

Application to Renew Licence to drive a Taxi or Private Hire Vehicle



NOTE: You should already have a copy of the Council's "Hackney Carriage and Private Hire Drivers Guidance Notes". If you require a further copy, please visit our website at www.lewes-eastbourne.gov.uk/licensing

1. SURNAME (block capitals)

FULL FORENAMES

ADDRESS

	POSTCODE
EMAIL: <input type="text"/>	
TEL: <input type="text"/>	MOBILE: <input type="text"/>

DATE OF BIRTH

2. Eligibility to work in the UK
Do you require a work permit for this employment: Yes No

Do you have one of the following original documents confirming eligibility to work?

- UK Birth Certificate
- Relevant Passport from European Commission
- Relevant Work Permit
- Relevant Travel Document

Please provide your National Insurance Number

3. Date of expiry of existing licence?

NB This must be renewed by the date shown

4. Give details of all convictions incurred by you since your last application (except any which have already been disclosed to the Council):-

Date of Conviction	Title of Court	Nature of Offence	Penalty

5. Apart from any offences reported at 4. above, have you been charged with, or summonsed for any other offence in a Criminal Court of Law since you last application?

Yes No

If yes, give details

6. If are granted a licence, do you envisage that you will deal regularly with children and/or vulnerable adults? (Tick Box) YES NO
7. (Refer to para. 4(b)(iv) of the “Notes for Guidance”). Since your last application have you suffered or been treated for any physical condition which 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?
- Yes No

If yes, give details

8 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)

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

I enclose:

- Correct Fee
- Driving Licence or copy
- Other, if specified in letter

1 new photograph (45mm x 35mm) on white background

DECLARATION

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.

Date: Signature of Applicant:

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.

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

Please return this form and documents at least 10 days before expiry of the current licence, to Customer First (Licensing), 1 Grove Road, EASTBOURNE, East Sussex, BN21 4TW.

Please apply by post and pay by cheque wherever possible. Cheques should be made payable to Eastbourne Borough Council.

NOTE: It is our practice, and a service to the Trade, to remind licence holders when their licences are due for renewal. However, the responsibility to renew a licence rests with you - the licence holder.

It is an offence to be engaged for hire and reward or ply for hire if your licence has expired.

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](#).