

**Application to renew an existing
Driver's Licence**

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



Lewes District Council

IF YOU SUBMIT YOUR APPLICATION LATE AND YOUR EXISTING LICENCE EXPIRES BEFORE RECEIVING YOUR RENEWED LICENCE, YOU WILL NOT BE PERMITTED TO DRIVE FOR HIRE DURING THAT PERIOD.

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, to renew 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
- Private Hire
- Restricted Private Hire
- Dual

Duration of Licence 3 Year Drivers Licence

Should you surrender a 3 year licence prior to its expiry, a refund of any unused full years will be given.

2. Title (Please Circle) Mr / Mrs / Miss / Ms / Mx
- Other (Please Specify)

Surname / Family Name

Forename(s)

Home Address

Postcode Home Telephone No

Mobile Telephone Number

Email Address

Date of Birth Place of Birth

How long have you lived in the UK as a permanent resident? Years Months

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

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

Do you have a UK passport? Yes No

National Insurance Number _____

4. 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

5. Have you been convicted or cautioned for ANY offence since you were last licensed? (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.**

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)

6. **Have you suffered any medical condition or being treated for any medical condition since you were last licensed?** (Tick Box) Yes No

Condition	Date	Full description of condition/ symptoms and any medication prescribed

7. **Please read the following statement and tick the box as proof you understand the following terms of your licence.**
- Drivers must agree to undertake a Disclosure & Barring Service check when required and accept that if they fail to do so, or a criminal conviction is revealed that has not been previously reported to the Council, that their Drivers Licence may be suspended and/or revoked.

8. **If you work for any Lewes District Council Licensed Operators, please list below which Operator(s) you are registered with:**

9. **Documents and Charges**

Please tick which of the following documents are submitted with this application:

Medical Report	<input type="checkbox"/>
Passport (if you hold a non-UK passport)	<input type="checkbox"/>
Relevant Work Permit (if applicable)	<input type="checkbox"/>
Application Fee £200	<input type="checkbox"/>
Enhanced Criminal Check Application (DBS)	<input type="checkbox"/>

10. DECLARATION

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 2018 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 2018 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**