



**Town Police Clauses Act 1847 &  
Local Government (Miscellaneous Provisions) Act 1976**

**Application for Hackney Carriage / Private Hire Driver Licence**

<b>Type of licence sought:</b> <i>(tick one)</i>	<input type="checkbox"/> Hackney Carriage	<input type="checkbox"/> Private Hire	<input type="checkbox"/> Dual (HC & PH)
---	---	---------------------------------------	---

<b>I am applying for a:</b>	<input type="checkbox"/> New licence <input type="checkbox"/> Renewal of licence <input type="checkbox"/> Additional badge (single to dual licence) <input type="checkbox"/> Revision of details
-----------------------------	---

Please attach a recent photograph, sized 45 x 35mm, of a standard suitable for a passport application, showing your full face without coverings.

Please write clearly in **block capitals**, and ensure that your answers are inside the boxes and written in **black ink**. All questions must be answered. Incomplete applications will not be processed.

You may wish to keep a copy of the completed form for your records.

<b>Section 1: Licence details</b>		<i>This section should be left blank on new licence applications</i>	
Badge number(s):	<b>HD</b>	Expiry date of current licence(s):	/ /
	<b>PD</b>		/ /
	<b>XD</b>		/ /

<b>Section 2: Applicant's details</b>			
Title:	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other _____		
Forename(s):			
Surname:			
Home address:			
Post code:			
Date of birth:	/ /	National Insurance number:	
Place of birth:			
Nationality:	<i>If dual nationality is held, state all applicable nationalities</i>		
Daytime phone number:		Mobile phone number:	
Email address:			

### Section 3: Driving licence details

Licence number:	e.g. SMITH 101010 AB9YZ	Issue no:	e.g. 78
Issuing authority:	<input type="checkbox"/> DVLA <input type="checkbox"/> DVLNI <input type="checkbox"/> Other: _____		
Are you currently, or at any time in the last 5 years have you been, disqualified from driving motor vehicles? (including on medical grounds or as a result of a single or multiple convictions)	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Have you been convicted of, or otherwise admitted, any motoring offences which resulted in the endorsement of your driving licence, where the endorsement is still valid and shown on your driving licence record?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
To your knowledge, are you currently subject to an ongoing investigation or legal proceedings in respect of an alleged motoring offence?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
If any of the above have been answered 'Yes', please give further details below:			

As part of the application process, we will need to verify your driving licence details with DVLA:  
(if your driving licence was not issued by DVLA, please contact us for advice):

You can allow us to verify your driving licence information by generating a one-use code, valid for 21 days, at:  
[www.gov.uk/view-driving-licence](http://www.gov.uk/view-driving-licence)  
(then click on 'Get your check code').

*N.B. Please do not use this code yourself to test that it works, as this will invalidate it.*

Enter the 8-character code below:

--	--	--	--	--	--	--	--

*Please write your code clearly, particularly with easily-mistaken characters such as s, S or 5.*

### Section 4: Tax Information

As part of the application process, we will need to verify your tax details with HMRC:

You must perform a tax check.

To carry out a tax check, you need a Government Gateway user ID and password. If you do not have a user ID, you can create one when you start the check.

After you complete the tax check you'll be given a code. Please provide this in the box below. Tax check codes expire after 120 days, so if you make a licence application for another licence after that time you'll need to carry out a new tax check for it.

You can perform your Tax check using the below link from the 3<sup>rd</sup> of March 2022:  
[HMRC services: sign in or register - GOV.UK \(www.gov.uk\)](https://www.gov.uk/hmrc-services/sign-in-or-register)

Enter the 9 digit Tax Check code below:

--	--	--	--	--	--	--	--	--

*Please write your code clearly, particularly with easily-mistaken characters such as s, S or 5.*



## Section 8: Documents required

I have enclosed the following documentation in support of my application:

- My full driving licence (either the photocard or older-style paper licence)
- Evidence of my right to work in the UK (UK birth certificate, passport, residence permit, etc)
- Evidence of my National Insurance number (NI card, P60 end of year certificate, etc)
- Identification documents required for the DBS disclosure service (***see enclosed notes***)
- A medical questionnaire completed by my GP, or by a medical practitioner with full access to my medical records covering at least the last 5 years
- A hospital consultant's letter (insulin-treatment only) and my signed medical declaration form (***diabetic drivers treated with insulin or medication which may induce hypoglycaemia only***)
- A letter from a licensed private hire operator in Dacorum offering employment (***mandatory for private hire drivers and dual drivers, optional for hackney carriage drivers***)

## Section 8: Application fee(s)

*Please tick one of the following options*

- I enclose a cheque for £\_\_\_\_, payable to Dacorum Borough Council.
- I wish to pay the application fee(s) by credit or debit card – please contact me to arrange payment.

## Section 9: Declaration and signatures

- I declare that, to the best of my knowledge and belief, the above particulars are true in every respect.
- I understand that it is an offence for any person knowingly or recklessly to make a false statement or to omit any material particular in giving information required in this form, and that I may be prosecuted or have my licence revoked if I am found to have done so.
- I have read the Licence Conditions and/or Bylaws and undertake in the event of a licence being granted to observe and adhere to such Conditions and/or Bylaws.

Signed:		Print name:		Date:	
---------	--	-------------	--	-------	--

Driver licence applications may be submitted by email, post or in person, accompanied by the required supporting documents. You will need to make an appointment at the Forum Building to show your original DBS identification documents and you may submit the rest of the application at this time if you wish. Please contact us to make an appointment on **01442 228000**.

Please note that we will not accept your application if you do not provide all of the documents required.

**Data Protection – PLEASE READ THIS NOTICE CAREFULLY**

We will use the information you provide in this form and in any supporting documents to process and determine your application for a licence. The information will be held on internal databases and electronic document management systems, and included in such public registers as the Council may be required to maintain.

The information supplied may be passed to other bodies, including law enforcement agencies and government departments, as allowed by law. We may check information you have provided, or information about you that another person has provided, with other information we hold. We may also obtain information about you from, or provide information to, organisations such as government departments, law enforcement agencies, other local authorities, and private sector organisations such as banks, insurance companies or legal firms, to:

- Verify the accuracy of information,
- Prevent or detect crime, or
- Protect public funds.

We will not give information about you to anyone else, or use information about you for other purposes, unless the law allows us to.

Dacorum Borough Council is the data controller for the purposes of the Data Protection Act. If you would like to know more about what information we hold about you, or the way we use it, please contact us, or view our privacy policy located here; [Licensing Privacy Policy](#)

**Office use only**

Date received:	/ /	Fee received:	£ <input type="checkbox"/> Chq <input type="checkbox"/> Card
Receipt number:			
DBS form number:	F	Disclosure no:	
DVLA check run:	/ /	DVLA results:	
Medical received:	/ /	Medical results:	
Complaint history check:	/ /	Complaint results:	
Appn complete:	/ /	Lic. approved:	/ /
Licence valid from:	/ /	Licence expires:	/ /

*Revised June 2021*