

**Hackney Carriage / Private Hire**

**Driver Licence Application Form**

**Application Form**

Before you apply, you need to read our taxi licensing policy, available at <http://southoxon.gov.uk/taxipolicy>, and the guidance on this form.

You can find the link to our online application portal and guidance on how to apply at:

**New drivers** [www.southoxon.gov.uk/taxis-and-private-hire/drivers-licences/apply-for-a-taxi-drivers-licence/](http://www.southoxon.gov.uk/taxis-and-private-hire/drivers-licences/apply-for-a-taxi-drivers-licence/)

**Renewals** [www.southoxon.gov.uk/taxis-and-private-hire/drivers-licences/renew-a-taxi-drivers-licence/](http://www.southoxon.gov.uk/taxis-and-private-hire/drivers-licences/renew-a-taxi-drivers-licence/)

If you are unable to apply online, you may apply by post but please note that you need to submit original documents so we recommend any postal applications are submitted by tracked post. Do not send cash with the application.

**What will I need to submit with my application?**

* Application form
* A passport style photo (see [www.gov.uk/photos-for-passports](https://www.gov.uk/photos-for-passports) for the requirements)
* Valid UK/EU driving licence
* Proof of your right to work in the UK
* DBS Enhanced Disclosure (with this council as countersignatory **and** registered with the [DBS Update Service](https://www.gov.uk/dbs-update-service))
* Certificate of Good Conduct (if required)
* Medical (if required)
* Disability awareness and safeguarding training certificate (if required)
* Practical driving assessment pass certificate (**new drivers only**)
* Licence fee (see our website for current fee)

Ideally, all of these documents should be submitted together, but as a minimum we require the application form and a scan of both sides of your DVLA licence to begin processing your application. All of the above will be required before we can make a decision on your application.

See the following guidance for more details on each of the above requirements.

**Renewing your licence**

Although we will make every effort to send you a reminder before your licence expires, it is your responsibility to ensure you make an application to renew your licence before its expiry. Once your licence expires, it cannot be renewed and you must apply for a new licence. Without a valid licence you cannot continue to drive any licensed vehicles. If you allow your licence to expire and then apply for a new licence, you will need to meet all of the requirements for a new driver as outlined in our policy.

**Application form**

It is important that you fill in the application form as accurately and as fully as you can to help us process your application without delay. We need you to read and fully understand the declaration before you sign the form. If there are any parts of the form that you do not understand you should contact us, or seek independent legal advice.

We reserve the right to request any additional information or documentation that we deem necessary in order to consider the application. If you do not complete your application within six months, it will be treated as withdrawn.

**New drivers only - Knowledge test and practical driving assessment**

All new applicants for a driver’s licence must pass the knowledge test to ensure they have sufficient knowledge of licensing legislation, the council’s taxi licensing policy, the Highway Code and local geography. In addition, the applicant must pass a practical driving assessment specifically designed for taxi drivers. Details of how to book both of these are available at [www.southoxon.gov.uk/taxis-and-private-hire/drivers-licences/apply-for-a-taxi-drivers-licence/](https://www.southoxon.gov.uk/south-oxfordshire-district-council/taxis-and-private-hire/drivers-licences/apply-for-a-taxi-drivers-licence/). You will need to send us the practical driving assessment pass certificate.

**DVLA licence requirements**

You must have held a full UK/EU driver’s Licence for at least 12 months. In order for us to check your licence, all holders of DVLA driving licences must provide a DVLA check code. Check codes can be generated online at [www.gov.uk/view-driving-licence](http://www.gov.uk/view-driving-licence). The check code will be valid for 21 days, and it is case sensitive. If you hold a non-UK licence, please contact us as there is an alternative procedure for checking these licences.

**Right to work in the UK**

Your right to work in the UK will be checked as part of your application. This could include us checking your immigration status with the Home Office. For more information see the [Licensing authority guide to right to work checks.](https://www.gov.uk/government/publications/licensing-authority-guide-to-right-to-work-checks)

If you have a biometric residence card or permit, or you are an EEA citizen with status under EUSS, you will need to [provide a code for an online Home Office check](https://www.gov.uk/prove-right-to-work) in section 8 of this form. Where an online check has been carried out, the ‘profile’ page confirming your right to work will be retained on our records.

If you have an outstanding application or appeal with the Home Office, or we are advised we need to verify the details of your immigration status, we will need to carry out a check with the Status Verification, Enquiries and Checking Service. For us to do this, you will need to provide documentary evidence of the application or appeal. We will retain the response from SVEC for our records.

If neither of the above apply to you, you will need to provide an original document as set out in Annex A of the [Employer’s guide to right to work checks](https://www.gov.uk/government/publications/right-to-work-checks-employers-guide). We may need to check this document with you in a face-to-face appointment. Where a manual check is carried out, we will retain a copy of the document.

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 extend your licence. Each time the licence is extended, you will be required to pay the fee for a replacement badge and 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 council. Failure to do so is a criminal offence.

If you are unable to prove that you have the right to work in the UK or you have any immigration restrictions which prevent you from being self-employed and/or working as a licensed driver, the council cannot issue you with a licence.

**Disclosure and Barring Service (DBS) checks**

All applicants must submit an enhanced DBS disclosure with this council as countersignatory **and** registered with the [DBS Update Service](https://www.gov.uk/dbs-update-service). If you do not already have this, we will send you a Taxiplus website link to apply online for an enhanced disclosure. You will pay Taxiplus directly for the check. Taxiplus will be able to assist you with any queries about this process and the supporting documents required. You must use the link we provide, as disclosures from other providers will not be accepted.

When you receive your DBS disclosure, you must subscribe to the [DBS Update Service](https://www.gov.uk/dbs-update-service) within 28 days, as this is a condition of any licence granted.

If you applied for your disclosure through Taxiplus, you only need to send us the original disclosure if there are any convictions or cautions listed on the document. If the DBS is clear, we will receive notification of this directly from Taxiplus and you will not need to send in the document.

**Certificate of good conduct**

If you have lived outside of the UK for more than three consecutive months since the age of 10, you will be required to produce a letter of good conduct from the embassy of your country/countries of stay. All certificates of good conduct must be submitted in English or accompanied by a translation by a certified translator.

**Tax checks**

Guidance on the tax check requirement for all applications can be found at [www.gov.uk/guidance/changes-for-taxi-private-hire-or-scrap-metal-licence-applications-from-april-2022](https://www.gov.uk/guidance/changes-for-taxi-private-hire-or-scrap-metal-licence-applications-from-april-2022).

You will need to complete a tax check if:

* you are renewing a licence, and/or
* you previously held a hackney carriage/private hire driver licence, which ceased being valid less than a year ago, and/or
* you already hold a hackney carriage/private hire driver licence issued by another licensing authority

You will need to give the code to us in section 6 of this form so we can confirm you have carried out a tax check.

If the above statements do not apply, and:

* you are applying for a licence for the first time, and/or
* you previously held a hackney carriage/private hire driver licence, which ceased being valid over a year ago

you will need to tick the box in section 6 of the form to confirm you are aware of your tax responsibilities as outlined in the following guidance:

* PAYE information: [www.gov.uk/income-tax/how-you-pay-income-tax](http://www.gov.uk/income-tax/how-you-pay-income-tax)
* registering for Self-Assessment: [www.gov.uk/register-for-self-assessment](http://www.gov.uk/register-for-self-assessment)
* Corporation Tax information: [www.gov.uk/corporation-tax](http://www.gov.uk/corporation-tax)

**Medical examination**

A medical to DVLA Group 2 standard for medical fitness for professional drivers is required for all licensed drivers. The form and guidance are available at [www.southoxon.gov.uk/taxis-and-private-hire/useful-documents/](https://www.southoxon.gov.uk/south-oxfordshire-district-council/taxis-and-private-hire/useful-documents/).

For renewals, if you are under the age of 45, it is unlikely that a new medical is due. If you are over 45 years of age you need to have a medical examination every five years (from the date of the last medical). If you are over 65, you need a medical every year.

Some drivers have certain medical conditions that may require them having more frequent medicals under our policy. For example, if you have diabetes managed by insulin or a sulphonylurea or a glinide, a full medical is required at the usual intervals determined by your age as above, and in addition an annual specialist medical will be required.

**Disability awareness and safeguarding training course**

All applicants (new and renewal) are required to have attended the disability awareness and safeguarding training course **within the last three years** before we will issue a licence. To book a place on a course, and for full details of the training, please see [safeguarding and disability awareness training for drivers](https://www.oxfordshire.gov.uk/residents/roads-and-transport/public-transport/accessible-transport/safeguarding-passengers).

**Licensing Team, South Oxfordshire District Council, Abbey House, Abbey Close, Abingdon, OX14 3JE**

**Email:** [licensing@southoxon.gov.uk](mailto:licensing@southoxon.gov.uk)

**Telephone**: 01235 422556

**Website:** [www.southoxon.gov.uk/taxis-and-private-hire/](https://www.southoxon.gov.uk/south-oxfordshire-district-council/taxis-and-private-hire/)



**APPLICATION FOR A HACKNEY CARRIAGE AND PRIVATE HIRE DRIVERS LICENCE**

**Local Government (Miscellaneous Provisions) Act 1976**

**Town Police Clauses Act 1847**

**Please read the council’s licensing policy and guidance notes before completing this form**

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| **Section 1: Application type** | | | | | |
| New |  | Renewal |  | Right to work in the UK extension |  |
| Badge number (if renewal or extension): | | | |  | |

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| Section 2: Applicant details | | |
| Surname: | | Mr / Mrs / Miss / Ms / Other: |
| First names (in full): | | |
| Permanent address: | | |
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| Date of birth: | Place of birth: | |
| National Insurance Number: | | | |
| Home phone: | Mobile phone: | |
| Email address: | | |

NB If you change any of your contact details between applications, you must inform us

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| Section 3: Operator / company details |
| Please confirm the operator / company you intend to work for (if applicable): |
| Company Name: |

NB If you change the company you are working for between applications you must inform us

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| Section 4: Your vehicle | |
| Do you hold a hackney carriage or private hire vehicle licence? Yes  No | |
| If YES, please give details below: | |
| Plate Number: | Expiry Date: |
| Licensing Authority: | |

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| Section 5: Driving licence details |
| Have you held a full UK/EU Driving Licence for over 12 months?Yes  No  (NB If no, you are not eligible to apply) |

In order for us to check your licence validity, all holders of DVLA driving licences must complete the following section. You can get a check code at [www.gov.uk/view-driving-licence](http://www.gov.uk/view-driving-licence). The check code will be valid for 21 days, and it is case sensitive. If you hold a non-UK licence, please contact us for details of the alternative procedure we will need to use to check for any licence endorsements.

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| DVLA check code:  NB this code is case sensitive |  |  |  |  |  |  |  |  |

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| Section 6: Tax check | | | | | | | | | |
| You will need to complete a tax check if you:   * + - are renewing a licence (including a right to work extension), and/or     - have previously held a hackney carriage/private hire driver licence, which ceased being valid less than a year ago, and/or     - already hold a hackney carriage/private hire driver licence with another licensing authority   To carry out your tax check, go to [www.gov.uk/guidance/complete-a-tax-check-for-a-taxi-private-hire-or-scrap-metal-licence](https://www.gov.uk/guidance/complete-a-tax-check-for-a-taxi-private-hire-or-scrap-metal-licence) and enter below the 9 digit tax check code that HMRC gives you (not your National Insurance Number). We need this code to confirm the tax check has been carried out: | | | | | | | | | |
| Tax check code |  |  |  |  |  |  |  |  |  |
| If the above statements **do not** apply to you, and:   * + - you are applying for a licence for the first time, and/or     - you have previously held a hackney carriage/private hire driver licence, which ceased being valid over a year ago   you will need to confirm you are aware of your tax responsibilities by ticking the box to confirm your understanding of this declaration: I confirm that I am aware of the content of HMRC guidance relating to my tax registration obligations | | | | | | | | | |

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| Section 7: Medical fitness |
| Have there been any changes in your medical circumstances since your last medical was carried out? Yes  No |
| If YES, please give us full details below: (please continue on a separate sheet if necessary) |
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| Section 8: Right to work in the UK | | | | | | | | | |
| You will need to provide proof of your right to work in the UK.  For applicants with a biometric residence card or permit, or EEA citizens with status under EUSS, you need to provide a code for an online check from <https://www.gov.uk/prove-right-to-work>: | | | | | | | | | |
| Home Office check code |  |  |  |  |  |  |  |  |  |
| If you have an outstanding application or appeal with the Home Office, please tick here to confirm you understand you will need to provide documentary evidence of the application or appeal with your application:  If the above two categories do not apply to you, please tick here to confirm you understand you will need to provide original documents as set out in Annex A of the [Employer’s guide to right to work checks](https://www.gov.uk/government/publications/right-to-work-checks-employers-guide): | | | | | | | | | |

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| Section 9: Previous licences and applications | |
| Are you currently or have you previously been licensed by any Licensing Authority (including South Oxfordshire District Council) to drive a hackney carriage / private hire vehicle or held a hackney carriage / private hire vehicle or operator licence? Yes  No | |
| If no, please move on to the next question.  If yes, please tell us in the box below which authorities you have been licensed by and the dates the licence was held: | |
| Licensing authority | Dates | |
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| Have you ever had an application for a hackney carriage or private hire driver / vehicle / operator licence refused, or had any licence revoked or suspended by any Licensing Authority (including South Oxfordshire District Council)? Yes  No | |
| If no, please move on to the next question.  If yes, please give us details in the box below: (please include dates and name of authority) | |
| Licensing authority | Dates |
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| Section 10: Previous offences | | |
| All crimes and offences must be declared, including any convictions or cautions which are spent in terms of the Rehabilitation of Offenders Act 1974, unless they are ‘protected’ convictions or cautions. For more information on this, please see the guidance at [www.southoxon.gov.uk/taxis-and-private-hire/useful-documents/](http://www.southoxon.gov.uk/taxis-and-private-hire/useful-documents/). If you have any ‘protected’ convictions or cautions, these should not be included below.  Please answer all questions:  Have you **EVER** received a conviction? Yes  No  Have you **EVER** received a caution? Yes  No  Have you **EVER** received a fixed penalty or points on your DVLA licence? Yes  No  Have you **EVER** received any other type of sanction issued by police or a court? Yes  No  Are you under investigation or waiting to attend court in respect of any offence? Yes  No  If you have answered yes to any of the above questions, you **MUST** give full details in the section below. Other than any ‘protected’ convictions or cautions, you must list **ALL** convictions, cautions, fixed penalties, etc., regardless of whether they were from a long time ago or if you think the council are already aware of it. If you do not remember all the details, give as much information as you can. Please continue onto a separate sheet if there is not enough room.  Please be aware you may be committing an offence if you fail to include all your history in this section. If the council subsequently becomes aware of information that has not been disclosed in your application, consideration will be given to prosecution and refusal of a licence.  If you have answered no to all the above questions, please move on to the next question. | | |
| **Offence** | **Sentence** | **Date of conviction or offence** |
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| Section 11: Residence outside of the UK |
| Have you **EVER** lived outside the UK? Yes  No  If YES, was this for longer than 3 months? Yes  No  If YES, please give full details below including countries and dates: |
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| Section 12: Disclosure and Barring Service |
| <https://www.gov.uk/government/publications/dbs-privacy-policies>  Please tick the box to confirm that you have read the Enhanced Check Privacy Policy at the above link and that you understand how the DBS will process your personal data |
| Do you have an enhanced disclosure for South Oxfordshire District Council which is registered with the DBS Update Service and have you paid the necessary subscription fee?  Yes  No |

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| Section 13: Declaration |
| **Please read this in full before signing and completing your form**  I confirm that the information given by me in this application is correct and true to the best of my knowledge and belief. I understand that if I make a false statement or omit any relevant information when making this application that I may be committing an offence for which I could be prosecuted, and any licence issued may be revoked. I have read and completed this application myself and I have read and understand the guidance, the council’s hackney carriage and private hire licensing policy and the relevant driver and vehicle licence conditions.  I will inform South Oxfordshire District Council of any changes to my circumstances that may affect my application which occur during the application period. This includes any new matters that would be included within Section 10 of this form.  I have read and understood the privacy notice for licence holders and applicants at [www.southoxon.gov.uk/taxis-and-private-hire/useful-documents/](http://www.southoxon.gov.uk/taxis-and-private-hire/useful-documents/). I understand that any of the information provided with my application may be disclosed to other agencies such as the Police where there is a legal requirement to do so, for example in relation to the investigation of a suspected offence, or to bodies responsible for auditing and administering public funds for the prevention and detection of fraud.  I understand I am applying for the grant of a hackney carriage and private hire driver’s licence and that I am not entitled to drive any licensed vehicles until I have been issued with my licence and badge. If granted a licence, I declare that I will comply with such Acts, Byelaws and conditions as are in force in the district.  I give permission to South Oxfordshire District Council to carry out status checks on my DBS record until the expiry date of any licence granted.  **SIGNATURE:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **PRINT FULL NAME:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **DATE:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Before submitting this form, please make sure you have read through the questions and filled in all the answers and have provided us with all the documents we need to process your application.** |