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| **HACKNEY CARRIAGE DRIVERS’ LICENCE APPLICATION - NOTES FOR GUIDANCE** |
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 | **You may not drive any hackney carriage licensed by Eastleigh Borough Council unless you have been granted a hackney carriage driver’s licence by the council.** |
|  | Please note that failure to disclose **any** relevant matter in connection with your application may result in you being prosecuted. |
|  | Before proceeding further, you must read and understand each of these notes and know what is required of you in order for you to be licensed. [ ]  |
|  | To make an application for a hackney carriage driver’s licence you must: |
|  | * be aged over 21
* have no less than two years driving experience since passing a Department for Transport driving test or an EC equivalent licence
* be able to prove that you have a right to live and work in the UK
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|  | When you are able to fully satisfy **all** the above matters, you must fully complete this form. |
|  | When completing the form please note that, the effect of the law is that **all** findings of guilt and cautions for criminal or motoring offences **must** be disclosed in connection with your application. If the Licensing Committee needs to consider your application, our report containing information about your application, including any findings of guilt and cautions, will not normally be made public unless it is deemed to be in the public interest for the information to be placed in the public domain. You will be notified before publication if such a decision is made. |
| **H****I****J** | You will be required to successfully pass our knowledge test. The knowledge test will give all applicants the opportunity to demonstrate their knowledge of the legislation controlling hackney carriages and private hire vehicles, their drivers and operators and the highway code, including road signs; the location of hotels, clubs, shops, public houses, places of amusement, cinemas, courts, museums and principal areas for small hotels and guest houses;the location of taxi ranks, railway stations, coach station, main bus loading points, police stations and business parks;the location of hospitals, health centres, principal buildings, principal schools, principal university buildings, halls of residence, places of worship and leisure centres.;the location of all main roads and side roads in the borough.You are now required to confirm your HMRC tax responsibilities on the application form. Please see https://www.gov.uk/government/publications/licence-application-tax-check-communications-resources/tax-check-factsheetThe completed application form is to be scanned and emailed to licensing@eastleigh.gov.uk. (clear photographs of the form are acceptable). Once the application has been emailed, telephone the licensing team on 023 8254 5376 to book an appointment to sit the knowledge test. The fee of £15.00 (card payment will be taken) is required to book your appointment.You may sit no more than four knowledge tests, you may not take any further tests for the next three months. After this period you may take a further four tests. Each test attracts a fee of **£15.00.**Once the knowledge test has been passed a Disclosure & Barring application form will be completed together with a DVLA disclosure application form. You will need to have the following original documents with you |
|  |  | your valid passport. (for any non-UK passport, you are required to provide evidence of your right to live and work in the UK. Visit <https://right-to-work.service.gov.uk/prove/id-question>) |
|  |  | your UK driving licence |
|  |  | a document proving your right to work in the UK (e.g. P45 or P60), showing your national insurance number |
|  |  | proof of your home address (residential utility bill, bank statement etc. – less than three months old) |
| **K** | Please note that fees for the DBS and DVLA checks (**£38.00** and **£5.00**) are not refundable and do not form part of the licence fee. |
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| As part of the application process and prior to the grant of any licence can be considered you are required to (documentation must be provided) |
| * provide a medical report (on the council’s form) certifying that you are fit to a Group 2 standard. You will be responsible for all the costs associated with this.

*All supporting medical documents must be supplied to the licensing team.**N.B, Some G.P’s require a separate optical report which must be supplied to the G.P completing the**Medical report.**If you have diabetes it may be possible for you to meet the Group 2 medical standard if you are able to provide conclusive proof in writing that your diabetes is consistently well managed.** Undergo and pass a driving skills assessment to the satisfaction of Eastleigh Borough Council, with our approved providers.
* Shall demonstrate they have enrolled onto a BTech qualification for transporting passengers by taxi and private hire vehicle or updated equivalent and shall only be granted a licence for a period of 1 year. On presenting evidence to the licensing office demonstrating they have obtained the qualification, the licence expiry will be extended to the full 3 years but back to the last day of the previous month, but no more than 36 months since the original grant.
* With effect from 1st January 2022 all applicants for private hire driver licences will have successfully completed safeguarding training approved by Eastleigh Borough Council **before any licence is granted**. (see website for our approved provider). The £25.00 fee paid to our approved provider will be deducted for the licence fee should a licence be granted to you.
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| **M** | When you receive your DBS criminal record disclosure, you must bring the original certificate to the licensing office for inspection. |
| **N** | You will be required to subscribe, at your own cost, to the DBS update service online via https://www.gov.uk/dbs-update-service. You can only do this when your DBS application has been completed or within 14 days of receiving the DBS disclosure |
| **O** | You will be required to agree to 6 monthly online DBS update checks. You will sign a form giving Eastleigh Borough Council permission to carry out this check |
| **P** | If a licence can be granted to you, the licence fee of **£182.00** will be payable immediately. |
|  | **Payments can be made by debit or credit card only.** |
| **Q****R** | DBS Privacy Policy – Please read the Enhanced DBS check Privacy Policy <https://www.gov.uk/government/publications/standard-and-enhanced-dbs-check-privacy-policy>The Council is collecting this information in order to perform this service or function, and if further information is needed in order to do so, you may be contacted using the details provided.In performing this service, the Council may be required to share your information with other organisations or departments, but it will only do so when it is necessary in order for the service to be provided.The Council may also share your personal information for the purposes of the prevention, investigation, detection, or prosecution of criminal offences, but will not share your personal information, or use it for this, or any other purpose, unless provided for by law. For more detail about how we handle your personal data please see our privacy policies:<https://www.eastleigh.gov.uk/privacy> |
| **HACKNEY CARRIAGE DRIVER’S LICENCE APPLICATION*****Please read the preceding notes before completing this form Your application will be rejected if you leave any question unanswered******For any question with a Yes / No option, please select whichever is applicable.*** |  |
|  | (a) | I, *(forenames/given names)*: |       |
|  |  | *(surname/family name)*: |  |
|  | (b) | *(any previous names)*: |       |
|  | hereby apply to Eastleigh Borough Council as licensing authority for a licence to act as a driver of a mechanically propelled hackney carriage in accordance with the details set out below: |
|  | (a) | Home address: |       |
|  |  | Post Code: |       | Date moved to address |       |
|  | (b) | Home ‘phone no:Email;        |       | Mobile no: |       |
|  | (c) | Previous addresses in past five years *(including dates)(continue on a separate sheet if necessary)*: |
|  |  | (i) |        from       to       |
|  |  | (ii) |        from       to       |
|  |  | (iii) |        from       to       |
|  |  |  |
|  | Date of Birth: |       |  | Age:  |    |  | Place of birth |       |
|  | Nat. Ins. No. |       |  |  |
|  | I produce the following documents in support of my application: ***(a, b, c and d)*** |
|  | (a) | Driver’s licence no:  |       | Issued: |       | Expires: |       |
|  |  | *(you must produce your photo card driving licence)* |
|  | (b) | Passport no: |       | Issued: |       | Expires: |       |
|  |  | *(if you do not have valid passport and you do not have a photo card driving licence, please contact us)* |
|  | (c) | A recent proof of address: |       |
|  |  | *(This would include a residential utility bill, council tax statement, bank or credit card statement, or addressed payslip, in your name)* |
|  | (d) | Proof of your right to live and work in the UK, incorporating your national insurance number |
|  |  |       |
|  |  | *(including a P45 or P60)* |
|  | (a) | Have you previously held or do you now hold a hackney carriage or private hire driver’s licence from this or any other authority? | **YES/NO** |
|  |  | If ***YES*** give that Authority’s name: |       |
|  | (b) | Have you ever had an application for a hackney carriage or private hire driver’s licence refused, revoked or suspended by this or any other authority? | **YES/NO** |
|  |  | If ***YES*** give the name of the Authority concerned and the date of refusal or revocation: |
|  |  |       |

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|  | Are you an undischarged bankrupt?  | **YES/NO** |
|  | **Have you EVER been found guilty by a Court or cautioned or warned by the Police for any criminal or motoring offence or are there any prosecutions pending against you?** | **YES/NO** |
|  | If the answer is **YES**, give full details below (*and continue on a separate sheet if necessary*)Please note that **all findings of guilt, cautions** **and warnings** must be disclosed in connection with an application for a hackney carriage driver's licence, whether or not they might otherwise be considered “spent” |
|  | ***Conviction Date*** | ***Court*** | ***Offence*** | ***Sentence*** |
|  |       |       |       |       |
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|  | Are you likely to carry children or vulnerable adults on more than two days per month or under contract to any organisation? | **YES/NO** |
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|  | (a) | Has a medical practitioner ever advised you not to drive? | **YES/NO** |
|  | (b) | Have you received any hospital treatment within the last 12 months? | **YES/NO** |
|  | (c) | Are you without hand or foot or have you any defect in limb movement or power? | **YES/NO** |
|  | (d) | Have you ever suffered from epilepsy, sudden attacks of disabling giddiness, fainting, or any mental illness or defect? | **YES/NO** |
|  | (e) | Do you now have or have you ever had any other disability or medical condition which could affect your fitness as a driver either now or in the future? | **YES/NO** |
|  |  | Among the reasons for answering **YES** to this question and giving details are: -* that you have been treated for drug or alcohol dependency within the last three years; or
* that you have diabetes; or
* that you have a heart condition or are fitted with a cardiac pacemaker.
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|  | If the answer to any of the above questions (**13** **a**, **b**, **c**, **d** or **e**) is **YES**, please give full details on a separate sheet, which must be dated and signed by you and must accompany your application. |
| 11.12. | **I have checked the information given in this form, and have read and understood all the notes below. All the information given in this application is true and correct and I understand that I will be liable to prosecution if any information is given as part of my application which I know to be false or incorrect in any way.****I confirm I have read & understood the DBS privacy policy (note Q in attached guidance)****If a licence is granted to me, I will subscribe to the Disclosure and Barring Service update service at my own expense and keep that subscription up to date whilst I remain licensed as a hackney carriage driver with Eastleigh Borough Council****I confirm I am aware of my HMRC Tax responsibilities and confirm I will comply.** |
|  | **Signed:**  |  | **Dated:** |   |