



New application for Private Hire and Hackney Carriage driver's licence

1.	Surname			
2.	First name(s)			
3.	Address			
		4. Postcode		
5.	Date of birth		6. National Insurance no.	
7.	Home telephone no.			
8.	Mobile telephone no.			
9.	Email address			

10.	Have you ever resided outside of the UK for any period other than for a holiday of less than 4 continuous weeks? If yes, please give details:

11.	Which type of badge are you applying for? (please tick)					
	Combined Hackney Carriage and Private Hire		Private Hire only		Hackney Carriage only	

12.	Have you previously been licensed as a Hackney Carriage or Private Hire Driver by Thurrock Council or any other local authority? If yes, please state authority and dates:

13.	Have you ever had a Hackney Carriage or Private Hire Drivers Licence refused / revoked / suspended by Thurrock Council or another local authority? If yes, please give details and dates:

14.	Do you suffer from any medical conditions or allergy that would affect your ability to perform ALL aspects of being a licensed driver? If yes, please give details (you must also declare this at your medical):

15.	How long have you held a full motor vehicle driver licence?	
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16. Criminal history – section A	Yes	No
Do you have any criminal convictions? (If you have ticked yes, please give details in Section B.)		
Have you ever received a caution? (If you have ticked yes, please give details in Section B.)		
Do you have any traffic convictions? (If you have ticked yes, please give details in Section B.)		
Do you have any pending matters, for which you are currently being investigated, for example, by the police or other enforcement agency? (If you have ticked yes, please give details in Section B.)		

17. Criminal history – section B			
Convictions, cautions and pending prosecution details			
Date	Offence	Court	Penalty

I agree to submit my Disclosure and Barring Service (DBS) certificate to the council within 5 working days of the issue date contained on the certificate. I understand that failure to do so may result in a delay in the processing of my application.

I declare that my answers to the questions above are true to the best of my knowledge. I understand that if there are any omissions or incorrect statements, my application may be refused without further consideration or if a licence has been issued it will be liable to immediate suspension. I also consent to the result of my DBS disclosure being shown to members of any relevant council committee, if necessary to determine my application.

I have read the standards printed on the overleaf and understand them.

Signature.....

Date.....

How we will use your information

The purpose for collecting your personal details on this form is to allow Thurrock Council to process your application for the licence you are applying for. This could include collection of irrelevant details of criminal records. Once the form has been completed the Licensing department will store the details securely and confidentially within the 'Uniform' database. Access to the information you provide will be on a strictly need to know basis and the information will be retained for the period that you are licensed by Thurrock Council and up to 7 years after that time, before being securely disposed of / deleted from our systems.

The information may be shared with other council departments or external partners/agencies when the law allows. The council will need to share information with the Audit Commission in order to protect public funds and prevent/detect fraud. All information sharing will be conducted securely in line with the council's policies.

Application Checklist

When you submit your application, please ensure you bring all the following documents:

Completed application form	
Completed DBS application form	
Completed DVLA mandate	
DVLA / EU licence	
Valid passport or birth certificate	
Proof of address (from the last 3 months)	
Proof of National Insurance number	
Passport-style photograph	
Application Fee £180 for combined licence (Hackney Carriage and Private Hire) £120 for Private Hire only or Hackney Carriage only	

Only original documents can be accepted. We will take photocopies at your appointment and return the originals to you.

The council no longer receives a copy of your DBS certificate – it is your responsibility to bring the certificate into the council within 5 working days of the issue date contained on the certificate. Failure to do so will delay the application process.