

APPLICATION FOR A DRIVER'S LICENCE



Type of licence being applied for: (please tick relevant box)							
Dual (HC and PH)	<input type="checkbox"/>	Private Hire	<input type="checkbox"/>	Home to School	<input type="checkbox"/>	Chauffeur	<input type="checkbox"/>

Length of licence being applied for:	One year	<input type="checkbox"/>	Three years	<input type="checkbox"/>
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Surname				Mr/ Mrs/ Miss (Please delete as applicable)
First names (in full)				
Full address				
	Postcode			
Telephone number		Mobile number		
Email address				
Date of birth				
National Insurance Number				

Name of operator you would work for (if applicable)	
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Have you ever held or been refused a licence with another local authority?	YES / NO
If YES to the above please give details:	
Have you held a full DVLA/EU/EEA driving licence for the last 12 months? (N.B. If no, you are not eligible to apply)	YES / NO
Have you ever lived outside of the UK for a period of 6 months or more?	YES / NO
If YES to the above please give details:	
Have you been arrested for or charged with any offence within the last 12 months?	YES / NO
If YES to the above please give details:	

Do you plan to work on any Council Home to School Transport Contracts?	YES / NO (please delete as applicable)
Do you plan to work for a private hire operator that is contracted to supply Occasional Transport Services to the Council?	YES / NO (please delete as applicable)

If you answer yes to either of the above, please note that the information you provide on this form may also be shared with the Bracknell Forest Council Integrated Transport Unit.

The DVLA no longer issues or updates paper licence counterparts, so in order for us to check your licence validity, all holders of DVLA driving licences must complete the following section. Check codes can be generated online at www.gov.uk/view-driving-licence. Please only generate the code when you are ready to submit this form, as they are only valid for a limited time. If you do not have access to the internet, there are computers in the Customer Service Centre which are available to use free of charge. Please be careful when writing down your code as it is case sensitive and any errors are likely to delay your application. Please be aware that your application will not be considered valid until a useable DVLA check code has been provided.

If you hold a non-UK licence, you will need to speak to the DVLA on 0300 790 6801, giving us permission to check if you have received any endorsements since you have been in the UK. Once you have given confirmation to the DVLA that we can carry out this check, please enter your licence number below and the date and time the confirmation was provided to the DVLA.

DVLA licence number																				
Check code Upper case - please fill the box Lower case - stay below the dotted line																				
Date and time code generated																				

GUIDANCE

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

All new drivers are required to attend a First Aid Course run by the Council, unless they can provide documentation to confirm they have passed a recognised first aid course. Applicants must pay for this course at the time of initial application.

Fees for 2016/2017

Dual / Private Hire / Chauffeur Driver (one year)	£139.00	First Aid Course	£26.00
Dual / Private Hire / Chauffeur Driver (three years)	£245.00	DBS	£56.00
Home to School Driver (one year)	£86.00		
Home to School Driver (three years)	£172.00		

Payment can be made in the following ways:

- By credit or debit card at Time Square or over the phone on 01344 352000
- By cash or cheque (made payable to Bracknell Forest Borough Council) at Time Square.

Please tick to confirm you have enclosed the following with your application:

	A receipt for payment of the application fee, first aid course fee and DBS fee
	DVLA/EU/EEA driving licence
	Documentation confirming entitlement to work in the UK*

* Examples of acceptable documentation include a British passport, EC passport with the right to stay and work in the UK, permanent residence permit, work permit with a passport with correct authorisations, a UK birth certificate together with an official document giving the NI number such as a P45 or P60, or a biometric immigration document indicating a right to stay indefinitely in the UK or a right to do the work in question.

The completed form and any enclosures should be handed in to the Customer Service Centre at Time Square, Market Street, Bracknell, RG12 1JD. Please note only fully completed applications with all the correct fees and enclosures will be accepted. We can only accept original documentation, of which we will make a copy. Faxed copies will **NOT** be accepted.

On receipt of the above documents and fees, a pack will be sent to you with further information on how to proceed with your application including the online DBS application.

An applicant commits an offence if they knowingly or recklessly make a false statement or omit any relevant information and any licence issued may be revoked. Information provided on application forms will be disclosed to other agencies such as the Police and DVLA where there is a legal requirement to do so, for example in relation to the investigation of a suspected offence. This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing and administering public funds for these purposes. For further information, see www.bracknell-forest.gov.uk/nationalfraudinitiative or contact Internal Audit on 01344 352322.

I hereby certify that all statements in this application are correct and true to the best of my knowledge. I have read the guidance supplied, enclosed any required documentation and fees, and agree to abide by the conditions placed on the licence should it be granted.

Signature..... Date signed.....

Print Name.....

Private hire, chauffeur and home to school drivers only:

Signature of Operator.....

Name of firm

Ethnic Monitoring

Bracknell Forest Borough Council operates a policy of equal opportunity and fair treatment for all. To assist in monitoring our policy (and for this reason only), applicants are asked to give details of their ethnic origin.

Please state which of the following best describes your ethnic origin:

Black UK	
Black African	
Black Caribbean	
Asian	
Indian	
Indian UK	
Pakistani	
Pakistani UK	
Bangladeshi	
Bangladeshi UK	
Chinese	
White UK	
White European	
Irish	
If you do not belong to any of these categories please specify:	