

# Private Hire and Hackney Carriage Driver Licence Application

**Before completing this application please refer to guidance notes available at** [**Walsall Taxi Licensing**](http://www.walsall.gov.uk/taxis)

Any information you give on this form about yourself will be used to process your licence application. Walsall Council will only ever create, use, store and or share your data in accordance with the data protection regulations and should there be a requirement to share your information for any other purposes outside of our public functions, tasks and statutory requirements, Walsall Council will always ensure there is a lawful basis in accordance with data protection legislation.

For more detail regarding how to access a copy of your information, or how the local authority uses and shares your information, please visit the Privacy notice at [https://go.walsall.gov.uk/privacy\_statement](https://eur01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fgo.walsall.gov.uk%2Fprivacy_statement&data=05%7C01%7Csayful.alom%40walsall.gov.uk%7C8ebf38d3458a4151f54108da97de7d5c%7C5ddc79c77e69428fba3084b24a1ad994%7C0%7C0%7C637989279090945267%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=6s1LJnQb%2FZ1V95GGlClMYuN%2F49CX30%2BwgufMrF8nxMg%3D&reserved=0)

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| **Section A: Applicant Details** *(ALL sections* ***must*** *be provided)* |
| **Type of Licence:**  | Private Hire | [ ]  | Hackney carriage | [ ]  | Dual | [ ]  |
| **Type of Application:**  |  New | [ ]  | Renewal | [ ]  |
| **Licence Number** |  |  |  |  |
| Title | Mr [ ]  | Mrs [ ]   | Miss [ ]  | Ms [ ]  | Other:       |
| Forename(s) |  |
| Surname |  |
| Address |       |
|  | Postcode: |       |
| Date of birth: |   /  /     | National Ins No: |       |
| DVLA Licence No: | **-** | Date of issue:  | **/  /** |
| Issue Number:  |  | Expiry Date: | **/  /** |
| Contact Numbers: | Mobile:       | Home:       |
| Email address: |  |
| Preferred method of communication: | Text | [ ]  | Email | [ ]  |
| **Note:** ONLY a private and confidential email address should be provided (see declaration). |

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| **Section B: Prevention of Illegal Working** |
| In order for Walsall Council to comply with the Immigration, Asylum and Nationality Act 2006, which aims to ensure that employment is only offered to those who are entitled to live and work in the UK, all applicants will be required to produce relevant documents. |
| Do you require permission to work in the UK? | Yes | [ ]  | No | [ ]  |
| Nationality: |  | Residence Permit Required? | Yes [ ]  | No [ ]  |
| Passport No: |  | Residence Permit Expiry: | **/  /** |
| Licensed operator you intend to work for: |  |

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| **Section C: Medical History** |
| Do you have any pre-existing medical conditions? | Yes | [ ]  | No | [ ]  |
| **If you ticked yes, please give details of ALL pre-existing medical conditions here:**       |

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| **Section C: Licensed History** |
| Are you currently, or have you ever been, the holder of a private hire or hackney driver licence issued by Walsall Council or any other licensing authority? | Yes | [ ]  |
| No | [ ]  |
| **Licensing Authority** | **Licensed From** | **Licensed To** |
|       | **/  /** | **/  /** |
|       | **/  /** | **/  /** |
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|       | **/  /** | **/  /** |
|       | **/  /** | **/  /** |
| Have you ever had a Hackney Carriage or Private Hire Driver or vehicle licence suspended, revoked or refused by any local authority? | Yes | [ ]  | No | [ ]  |
| **If you ticked yes, please give details here:**       |

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| **Section D: Personal History** |
| Have you **ever** been **convicted** or **cautioned** for **ANY** offence? Note: this includes all criminal and motoring offences. | Yes | [ ]  | No | [ ]  |
| Do you have any pending prosecutions, court action, fixed penalty notices or endorsements? | Yes | [ ]  | No | [ ]  |
| **The Rehabilitation of Offenders Act 1974 does not apply to this application.****You MUST declare ALL convictions, cautions and charges, whether spent or not. This includes any pending convictions cautions, fixed penalty notices, anti-social behaviour orders (ASBOs) and Community Resolution Orders. Please provide full details in the table below:** |
| Date of Caution or Conviction | Nature of Offence (offence code) or pending case | Name of Court or Police Station | Result of Court of Police Action |
| **/  /** |       |       |       |
| **/  /** |       |       |       |
| **/  /** |       |       |       |
| **/  /** |       |       |       |
| **Continue on a separate sheet if necessary.** |

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| **Section E: Enhanced DBS Check** |
| **If you do not subscribe to the DBS Update Service you must complete an Enhanced DBS check before submitting your application following the instructions below. DO NOT USE ANY OTHER DBS PROVIDER.****IMPORTANT: Please refer to Walsall Council’s Criminal Conviction Guidelines to ensure you will be eligible for consideration.****You will need access to an internet connected computer.** |
|  | 1. | Visit: [Disclosure - Walsall CapitaRVS](https://disclosure.capitarvs.co.uk/walsall) |
|  | 2. | Select the **STANDARD/ENHANCED DBS** application box. |
|  | 3. | Use the Organisation Ref: **TAXILICENSING** |
|  | 4. | Organisation Code: **TAXILICENSINGCRB** |
|  | 5. | Complete all sections fully and click **CONFIRM** |
|  | 6. | Enter the application reference number you receive below: |
|  |  |  |
|  | **Reference:**  |  |  |  |  |  |  |  |  |  |  |  |  |  |

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| **Section F: DVLA Check** |
| **The DVLA checking code allows the Council to check your driving licence record.****You can obtain your code from the GOV.UK website. Please go to:** **https:\\www.gov.uk/view-driving-licence** **The code is case sensitive so please write it down carefully.****NOTE: THE CODE IS ONLY VALID FOR 21 DAYS** |
| **Example:** | **Enter your DVLA code below****EXACTLY as it is shown:**

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| **Section G: TAX Check** |
| **This section applies to existing licensed drivers, or applicants who have held a licence in the last 12 months with one or more licensing authorities.** **HMRC has powers to obtain information from licensing authorities,** **‘Schedule 23 to Finance Act 2011 (Data Gathering Powers) and Schedule 36 to Finance Act 2008 (Information and Inspection Powers), grant HMRC powers to obtain relevant information from third parties. This includes licensing bodies being required to provide information about licence applicants. The code is case sensitive so please write it down carefully.****NOTE: THE CODE IS ONLY VALID FOR 120 DAYS** |
|  | **Enter your HMRC check code below****EXACTLY as it is shown:**

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| **Declaration** |
| I declare that the above answers are true, to the best of my knowledge and belief, and understand that if there are any wilful omissions or false statements, my application may be refused.I understand that a false statement may render me liable to prosecution under the Local Government (Miscellaneous Provisions) Act 1976, or the Fraud Act 2006. I confirm the email address and other contact information provided is private and may safely used in relation to confidential licensing or personal information (e.g. medical).I declare that I have the correct immigration status to apply for this licence and am aware if I am no longer entitled to work in the UK my licence will lapse. If a licence has been issued, it may be liable to immediate suspension or revocation. I agree that all appropriate information recorded against me and received from the Disclosure and Barring Service or from my GP may be disclosed to the Licensing Committee or delegated officers in order that my application may be fully and fairly considered.Should my application be refused or my licence be revoked at anytime, I am aware that the details of the refusal or revocation will be uploaded on to the NR3 register. Where I am granted a licence I also declare that I will read, understand and adhere to the licence conditions set by the council and will ensure that I keep myself up to date with any changes to the conditions. Schedule 23 to Finance Act 2011 (Data Gathering Powers) and Schedule 36 to Finance Act 2008 (Information and Inspection Powers), grant HMRC powers to obtain relevant information from third parties. This includes licensing bodies being required to provide information about licence applicants.I confirm that I am aware of the content of HMRC guidance relating to my tax registration obligations.A link to the council’s Privacy statement can be found here: [Walsall Council Privacy Statement](https://go.walsall.gov.uk/Portals/0/Uploads/InfoGov/InfoGov%202018/Public%20health%20and%20Regulatory%20Services.pdf). |
| **Applicant Signature** |  | **Date** | **/  /** |
| **Applicant Name** |  |

**IMPORTANT INFORMATION**

**HMRC**

Tax registration obligations:

PAYE information: [income-tax - how-you-pay-income-tax](http://www.gov.uk/income-tax/how-you-pay-income-tax)

registering for Self Assessment: [Register-for-self-assessment](http://www.gov.uk/register-for-self-assessment)

Corporation Tax information: [Corporation Tax](http://www.gov.uk/corporation-tax)

**NR3S**

Walsall Council provides information to the National Register of Taxi Licence Refusals, Revocations and Suspensions (NR3S), a platform for licensing authorities to share details of individuals who have had a hackney carriage or private hire licence revoked, suspended or an application refused.

This is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the licensing authority – that is, assessing whether an individual is a fit and proper person to hold a hackney carriage or PHV licence.

Where a licence is revoked, suspended or an application refused, the decision will be recorded on NR3S.

All new or renewal licence applicants will be checked on NR3S. If a search of NR3S indicates a match with an applicant, the authority will request further information from the authority that made the NR3S entry. All information received from an NR3S search will only be used in connection with the specific licence application and will not be retained beyond the determination of that application.

The information recorded on NR3S will be limited to:

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| * Name
* Date of Birth
* Address
 | * Contact details
* National Insurance no
* DVLA licence number
 | * Decision taken
* Date of decision
* Date decision effective
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Information will be retained on NR3S for a period of 25 years.

This is an important part of hackney carriage/private hire licensing. Walsall Council will be taking part in the use of NR3S because. Walsall Council has a published policy on the approach it will take in responding to requests by other authorities for further information about entries on NR3S and its use of information provided to it. NR3S will be used by Walsall Council to share information on a more consistent basis to mitigate the risk of nondisclosure of relevant information by applicants.

Information will be used in accordance with General Data Protection Regulations (GDPR). Any searches, provision or receipt of information in relation to NR3S are necessary to the Council’s statutory licensing functions, ensuring that all drivers are fit and proper to hold the applicable licence. Under normal circumstances, NR3S data will remain within the UK.

For more information about Data Protection, how we use your data and how you can request access to your data can be found here ([Privacy Statement](https://go.walsall.gov.uk/privacy_statement)).

You retain the right to make a complaint to the Information Commissioner’s Office (ICO). Advice on how to raise a concern about handling of data can be found on the ICO’s website: [ICO - Make a Complaint](https://ico.org.uk/make-a-complaint/)