

Application for a Dual Hackney Carriage/Private Hire Driver's Licence

MALDON DISTRICT COUNCIL

Princes Road
Maldon
Essex CM9 5DL



Answer all questions for the application to be valid

Are you applying for a new or renewal licence?									
Full Name:									
Title (Miss, Mrs, Ms, Mr, Other):									
Registered Address:									
Postcode:									
Email address:									
National Insurance Number:									
HMRC Tax Check Code: (renewal applicants only)									
Tel. Number / Mobile Number:									

1. Date of birth: ____/____/____
2. Place of birth _____
3. How long have you held a full licence to drive a motor vehicle? _____
4. How long have you held a full UK driving licence? _____
5. UK driver licence number? _____
6. Do you hold or have you previously held a hackney carriage or private hire vehicle driver licence? Yes / No

If yes, please supply the following details:

Licensing Authority	Licence Reference	Date of Issue	Date of Expiry

7. Have you ever been refused a hackney carriage, private hire or dual driver's licence or had one suspended or revoked? Yes / No

If yes, please give details (including dates and the licensing authority involved in the refusal, revocation or suspension of the licence):

NB: checks will be undertaken on the NR3 National Anti-Fraud Network register and non-disclosure will be considered when determining your application. Your details will be entered on the NR3 register if your licence is refused or revoked.

8. Have you been charged or convicted of any criminal offence / been arrested or released / received a fixed penalty notice / accepted a caution? Yes / No

If yes, please give details including date and nature of offence(s):

9. Are any court proceedings pending against you at present?

Yes / No

If yes, please give details (including offences and court dates):

Declaration - to be completed by the applicant

I have read and understand the conditions relating to a Driver's Licence and am aware that I must notify the Council's Licensing Officers within 48 hours of any charge or conviction (including cautions), arrest and release, fixed penalty notice or driving licence endorsement during the period of the licence.

I confirm that I am aware of the content of HMRC guidance relating to my tax registration obligations. I give the Licensing Authority permission to undertake Disclosure and Barring Service (DBS) and driver licence checks.

I declare that the answers given are true. I understand that if I have made any omissions or statements that I know to be false, my application may be refused or if already issued, the licence may be suspended or revoked. I confirm that I have permission to seek or undertake work in the United Kingdom.

Signed: _____

Dated: ____ / ____ / _____

You may render yourself liable to prosecution for if you fail to comply with the conditions of the licence.

The data submitted with this form is processed by Maldon District Council (the Data Controller) for the administration of this application. Our lawful basis for collecting this data is complying with a legal obligation (GDPR Article 6.1(c)). We only share your data for the purposes of processing this application, the prevention or detection of fraud or where we have a legal requirement to do so. We do not pass on your data to any marketing companies.

Further details about how we protect your data can be found in our Terms & Conditions on the Council's website www.maldon.gov.uk/terms. For more information, or if you have any queries or wish to make a complaint about how we have handled your data, please contact our Data Protection Officer (DPO) dpo@maldon.gov.uk or the Information Commissioner's Office at www.ico.org.uk or 0303 123 1113.

Documents required with application	Checklist
Completed application form - including the 9 figure HMRC tax check code – unless a new driver application. (If a renewal licence, the Council will not be able to process applications unless a tax check code is provided.)	
Enhanced DBS certificate (less than 28 days old) – this will not be needed if you have signed up to the DBS update service and we have a copy of your original certificate	
A Certificate of Good Conduct (if you have lived anywhere other than the UK for 6 or more consecutive months in the last 5 years)	
Proof of entitlement to work in the UK, e.g., passport, UK birth certificate, residence permit, settled status certificate. Additional documents may be requested.	
Copy of full UK driving licence (this must have been held for a least 1 year and you must have at least 3 years of driving experience)	
Green Penny training certificate	
Completed medical assessment form (it recommended that you complete this after the training)	
2 photos - passport standard (plain, light background and no accessories)	
Payment (fee for 2022/23 £237) (office budget code F341 9244)	

Tick payment method below: -

- online by Debit Card at <https://www.maldon.gov.uk/pay>
- cheque made payable to 'Maldon District Council' and sent with this application and the documents listed above to Maldon District Council, Princes Road, Maldon CM9 5DL; or
- BACS – Natwest Bank; sort code 60-13-37; account number 57191700; ref – TX and your name

For enquiries - contact Licensing, telephone 01621 854477 or email licensing@maldon.gov.uk