

CHECK LIST – FOR OFFICE USE ONLY

Application Number _____

Date _____

Date Supporting Documents given ____ / ____ / ____



WOKINGHAM
BOROUGH COUNCIL

Dual Driver		Private Hire Only		Private Hire School Community Services Only	
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(Tick one box)

NEW APPLICATION FOR DRIVER LICENCE

PLEASE NOTE – IT IS AN OFFENCE TO CARRY OUT PRIVATE HIRE OR HACKNEY CARRIAGE WORK WITHOUT A VALID LICENCE. YOU WILL NOT BE ABLE TO START WORK WHILE YOUR APPLICATION IS BEING PROCESSED.

Answer all questions – please print replies

(MR/MRS/MISS/MS) _____

SURNAME _____

(Married women please state maiden name also) _____

FIRST NAMES (IN FULL) _____

CURRENT ADDRESS _____

TELEPHONE NUMBER(S) – HOME _____ MOBILE _____

EMAIL ADDRESS _____

NATIONAL INSURANCE NUMBER _____ DATE OF BIRTH _____

ARE YOU AN EU CITIZEN? YES/NO

APPLICANTS MUST HAVE HELD A FULL EU OR DVLA APPROVED DRIVING LICENCE FOR 12 MONTHS AT DATE OF APPLICATION (EXCLUDING THE HOLDING OF A PROVISIONAL LICENCE). THE LICENCE WILL BE CHECKED WITH DVLA.

PLEASE REFER TO THE ENCLOSED HACKNEY CARRIAGE AND PRIVATE HIRE LICENSING POLICY/PRIVATE HIRE SCHOOL AND COMMUNITY SERVICES LICENSING POLICY FOR DETAILS.

1. What is your present occupation? _____

2. How long have you held a full EU or approved DVLA licence? _____

3. Approximately how many hours will you drive each week? _____

4. Are you at present licensed as a Dual or Private Hire Driver with any other Local Authority? YES / NO

If Yes, which Authority? _____

4a Badge No _____

4b Plate No _____

5. Have you ever been refused a Dual or Private Hire Driver Licence? YES / NO

6. What was the reason for such a refusal? _____

7. Are there any endorsements currently on your EU or DVLA approved driving licence? YES / NO

If yes provide details _____

8. Have you ever had a Hackney Carriage/DD/PH Driver licence revoked or suspended by this or any other authority?

YES/NO

If yes, which Authority and the reasons _____

9. If you have had or currently have a licence with another Authority, is it currently under review / appeal against suspension or revocation?

YES / NO

10. Have you outstanding offences yet to be dealt with by a court? YES/NO

If yes, please give the details below.

Date	Nature of offence(s)

11. Have you ever been cautioned or convicted of any Offence? YES / NO

If YES, details of all cautions and convictions must be shown below.

Applicants are reminded that as a result of The Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) (England and Wales) Order 2003, they must declare any convictions which are deemed to be “spent” under the Rehabilitation of Offenders Act 1974.

Date	Offence charges	Sentence Imposed

12. Do you suffer from epilepsy or any other disability likely to make driving dangerous? YES / NO

13. Do you suffer from Type 1 diabetes and require insulin? YES / NO

Name address and signature of Private Hire Operator proposing to employ you.

Name and Address _____

Signature _____

Name and address in full of two persons, who you have known personally or professionally, for at least two years from whom a may be reference will be sought. They cannot be a relative or a driver operator licensed with Wokingham Borough Council.

Name 1	Address 1
Name 2	Address 2

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.

I HEREBY CERTIFY that all statements made in this application are true and correct. I also confirm that I have received and understood the Wokingham Borough Council Hackney Carriage and Private Hire Licensing Policy / Private Hire School and Community Services Licensing Policy. (Please delete as appropriate)

Should any statement made in this application subsequently be found not to be true or correct, any licence issued may be revoked at any time.

It should be noted that 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 within this authority for the prevention and detection of fraud. It may also share this information with other authorised bodies and organizations for the purposes of processing this application.

For further information, see the Fair Processing Statement notice on the authority's website <http://www.wokingham.gov.uk/council/transparency/processing/fair-processing-statement/>

To comply with the Immigration Act 2016, the Council is required to check eligibility to live and work in the UK for all applicants for driver and operator licences. Applicants will be required to provide evidence of this on request. Examples of acceptable documentation include a British passport, EC passport with the right to stay and work in the UK, permanent residence permit, work permit with a passport with correct authorisations, a UK birth certificate together with an official document giving the NI number such as a P45 or P60, or a

biometric immigration document indicating a right to stay indefinitely in the UK or a right to do the work in question.

For applicants with a limited time to remain in the UK, the licence will only be granted for the period of permission to remain and may only be granted for a shorter period. The licence may be extended should the applicant's right to remain in the UK be made permanent.

If an applicant has extended leave to remain (pending a decision) the licence cannot be granted for more than six months, and again may only be granted for a shorter period. The licence may be extended should the applicant's right to remain in the UK be made permanent.

If a licence holder loses the right to remain in the UK during the currency of a licence, the licence ceases to have effect and the licence (and badge for drivers) must be returned within 7 days.

Signature of Applicant _____

Date _____

SEND COMPLETED FORM TO:

Email: licensing@wokingham.gov.uk

Licensing, Wokingham Borough Council, Civic Offices, Shute End, Wokingham RG40 1BN

Phone 0118 974 6000

Fees

For fees and payment methods please see the licensing page on the council's website
www.wokingham.gov.uk