

**Have you ever suffered or been treated for any physical condition which may be, or may become, likely to affect your fitness to drive taxis or private hire vehicles or may otherwise affect the efficient discharge of your duties as a driver?**

(Tick box):    YES                         NO  

**If YES, please give details**

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**(Continue on a separate sheet if necessary)**

**12. Share your Driving Licence information**

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](http://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 detail

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

**13. Documents and Charges**

**This application must be accompanied by the following documents:**  
(Tick Box)

**Driver's licence (All parts)**

**Group II Medical Certificate**

**Certificate of Good Conduct (where appropriate)\*\***

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

**\* The Licensing Team will require sight of the original documentation where copies are provided**

**\*\* 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**

**14. DECLARATION**

**I have read and understood all supporting documents which have been supplied in this pack.**

**Data Protection**

Lewes District Council and Eastbourne Borough Council are data controllers and collect your personal data in order to carry out checks to enable us to decide whether or not to issue you with the licence you have applied for and process your application to completion. We will only collect the personal data from you we need in order to provide this service to you.

To ensure our record keeping is efficient and to be able to provide services quickly across Lewes and Eastbourne we hold your personal information in a centralised customer record.

We may check information provided by you, or information about you provided by a third party, with other information we hold to check its accuracy, to prevent or detect crime, or to protect public funds, if the law allows it. These third parties include the Police and government departments such as Immigration and the Cabinet Office.

For further information and your rights on how the councils use your personal information, please read our PDF [licensing privacy notice](#).

**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”.**

This Authority 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 also share this information with other bodies responsible for auditing or administering public funds for these purposes.

Date \_\_\_\_\_ Usual Signature of Applicant \_\_\_\_\_

**Customer First**, 1 Grove Road, Eastbourne, East Sussex BN21 4TW  
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customerfirst@lewes-eastbourne.gov.uk Web: [www.lewes-eastbourne.gov.uk/licensing](http://www.lewes-eastbourne.gov.uk/licensing)