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**Taxi Licensing Team**  
**Allerdale Office: 0300 373 3730**  
**Carlisle Office: 01228 817523**  
**Copeland Office: 01946 598519**  
**cumberland.gov.uk**

# Dual Hackney Carriage/ Private Hire Driver Application

Local Government (Miscellaneous Provisions) Act 1976

## Application for a licence to drive a Hackney Carriage and Private Hire Vehicle

Before completing this form, please read the guidance notes at the end of the form.

**Please complete this form in black ink and block capitals.**

Application Type:

New application: <input type="checkbox"/>	Renewal: <input type="checkbox"/>	Existing Licence No:
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<b>A. Your Details</b>	
Full Name(s)	
Previous Name(s)	
Address (Including Postcode)	
Mobile No.	
Email Address (This must be provided for application to continue)	
Date of Birth:	
National Insurance Number:	

Are you entitled to work in the United Kingdom?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> I can provide documents to demonstrate my right to work <input type="checkbox"/> I can provide a share code so that the Licensing Authority can carry out checks using the Home Office right to work check service. Check code:
<b>For New Applications ONLY</b> New applicants, please confirm that you are aware of your tax responsibilities as you do not need a tax code for your first application:	<input type="checkbox"/> I confirm that I am aware of my tax responsibilities
<b>For Renewals ONLY (Every 3 Years):</b> Tax Code <a href="http://www.gov.uk/guidance/complete-a-tax-check-for-a-private-hire-or-scrap-metal-licence">www.gov.uk/guidance/complete-a-tax-check-for-a-private-hire-or-scrap-metal-licence</a>	<input type="checkbox"/> I can provide a tax share code, so that the Licensing Authority can carry out checks using the Home Office online right to work check service Taxi check code:
How long have you been a resident of the UK?	Since birth <input type="checkbox"/> Or Date: If you have 5 years or less residence, you are required to provide a Certificate of Good Conduct

<b>B. Employer Details</b>	
I propose to drive for: <b>(Please state Operators name or Self Employed)</b>	

<b>C. Application</b>	
Have you ever applied for, or held a hackney carriage or private hire vehicle drivers' licence before?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If you have previously applied for a hackney carriage / private hire vehicle drivers' licence, was the application refused, suspended or revoked?	<input type="checkbox"/> Yes <input type="checkbox"/> No

<p>Have you ever been disqualified or in any other way prevented from holding either a current driving licence, private hire or hackney carriage driver's licence?</p> <p>If "yes," please give reasons:</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>Please state Driving Licence number and DVLA check code:</p> <p><a href="http://www.gov.uk/view-driving-licence">www.gov.uk/view-driving-licence</a></p> <p><b>(please note that the code is case sensitive, is only valid for 21 days and can only be used once)</b></p>	
<p>Date of DVLA Licence expiry:</p>	

## D. Declaration of Conviction/Caution/Penalty

Have you ever been convicted or found guilty of any criminal offences, cautions, fixed penalties, motoring offences, any pending investigations, made subject of a Criminal Behaviour Order or Community Protection Notice, required to attend a speed awareness course, made subject of any injunction or restraining order or if you have ever been arrested or subject to any form of sanction or restriction:	Date of Conviction/Caution /Pending Hearing	Offence	Court	Sentence
<p><b>(please note that you must declare in detail any of the above offences to the Local Authority in writing with 72 hours of the event whilst your Licence is active)</b></p>				

<p>If "yes," please provide details in the provided table, if "no," please strike through the table box:</p> <p>If there is insufficient space, please use a separate sheet</p>				
<p>DBS Certificate Number:</p> <p><b>(Please note that this will be checked every 6 months due to DfT requirements)</b></p> <p><a href="#">DBS Update Service - GOV.UK</a></p> <p>Please confirm if you have joined the DBS update service:</p>				

I hereby apply for a dual hackney carriage and private hire driver's licence

I understand that if I knowingly or recklessly make a false statement or omit any material particulars in giving the above information I may be liable to prosecution under Section 57 of the Local Government (Miscellaneous Provisions) Act 1976.

**DATA PROTECTION PRIVACY NOTICE:**

**Cumberland Council** are committed to ensuring that your information is used appropriately. We will use your information for the purpose of providing you with a service.

The full **Privacy Notice** which explains how your information is handled can be viewed at [www.cumberland.gov.uk](http://www.cumberland.gov.uk)

We will take appropriate steps to ensure your information is secure, and we will only make it available to those who have a right to see it. Subject to the details contained within the **Privacy Notice** you have the right to withdraw consent at any time and you also have the right to access the information we hold about you. You can request this, seek further information or guidance, or make a complaint by writing to the Data Protection Officer.

**CONSENT AND DECLARATION:**

**This section MUST be completed and must NOT be altered in any way.**

**Please read the following important information carefully then sign the statements below.**

**Important information about Consent**

**I accept that as part of the investigation into my fitness to drive, Cumberland Council may require me to undergo further medical examination or some form of practical assessment. In these circumstances, those personnel involved will require my background medical details to undertake an appropriate and adequate assessment. Such personnel might include doctors, specialist consultants, orthoptists at eye clinics or paramedical staff at a driving assessment center.**

**Only information relevant to the assessment of my fitness to drive will be released. In addition, where the circumstances of my case appear exceptional, the relevant medical information may need to be further considered, where such further examination / consideration attracts a cost this will be met by me the applicant, (you will be advised of any further costs as appropriate to determine your application) and where matters of a medical nature exist the application may then be determined by the Councils Licensing Regulatory Committee. (The dual hackney carriage**

and private hire driver licensing process is managed to strict principles of confidentiality, where applications are to be determined by the Councils Licensing Regulatory Sub- Committee such meetings are held to the exclusion of the press and public).

I authorise my Doctor(s) and Specialist(s) to release report/medical information about my condition, relevant to my fitness to drive, to Cumberland Council's medical adviser.

I authorise Cumberland Council to disclose such relevant medical information as may be necessary to the investigation of my fitness to hold a HC/PH Drivers Licence, to doctors, paramedical, DVLA and to inform my doctor(s) of the outcome of the case where appropriate.

I consent to Cumberland Council using information within the application and supporting documents to use the Disclosure and Barring Service Update Service to ensure that I continue to be fit and proper person to drive hackney carriage and private hire vehicles.

I declare that I have checked the details I have given on the enclosed form and that to the best of my knowledge and belief they are correct.

During the period of application and any period when holding a dual hackney carriage and private hire driver licence, I will immediately inform Cumberland Council in writing of any deterioration in health or of any injury or condition that would affect my ability to drive. (This is in addition to the requirement of Section 94 of the Road Traffic Act 1988 requiring any driver to notify the Secretary of State of any relevant disability.)

I understand that it is a criminal offence if I make a false declaration to obtain a private hire / hackney carriage driver's licence.

<b>Signed:</b>
<b>Date:</b>

E. Checklist	Enclosed	Official Use Only
My current UK Driving Licence or my EU Driving Licence and DVLA check code:		
Evidence of right to work in the UK:		
Disclosure & Barring Service Certificate and evidence of subscription to DBS update service. Position must state 'Other Workforce – Taxi Driver or Private Hire Driver':		
Certificate of Good Conduct if UK residency is 5 years or less:		
Declaration of criminal offences, cautions, fixed penalties, motoring offences and any pending investigations:		
Medical Examination Report for a Group 2 (bus or lorry) Licence. This must be completed and signed by a registered GP or Medical Practitioner:		

<p>Please find form here:</p> <p><a href="#">Medical examination report for a lorry or bus driving licence (D4) - GOV.UK</a></p> <p>Self-Declarations are required on renewal until the age of 65.</p> <p><b>Please note, you must notify the Council, in writing within 14 days of any change in your medical condition that may adversely affect your ability to drive private hire of hackney carriage vehicles.</b></p>		
<p>Two Passport standard sized photographs of the applicant, with the applicant's full name written in block capitals on the reverse or have a photo taken where that service is available. This will be by appointment only:</p>		
<p>The licence fee (Receipt Number: )</p> <p>Date paid:</p>		

## Conditions of Application

### Hackney Carriage & Private Hire Driver's Licences

Before the council can grant a licence to drive a Hackney Carriage or a Private Hire vehicle, the applicant must comply with the following:

1. The applicant must satisfy that s/he is a fit and proper person to hold a licence.
2. Complete and submit to the council, an application on the forms prescribed by the council. Electronic facility can be used where available.
3. Pay the council the prescribed fee for a drivers' licence.
4. Satisfy the council that they are medically fit to drive a hackney carriage or a private hire vehicle.

Medical certificates are required at initial application, then renewed every three years at age 45, until the age of 65 and every year from the 65<sup>th</sup> birthday. If a different timescale is specified by the GP or medical practitioner that must be satisfied.

For this purpose, the applicant shall produce medical report on the form prescribed by the council. No other form will be acceptable. The report must be completed and signed by your GP or a registered practitioner with access to the applicant's summary medial history. Whether or not such a report has been produced, the applicant shall, if required by the council, undergo a medical examination by a registered medical practitioner, to be selected by the council.

The latest version of the D4 medical examination form is available online:

[Medical examination report for a lorry or bus driving licence \(D4\) - GOV.UK](#)

On each renewal the application shall produce a Driver Medical Declaration on the form prescribed by the council.

5. Satisfy the council that s/he has held for at least 12 months prior to and is, at the date of the application, the holder of a driving licence (not being a provisional licence) granted to the applicant under the Road Traffic Act 1988 or the corresponding provisions of any later enactment authorising the applicant to drive a motor car.
6. The applicant must provide two recent passport type photograph, in colour. Electronic facility can be used by appointment at Allerdale House, Workington.
7. The applicant is required to make a declaration of any convictions (including motoring) or Police cautions they may have. This also includes pending prosecutions, cautions or motoring offences. Any such information provided by the applicant will be treated in confidence and will only be taken into consideration in relation to the application.
8. Applicants should be aware that the Licensing Authority is empowered in law to carry out enquiries for the

existence and content of any criminal record held in the name of the applicant. This information, entitled 'Disclosure' is provided by way of application being made to the Disclosure and Barring Service (DBS), an executive agency of the Home Office.

9. The applicant is required on application for the grant of a dual hackney carriage and private hire drivers' licence to sign a disclosure mandate authorising the council to request further information that will help in their decision to issue a licence. During the licence period, the checks will take place automatically on an annual basis.

The disclosure of a criminal record or other information will not necessarily debar an applicant from gaining a licence unless the council considers that the conviction(s) render him/her unsuitable.

In making this decision, the council will consider the nature of the offence; how long ago it was committed and any other factors that may be relevant. Any applicant refused a drivers' licence on the grounds that s/he is not a fit and proper person to hold such a licence has a right of appeal to the Magistrates' Court.

10. The council has adopted guidelines relating to the relevance of convictions or Police cautions for use in determining applications for a dual hackney carriage and private hire drivers licence. The guidelines are enclosed in the Cumberland Council Hackney Carriage and Private Hire Policy. If you would like to discuss what effect a conviction or a Police caution might have on your application, please contact the Licensing Team for confidential advice:

Former Allerdale Area: **0300 373 3730**

Former Carlisle Area: **01228 817523**

Former Copeland Area **01946 598519**

11. The applicant MUST produce their DBS disclosure certificate to the council before a decision is made whether to determine the application for a licence. Once the application has been accepted the applicant will be required to subscribed to the DBS Update service and maintain that subscription during the period of the licence.

## **Medical Examination Report for Hackney Carriage and Private Hire Drivers**

### **Group II Medical Examination Report Form**

#### *Information notes*

It is a requirement under Section 57 of the Local Government (Miscellaneous Provisions) Act 1976 to provide a Medical Examination Report to the effect that you are physically fit to drive a Public, Private Hire or Contract vehicle.

You are required to provide a Medical Examination Report to ensure that you are physically fit [under Group II] to hold a Hackney Carriage / Private Hire Driver Licence and is for the confidential use of the Licensing Authority.

This form is to be completed by the applicant's own General Practitioner (GP) or Medical Practitioner who can confirm they have had access to the applicant's summary medical records.

You are required to complete a further Group II Medical Report Form in line with the requirements of the policy mentioned above.

Any fees charged are payable by the applicant.

- *please use this form to record medical examination details*

Licensing Officers are not permitted to complete or amend forms on behalf of applicants.

#### *Note:*

Any existing licensed private hire/hackney carriage driver must immediately inform the Council in writing of any deterioration in health or of any injury that would affect his/her ability to drive. (This is in addition to the requirement of Section 94 of the Road Traffic Act 1988 requiring any driver to notify the Secretary of State of any relevant disability).

#### **Guidance notes**

##### ***What you must do:***

1. Before consulting your GP, you may find it helpful to consult the DVLA's "At a Glance" booklet. This is available for download here: [www.gov.uk/government/publications/at-a-glance](http://www.gov.uk/government/publications/at-a-glance)

- 2.** If, after reading the notes, you have any doubts about your ability to meet the medical or eyesight standards, consult your GP/Optician before you arrange for this medical form to be completed as your GP will normally charge you for completing it. In the event of your application being refused, the fee you pay your GP is not refundable. Cumberland Council has no responsibility for medical fees.
- 3.** Fill in Section 10 of this report in the presence of the GP carrying out the examination.
- 4.** Application forms must be submitted together with the Group II Medical Report form otherwise there may be delays in processing your application.

***What the GP must do:***

1. Please arrange for the patient to be seen and examined having access to, and regard for, their medical records.
2. Please complete Sections 1-9 and 11 of this report. Please ensure the applicant completes Section 10 in your presence. You may find it helpful to consult the DVLA's "At a Glance" booklet. This is available for download here:  
**[www.gov.uk/government/publications/at-a-glance](http://www.gov.uk/government/publications/at-a-glance)**
3. Applicants who may be asymptomatic at the time of the examination are to be advised that, if in future they develop symptoms of a condition which could affect safe driving, and they hold either a Hackney Carriage and/or Private Hire driver licence they must immediately inform the Licensing Team at Cumberland Council. Please record any advice given at Section 6.
4. Please ensure that you have completed all Sections within this form. If this report does not bring out important clinical details which may affect the applicant's fitness to drive, please give details in Section 6.

***Important information for doctors***

Please read and follow the information below before deciding if you can fully and accurately fill in the vision assessment. **If you are unable to do this, you must tell the applicant that they will need to ask an optician or optometrist to fill it in.**

**We will make a licensing decision based on the information you provide.**

**What you need to assess:**

**If glasses (not contact lenses) are worn for driving, you MUST be able to establish the dioptré measurement of the correction used. If the correction is greater than**

**+8 dioptrés in any meridian of either lens, we may not be able to issue a Group 2 licence.**

**Applicants (hackney or private hire) must have, as measured by the 6 metre Snellen chart:**

- a visual acuity of at least 6/7.5 (decimal Snellen equivalent 0.8) in the better eye
- a visual acuity of at least 6/60 (decimal Snellen equivalent 0.1) in the other eye
- this may be achieved with or without glasses or contact lenses
- we cannot accept a Snellen reading shown with a plus (+) or minus (-) e.g. 6/6-2 or 6/9+3
- 3 metre readings must be converted to the 6 metre equivalent

*Before you fill in this report, please:*

- check the applicant's identity
- read the information leaflet INF4D (Medical examination report). This can be viewed in PDF format at **[www.gov.uk/reapply-driving-licence-medical-condition](http://www.gov.uk/reapply-driving-licence-medical-condition)**

The applicant is responsible for any fee payable for completion of the assessment.

Cumberland Council will not be liable for any costs involved.

Please note that if you complete the vision assessment as well as the medical assessment, you must sign and date both parts of the form