

Postal Address: Licensing Office, MyCouncil, Landmark Place, High Street, Slough SL1 1JL

Tel: 01753 875664 Fax: 01753 875809 Hours of Business: 9.30am-4pm Monday, Tuesday and Friday, Thursday 10am-4pm.

Closed all day Wednesday.

APPLICATION FOR GRANT OR RENEWAL
OF PRIVATE HIRE DRIVER/ VEHICLE LICENCE

Surname (Mr/ Mrs/ Miss/ Ms)	<input type="text"/>		
Forenames	<input type="text"/>		
Address	<input type="text"/>		Post Code <input type="text"/>
	<input type="text"/>		
Town/ Qty of Birth	<input type="text"/>	Country of Birth	<input type="text"/>
Date of Birth	<input type="text"/>	N.I. No.	<input type="text"/>
Telephone No.	<input type="text"/>	Mobile	<input type="text"/>

DATA PROTECTION

Slough Borough Council (SBC) and its agents will use the information that you have provided on this form and subsequent information provided by you or others for the purposes of assessing your application to hold a Private Hire Driver/ Vehicle Licence and for the administration of the licensing regime. If your application is successful, your name, licence number, licence status, issue date and expiry date will be made available on a public register. By signing this form you are consenting to the processing of your data by SBC for these purposes. Your information may be passed to law enforcement agencies if criminal activity is suspected or where we are otherwise required to do so by law.

The Licensing Authority, Slough Borough Council, needs to be satisfied on the following points before granting to an applicant a Private Hire Driver/ Vehicle Licence. This Private Hire Driver/ Vehicle Licence application is for the confidential use of the Licensing Authority. On completion this form should be returned to the Licensing Office, Landmark Place, High Street, Slough SL1 1JL.

When completing this application please:

- Write inside the boxes - use BLOCK CAPITAL letters
- Ensure that a response is provided for every question. Incomplete application forms will not be accepted.
- A list of the original documents required for grant/ renewal of each licence can be found on pages 2 and 3

Ensure ALL requested documents are available for inspection by the Licensing Officers.

DECLARATION OF PRIVATE HIRE OPERATOR (To be completed on every occasion)

This Declaration must be signed by the Licensed Private Hire Operator or an Authorised Signatory.

I HEREBY CERTIFY THAT the applicant named above will be working under my auspices as a Private Hire Driver/ Vehicle Proprietor if the licence is granted.

Private Hire Operator Licence No.	<input type="text"/>	Date licence expires	<input type="text"/>
Name: (as licence)	<input type="text"/>		
Address	<input type="text"/>		Postcode <input type="text"/>
	<input type="text"/>		
Signature	<input type="text"/>	Date	<input type="text"/>

DOCUMENTS REQUIRED FOR GRANT OF A PRIVATE HIRE DRIVER LICENCE	DOCUMENTS REQUIRED FOR RENEWAL OF A PRIVATE HIRE DRIVER LICENCE
1. Completed Application Form	1. Completed Application Form
2. Licence Fee	2. Licence Fee
3. Passport/ Proof of Right to Work (as requested)	3. Passport/ Proof of Right to Work (as requested)
4. Driving Licence including Paper Counterpart	4. Driving Licence including Paper Counterpart
5. DSA Pass Certificate	5. Medical Examination Report (as requested)
6. Medical Examination Report	6. Enhanced CRB Disclosure (as requested)
7. Enhanced CRB Disclosure	

1. MEDICAL

Since the issue of your last licence and/ or your last medical examination report, have you suffered from any illness or injury which has affected your ability to drive? Yes No

If YES, please give details

Date Condition

Duration Medication

Treatment

Did you notify DVLA of the change in your medical circumstances? Yes No

2. HOURS OF WORK

Will you be working as a Private Hire Driver:

(a) Full time Yes No hours per week

(b) Part time Yes No hours per week

(c) Not currently working as a Private Hire Driver

What is your other occupation?

3. PREVIOUS LICENCES

Have you previously held or applied for a Hackney Carriage or Private Hire Driver Licence? Yes No

If YES, with which authority?

Have you ever had a Hackney Carriage or Private Hire Driver licence:

(a) Refused Yes No

(b) Suspended Yes No

(c) Revoked Yes No

If YES, please give details

Date Authority

Duration Reason

DOCUMENTS REQUIRED FOR GRANT OF A PRIVATE HIRE VEHICLE LICENCE	DOCUMENTS REQUIRED FOR RENEWAL OF A PRIVATE HIRE VEHICLE LICENCE
1. Completed Application Form	1. Completed Application Form
2. Licence Fee	2. Licence Fee
3. Driving Licence including paper counterpart	3. Driving Licence including paper counterpart
4. Original Insurance Document	4. Original Insurance Document
5. Certificate of Compliance	5. Certificate of Compliance
6. V5 Log Book/ New Keeper slip	6. V5 Log Book/ New Keeper slip
7. DSA Pass Certificate	

4. VEHICLE DETAILS (Please note it is a requirement of this vehicle licence for the vehicle to be equipped with a fully operational fire extinguisher)

Do you currently hold a Hackney Carriage/ Private Hire Vehicle Licence? Yes No

If YES, with which authority?

Registration number Date of first registration

Vehicle make Vehicle model

Colour Engine CC No of passengers Fuel

5. DECLARATION OF PRIVATE HIRE PROPRIETOR (OWNER)

Are you the sole proprietor (owner) of the vehicle? Yes No

If NO please state the full name(s) and address(es) of every proprietor, part proprietor, registered keeper or any other person(s) concerned wither solely, or in partnership, in keeping, employing or letting such vehicle on hire. (To include full details of every person to whom the vehicle is contracted out.)

Name	<input type="text"/>	Name	<input type="text"/>
Address	<input type="text"/>	Address	<input type="text"/>
Postcode	<input type="text"/>	Postcode	<input type="text"/>

6. OTHER VEHICLES

Do you hold a Hackney Carriage or Private Hire licence in respect of any other vehicle? Yes No

If YES, please give details

License Number(s) Issuing Authority

7. INSURANCE The vehicle must be insured for full passenger liability in its use as a Private Hire vehicle

Insurance Company Name

Policy No:

Start Date: Expiry Date

8. CERTIFICATE OF COMPLIANCE (MOT)

Issuing Garage

Issue Date Expiry Date

Mileage Certificate No.

9. DECLARATION OF CONVICTIONS To be completed by all Applicants for the Grant or Renewal of a licence

WHEN submitting an application for a Private Hire Driver/ Vehicle Licence, you are required to declare ALL convictions and cautions you may have by virtue of the Rehabilitation of Offences Act 1974 (Exemptions) (Amendment) Order 2002. Any spent convictions must be disclosed. Have you ever had any:

- | | | | | |
|-----------------------|-----|--------------------------|----|--------------------------|
| (a) Convictions | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| (b) Cautions | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| (c) Motoring Offences | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| (d) Fixed Penalties | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |

LIST OF OFFENCES, DATES, SENTENCES AND FINES

Date	_____
Offence	_____
Court	_____
Sentence	_____
Date	_____
Offence	_____
Court	_____
Sentence	_____

Continue on separate sheet if necessary.

Are you currently on bail or subject of any outstanding charge or summons?

If "YES", please give full details below

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Policy Guidelines Received

Signature of Applicant Date

DECLARATION OF PRIVATE HIRE DRIVER/ VEHICLE LICENCE APPLICANT

I hereby certify that to the best of my knowledge and belief the information I have given is correct and I have given it knowing that I shall be liable to prosecution if I have knowingly or recklessly made a false statement or omitted any material particular and accept that Slough Borough Council reserves the right to clarify any of my answers or require further information in accordance with the provisions of The Town Police Clauses 1847, The Local Government (Miscellaneous Provisions) Act 1976 and any modification or re-enactment thereof.

I acknowledge that the Private Hire Driver/ Vehicle Licence(s) issued to me as shown above, remain the property of Slough Borough Council, is/ are held on loan by me, and must be returned to the Council on demand. I undertake to return the badge/ plate within 7 days after revocation, expiry or suspension of my licence under section 60 of the Act whether or not any demand is made by the Council.

Applicant Signature Date

FOR USE BY LICENSING OFFICE ONLY - GRANT/ RENEWAL

Application Date		Badge fee	
Receipt No.		DVLA check fee	
Licence Start Date		CRB fee	
Licence Expiry Date		Knowledge test fee	
		Plate fee	

NOTES: FOR USE BY LICENSING OFFICER

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Signature of Issuing Officer Date