

RENEWAL APPLICATION FOR DRIVER'S LICENCE



Type of licence being applied for: (please tick relevant box)							
Dual		Private Hire		Home to School		Chauffeur	
Are you renewing for: (please tick relevant box)							
One year		Three years					
Current badge number:			Expiry date:				
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							
Have you changed address since your last application?						Yes / No	
If yes, please fill out a Change of Details Form							
Name of operator you are working for (if applicable)							
Have you been convicted of a criminal or civil offence / cautioned / issued with a fixed penalty notice / summoned / reported for an offence since your last application for a driver's licence?						Yes / No	
If yes to any of the above, please give details: (please continue onto an extra sheet if needed)							
Date	Offence			Sentenced imposed/ Court hearing date			
Do you work on any Council Home to School Transport Contracts?						YES / NO (please delete as applicable)	
Do you 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 NOTES

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

It is recommended that you apply to renew your licence at least two weeks before the expiry date, in case there is any delay in the processing of your application. If you do not receive a new licence before the expiry date, you are not entitled to drive any licensed vehicles until you have collected your new licence. You will be informed when your badge and licence is ready for collection.

Fees for 2016/2017

Type of Licence	£	Other fees	£
Hackney Carriage / Private Hire Driver – 1 year	106.00	First Aid Course	26.00
Hackney Carriage / Private Hire Driver – 3 years	212.00	DBS Check	56.00
Home to School Driver	86.00		

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:

<input type="checkbox"/>	A receipt for payment of the application fee, plus any other fees as appropriate
<input type="checkbox"/>	Original DVLA/EU/EEA driving licence

The completed form and any enclosures should be handed into 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.

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.

Declaration:

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 place 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	