

## Application for initial grant or renewal of a Hackney Carriage and Private Hire driver's licence

**Warning**

It is an offence for the applicant to knowingly or recklessly make a false statement or to omit any material to obtain a licence. Such action will reflect on the suitability of the applicant to hold such a licence. Please read the questions carefully before completing the form.

**Section 1 – Applicant details**

Type of application	<input type="checkbox"/> <b>New application</b> <input type="checkbox"/> <b>Renewal application</b>  <b>Please tick the below if relevant only.</b> <input type="checkbox"/> <b>Restricted licence only **</b> This licence only permits you to drive private hire vehicles on home to school and social contracts for North Yorkshire Council.
Name	
Previous names (where applicable)	
Home address (including postcode)	
Email address	
Telephone number	
Date of birth	
Place of birth	
Nationality	
National insurance number	
Right to work in the UK	<input type="checkbox"/> <b>Permanent</b> (provide documentation from <b>List A</b> on page 7) <input type="checkbox"/> <b>Temporary</b> (provide documentation from <b>List B</b> on page 7)

If there are restrictions on the length of time you may work in the UK, your licence will not be issued for any longer than this period. In such circumstances the check will be repeated each time you apply to renew or extend your licence. If during this period, you are disqualified from holding a licence because you have not complied with the UK's immigration laws, your licence will lapse and you must return it to the licensing authority. Failure to do so is a criminal offence.

<b>**Renewal applications only</b> DBS certificate number										
Have you lived overseas in the last 10 years?	<input type="checkbox"/> <b>Yes</b> (provide details below) <input type="checkbox"/> <b>No</b>									
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #cccccc;"> <th style="width: 33%;">Country</th> <th style="width: 33%;">Date from</th> <th style="width: 33%;">Date to</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Country	Date from	Date to						
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Are you currently licensed in any other locality in North Yorkshire?

Name and address of proprietor or operator who you intend to work for

**Yes** – Please provide licence no  
 **No**

Preferred licence duration

**1 year**                       **3 years**

**Section 2 – Convictions and other sanctions**

**Warning - The making of a false statement or submission or omission of any material either knowingly or recklessly can lead to prosecution. The maximum fine is £1,000.**

Are you aware of any enquiries or investigations of any kind or description being made by the Police or any local authority or any other agencies such as the Department for Work and Pensions/HMRC/ Inland Revenue for example?

**Yes** (provide details below)                       **No**

**Details**

  
  
  

**Section 3 – Driving licence and history**

DVLA licence number

DVLA licence start date

All applicants must obtain a DVLA check code from <https://www.gov.uk/view-driving-licence> or 0300 083 0013. Please either enclose print-out from DVLA website or make it clear if letters are UPPER CASE or lower case.

DVLA check code

Have you ever held a private hire or hackney carriage driver and/or vehicle licence with any other council or with North Yorkshire Council (including all previous legacy councils)?

**Yes** (\*provide details below)                       **No**

**Details (including issuing authority, licence number, start date and expiry date)**

  
  
  

**For new drivers, if Yes\* (and in the last year), please provide a HMRC Tax check code below. All renewing drivers must provide a HMRC Tax check code.**

HMRC Tax check code

Have you ever had a Private Hire or Hackney Carriage driver and/or vehicle licence suspended or revoked by another authority?

**Yes** (provide details below)                       **No**

**Details (including issuing authority, licence type, dates of suspension/revocation)**

## Section 4 – Medical conditions

Do you have a medical condition or a disability which makes it difficult or impossible to provide reasonable assistance to disabled passengers?

Note: Reasonable assistance could include (but may not be limited to) opening the passenger door, folding manual wheelchairs and placing them in the luggage compartment, installing the boarding ramp and securing a mobility aid within the passenger compartment.

Yes             No

**If yes, you will need to apply for an exemption. Please contact the licensing team for further details.**

Do you have a medical condition that would prevent you from carrying assistance dogs?

Yes             No

**If yes, you will need to apply for an exemption. Please contact the licensing team for further details.**

## Section 5 – Declaration

- I have read and understood the implications of the warning regarding the making of false declarations in relation to this application and confirm that to the best of my knowledge the particulars I have provided with this application are correct.
- I hereby authorise North Yorkshire Council to check the details on my DVLA licence using the code provided.
- I confirm that I have not been advised by any medical practitioner or similar qualified person or body to notify the DVLA or the Council of any medical condition that may affect my ability to drive a motor vehicle.
- I understand that I am required to register with the DBS Update Service and hereby authorise North Yorkshire Council to conduct biannual status checks on my criminal record.
- New Applicants only:** I confirm that I have read and understood the HMRC guidance about my tax responsibilities via: <https://www.gov.uk/guidance/complete-a-tax-check-for-a-taxi-private-hire-or-scrap-metal-licence#how-to-complete-a-tax-check>

In the event that the council grants my application, I undertake that:

- I will submit details to the council of any serious illness or prescription of any medication that may affect my ability to provide a public transport service.
- I will comply with all conditions, regulations and byelaws, copies of which I have received and read.
- Should I engage in other employment, I agree to partake of sufficient rest and refreshment after finishing work before commencing driving for hire.
- I will notify the council if any information in this application changes, as outlined in the Council's Hackney Carriage and Private Hire Licensing Policy.

**Signature:**

**Date:**

## Checklist

An application will not be determined unless the licensing authority is in receipt of:

- a fully completed application form
- the appropriate fee
- a full driving licence issued by the DVLA **\*\*New applications only**
- a suitable digital photograph
- prescribed documentation to confirm that the applicant has a right to work in the UK
- an enhanced criminal record check from the Disclosure and Barring Service (if the licence has not been determined within four months of the issue date shown on the disclosure certificate, a further criminal record check must be obtained) **\*\*New applications only**
- a Certificate of Good Conduct via <https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants> (only required if the applicant has lived overseas for a period of six months or more in the 10-year period leading up to the date of application)
- a certificate to confirm that the applicant has passed a practical driving assessment approved by an authorised officer (a standard assessment is acceptable for most drivers but anyone wishing to drive wheelchair accessible vehicles must undergo a suitable enhanced/upgrade assessment) **\*\*New applications only**
- a medical assessment carried out to the appropriate standard no more than one month prior to the date of application (if the licence has not been determined within four months of the date shown on the medical assessment, a further assessment must be obtained) **\*\*New applications only, unless required.**
- a certificate to confirm that the applicant has undertaken appropriate safeguarding training in the last three years (to be approved by an authorised officer)
- a certificate to confirm that the applicant has undertaken appropriate disability awareness training in the last three years (to be approved by an authorised officer)
- a record of passing a written test delivered by North Yorkshire Council on the applicant's knowledge of the locality, the rules governing licensees and the applicant's understanding of the English language. **\*\*New applications only**

### The following documents may be required

Safeguarding certificate (renewal due every three years)

The Council's Medical assessment form dated no more than one month prior to the date of application (due every 3 years or annually if over the age of 65 years)

Disability Awareness Training certificate (renewal due every three years)

Prescribed documentation to confirm that the applicant has a right to work in the UK (unless permanent status has already been established)

### Please return the completed form & documents to your local North Yorkshire Office:

[Licensing.central@northyorks.gov.uk](mailto:Licensing.central@northyorks.gov.uk) (Harrogate & Selby)

[Licensing.east@northyorks.gov.uk](mailto:Licensing.east@northyorks.gov.uk) (Scarborough & Ryedale)

[Licensing.west@northyorks.gov.uk](mailto:Licensing.west@northyorks.gov.uk) (Craven, Richmond & Hambleton)

## Personal data and information sharing

This authority requires the requested information to process your application for a licence. It has a duty to protect and safeguard the public and therefore may share the information you have provided on this form with other service areas within the Council, Government Departments, law enforcement agencies and partners for these purposes.

This authority is under a duty to protect the public funds it administers. We may share information internally and externally with other organisations responsible for auditing or administering public funds, or where undertaking a public function, to prevent and detect fraud, including data to be used as part of the National Fraud Initiative. For further information, please see <https://www.gov.uk/government/collections/national-fraud-initiative>. We may also disclose information to a Specified Anti-Fraud Organisation for the purpose of preventing fraud under Section 68 of the Serious Crime Act 2007. Please also see our licensing privacy notice for further information.

Schedule 23 to the Finance Act 2011 (Data Gathering Powers) and Schedule 36 to the Finance Act 2008 (Information and Inspection Powers) grant HMRC powers to obtain relevant information from third parties. This includes licensing bodies being required to provide information about licence applicants. Your personal data will not be used for any other purpose without your prior consent, except as permitted by statute.

### **National register for revocations, refusals and suspensions (NR3S)**

All applicants will have their details checked against the register, and any relevant information will be taken into account.

The Taxis and Private Hire Vehicles (Safeguarding and Road Safety) Act 2022 imposes a duty on licensing authorities to record details, to the NR3S Register, of any refusal, revocation and/or suspension relating to safeguarding or road safety concerns. The Act also imposes a duty to search NR3S Register before making a decision on a person's application for, or for the renewal of, a driver's licence.

Information on the register will be retained for up to 11 years.

Information will be processed in accordance with the Data Protection Act (DPA) and General Data Protection Regulation (GDPR). You have various rights in relation to your data. If you wish to request access to your data or have concerns about the way in which the council has handled your personal data then you may write to the authority's Data Protection Officer at [infogov@northyorks.gov.uk](mailto:infogov@northyorks.gov.uk).

If you have any queries in relation to how NAFN run and maintain the register containing your data, they be contacted at: NAFN Data and Intelligence Services, Tameside MBC, PO Box 304, Ashton-under-Lyne, OL6 0GA.

You also have the right to raise any concerns or lodge a complaint with the Information Commissioner's Office. Write to [casework@ico.org.uk](mailto:casework@ico.org.uk) or visit the [Information Commissioner's Office \(ICO\)](#) for further information.

## Acceptable documents to prove right to work in the UK

### List A – acceptable documents to establish a continuous statutory excuse

1. A passport (current or expired) showing the holder is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.
2. A passport or passport card (in either case, whether current or expired) showing that the holder is an Irish citizen.
3. A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man, which has been verified as valid by the Home Office Employer Checking Service, showing that the holder has been granted unlimited leave to enter or remain under Appendix EU to the Jersey Immigration Rules, Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 or Appendix EU to the Isle of Man Immigration Rules.
4. A current passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has a right of abode in the UK, or has no time limit on their stay in the UK.
5. A current Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.
6. A birth or adoption certificate issued in the UK, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.
7. A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.
8. A certificate of registration or naturalisation as a British citizen, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.

### List B Group 1 – where a time-limited statutory excuse lasts until the expiry date of leave

1. A current passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question.
2. A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man, which has been verified as valid by the Home Office Employer Checking Service, showing that the holder has been granted limited leave to enter or remain under Appendix EU to the Jersey Immigration Rules, Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 or Appendix EU to the Isle of Man Immigration Rules.
3. A current immigration status document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK, and is allowed to do the type of work in question, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer

### List B Group 2 – where a time-limited statutory excuse lasts for 6 months

1. A document issued by the Home Office showing that the holder has made an application for leave to enter or remain under Appendix EU to the immigration rules on or before 30 June 2021 together with a Positive Verification Notice from the Home Office Employer Checking Service.
2. A Certificate of Application (digital or non-digital) issued by the Home Office showing that the holder has made an application for leave to enter or remain under Appendix EU to the immigration rules (known as the EU Settlement Scheme), on or after 1 July 2021, together with a Positive Verification Notice from the Home Office Employer Checking Service.
3. A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man showing that the holder has made an application for leave to enter or remain under Appendix EU (J) to the Jersey Immigration Rules or Appendix EU to the immigration Rules (Bailiwick of Guernsey) Rules 2008, or Appendix EU to the Isle of Man Immigration Rules together with a Positive Verification Notice from the Home Office Employer Checking Service.
4. An Application Registration Card issued by the Home Office stating that the holder is permitted to take the employment in question, together with a Positive Verification Notice from the Home Office Employer Checking Service.
5. A Positive Verification Notice issued by the Home Office Employer Checking Service to the employer or prospective employer, which indicates that the named person may stay in the UK and is permitted to do the work in question.