

Application for a Driver's Licence



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

Please read the Application Guidance before attempting to complete this 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**
- Dual (Hackney & Private Hire Driver)**
- Restricted Private Hire**
- Duration of Licence** **3 Year Drivers Licence**

Should you surrender a 3 year licence prior to its expiry, a refund of any un-used 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 No.**
- 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

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

UK Birth Certificate

Relevant Passport from European Commission

Relevant Work Permit

Proof of settlement status

National Insurance Number

4. Do you currently or 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)

7. **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 point endorsements. **THIS INCLUDES ALL 'SPENT' CONVICTIONS and 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)

8. **If you are applying for the same type of Licence that you previously held, that ceased to be valid less than a year ago or are applying for the same type of Licence you already hold with another Licensing Authority you MUST provide a HMRC Tax Check Code. If neither of these apply to you leave this section blank.**

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Further information on acquiring a HMRC Tax check code can be found at:

<https://www.gov.uk/guidance/complete-a-tax-check-for-a-taxi-private-hire-or-scrap-metal-licence#contents>

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.

Applicants who have been resident in the UK for less than 5 years MUST provide a Certificate of Good Conduct from the country or countries where they have previously resided. Applicants who have been resident in the UK for more than 5 years MUST provide either a Certificate of Good Conduct from the country or countries where they previously resided *for a period of more than year*, or written reasons why this cannot be provided.

9. 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.

(Continue on a separate sheet if necessary)

10. 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-case and lower-case letters)

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Note: This code is CASE SENSITIVE and it 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**

11 Incomplete applications will be rejected. Please refer to the application guidance notes to ensure you have supplied all documents required.

12. DECLARATION

I have read and understood the application guidance, I consent to Lewes District Council to perform all necessary checks in connection with this application.

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