



EAST CAMBRIDGESHIRE DISTRICT COUNCIL  
THE GRANGE, NUTHOLT LANE, ELY, CAMBS CB7 4EE  
TELEPHONE: 01353 665555.

**APPLICATION FOR RENEWAL OF A JOINT HACKNEY CARRIAGE AND  
PRIVATE HIRE DRIVER LICENCE**

To be completed by the applicant in his/her own handwriting

I hereby apply to East Cambridgeshire District Council for a licence to act as a driver of any licensed hackney carriage or private hire vehicle operating within the East Cambridgeshire district.

Do you hold a current hackney carriage or private hire driver licence with another local authority? Yes / No (delete as appropriate)

If 'yes' please give details of the local authority and licence held.

.....  
(other local authorities may be contacted in connection with this application)

Have you paid the correct fee? Yes / No (delete as appropriate)

Have you enclosed a passport style photograph that is less than 3 months old? Yes / No (delete as appropriate)

Have you included your DVLA mandate form? Yes / No (delete as appropriate)

**APPLICANT'S DETAILS**

SURNAME:.....TITLE:.....

FORENAME(S):.....

CURRENT ADDRESS: .....

.....POSTCODE:.....

NATIONAL INSURANCE NUMBER:.....

TELEPHONE NUMBER:.....

MOBILE TELEPHONE NUMBER:.....

EMAIL ADDRESS:.....

**PRESENT STATE OF HEALTH**

Do you suffer from any illness or condition, which might affect your driving of a hackney carriage or private hire vehicle? Yes / No (delete as appropriate)

(If "yes" please give details below)

.....  
.....

**I understand that if I do not declare any illness or condition then my licence could be revoked.**

Name and address of your private doctor:

.....  
.....

Have you enclosed your medical certificate (if applicable) Yes / No (delete as appropriate)  
(only required if a medical form is included in your renewal pack)

**CONVICTIONS**

When submitting an application for a licence to drive a hackney carriage or private hire vehicle **you must declare any offence for which you are currently being investigated or prosecuted, any conviction, caution or warning you have been given, including Fixed Penalty Notices, Penalty Notices, Anti-Social Behaviour Orders and Injunctions.** As the Rehabilitation of Offenders Act 1974 does not apply to hackney carriage or private hire drivers, convictions are never spent.

The information you give will be treated in confidence and will only be taken into account in relation to your application. You should be aware that the licensing authority is allowed by law to check with the police for the existence and content of any criminal record held in the name of an applicant. Information received from the police will be kept in strict confidence while the licensing process takes its course and will be retained for no longer than is necessary.

The disclosure of a criminal record or other information will not debar you from obtaining a licence unless the authority considers that the conviction renders you unsuitable. In making this decision the authority will consider the nature of the offence, how long ago it happened, what age you were and any other factors that may be relevant. Any applicant refused a joint driver licence on the grounds that he or she is not a fit and proper person to hold such a licence has a right of appeal to a Magistrates' Court.

**Have you ever been convicted before any Court, warned or cautioned by the Police for any motoring or criminal offence, received any Fixed Penalty Notices, Penalty Notices, Anti-Social Behaviour Orders or Injunctions or are there currently any prosecutions pending against you?  
Yes / No (delete as appropriate)**

If "yes" please give details below. All cases must be shown, motoring or otherwise whatever the outcome. Please continue on a separate sheet of paper if necessary

Date	Nature of Summons or Charge	Court	Sentence or Order

**DECLARATION**

- (a) To the best of my knowledge and belief the statements made by me on this form are correct.
- (b) I understand that if I have knowingly or recklessly made any false statement or omitted any material particulars I can be prosecuted under licensing legislation and any licence granted can be revoked.
- (c) I have held a FULL UK driving licence issued by the DVLA for at least 12 months or an EU driving licence that I have held for at least 12 months, which has been converted to a UK driving licence within the last 12 months.

If applicable:

- (d) I have obtained a certificate of good conduct in a sealed and unopened envelope from my own embassy.
- (e) I have obtained a written English translation of the certificate with documentary proof that the translation is correct.
- (f) I have provided documentary evidence that I am allowed to work in this country under the Asylum and Immigration Act 1996.

In signing this renewal form, I consent to the Council disclosing my name and address to the taxi and private hire operators if my licence is ever suspended/revoked/not renewed.

**DATA PROTECTION ACT 1998 - PRIVACY DISCLAIMER - FAIR PROCESSING- How we use your information**

East Cambridgeshire District Council is registered under the Data Protection Act 1998. This allows it to process personal data in performing its lawful business. Information held by the Council, including personal data you provide now or in the future, will be processed in compliance with data protection principles. Your personal data may be used to manage, monitor, improve and promote the Council's services. Where delivery of services or actions is in partnership with others, or dependent on the actions of others, it may also be shared with other persons or bodies in accordance with, and restricted to the terms of information sharing agreements and protocols. To protect public funds it may also be shared with other persons or bodies to prevent and detect fraud.

Further details are available on the Council's website [www.eastcambs.gov.uk](http://www.eastcambs.gov.uk) If you have concerns about the processing of your personal data by the Council you may contact the Data Protection Officer at East Cambridgeshire District Council, The Grange, Nutholt Lane, Ely, Cambridgeshire, CB7 4EE or the Office of the Information Commissioner at Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

I acknowledge that the fees payable for the joint hackney carriage and private hire driver licence cover the cost of the licence application. If I decide to cancel the licence application or do not meet the licensing standards and criteria, I accept that no refund will be given.

Signed:.....Date:.....

Print Name:.....

FOR OFFICE USE

Date:..... Amount: £..... Receipt No:.....

CRB form submitted (date):.....

CRB form no:.....

CRB form date of issue:.....

Med cert (date):..... Expires:.....

Photo produced:..... YES / NO

Driving licence seen and photocopied (both parts):.....

DVLA mandate completed:..... YES / NO

Certificate of good conduct:..... YES / NO

Badge number issued:.....

Date:.....

Signed:.....

**RENEWAL JOINT HACKNEY CARRIAGE AND PRIVATE HIRE DRIVER LICENCE FEES**

**1 April 2010**

Renewal of joint driver licence for 12 months including badge and licence:

Joint Hackney Carriage And Private Hire Driver Licence (renewal) (valid 1 year) £55.00

DVLA mandate £5.00