



PUBLIC HEALTH

Andrea Fallon

Director of Public Health and Wellbeing

Public Protection

Licensing Service

Number One Riverside

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NOTES FOR GUIDANCE RENEWAL: PRIVATE HIRE DRIVERS

- If you have been previously licensed with this authority please inform the Admin staff. They will check your previous file and advise you.
- If you have incurred any driving convictions or have been convicted of any offence since your last statutory declaration, please inform the Admin staff.
- Have you had any **illnesses or injuries** since your last medical that may affect your driving ability? If yes, inform the Admin staff.

Certificate of Good Conduct – if you have been living in the UK for less than 5 consecutive years at the time of application for a new licence, you will also need to obtain a Certificate of Good Conduct from the Embassy/High Commission in the Country or Countries in which you resided. This document must be a certified translation, if the original Embassy Certificate is not in English. The document must also be under 3 months old from its date of issue.

Asylum seekers who hold a Home Office issued application registration document together with a verification letter from the Home Office's Employer Checking Service stating that the named individual is permitted to work in the UK, will be exempt from the requirement to submit a Certificate of Good Conduct.

TO APPLY FOR A NORMAL RENEWAL YOU WILL NEED TO:

- **Complete** the application form on the reverse of this sheet.
- Bring your Photocard/Paper Licence (issued pre 1998) & DVLA code **PRINTED OUT** within 7 days)
- Pay the fee of **£71.00**
- Produce proof of your National Insurance Number.
- Supply a **RECENT** passport size photograph.

Please note: Original documents MUST be produced at every application submitted.

Private Hire Drivers Renewal

1. Full Name (Mr Ms Mrs Miss)

2. Date of birth Tel No

Email Address

3. Address

4. Current Private Hire Badge Number

5. Present Employer or Operator

6. Do you drive Private Hire vehicles FULL or PART TIME?

7. Have you had any licence suspended / revoked / refused by any Authority?

YES / NO if yes please supply details overleaf.

8. National Insurance Number

DECLARATION

I declare that the information I have given on this form is true, and to the best of my knowledge correct.

APPLICANTS SHOULD NOTE THAT TO MAKE A FALSE DECLARATION IS A SERIOUS CRIMINAL OFFENCE.

- I will **read and comply** with any Conditions attached to the grant of the licence.
- I will take enough **rest** and **refreshments** whilst driving Private Hire vehicles. I know that **any** incident involving fatigue reported to the Council will mean I may have to attend a Panel/Committee Meeting and could result in my licence being **SUSPENDED OR REVOKED**.
- I have not incurred any **injury** or **illness** since my last medical, which will affect my driving ability.
- This Authority is under a duty to protect the funds it administers, and therefore 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.

Signed: _____

Date: _____

Warning: Your attention is drawn to the dangers caused by fatigue due to driving LONG, UNBROKEN HOURS, particularly when heavy goods and other similar vehicles are involved

OFFICE USE ONLY

Payment Info	Fee	DVLA Code Print out	Photocard/Licence produced
	£71.00 Credit/Debit/Online		YES/NO

Details of application/licenses that have been –
Suspended/Revoked/Refused

(Please delete where applicable)

Name:

Address:

Date of Birth:

Date	Authority	Details

DECLARATION:

I declare that the information I have given on this form is true, and to the best of my knowledge correct.

I declare that I am legally allowed to reside and work in the UK

Signed:

Date: