



## Application for (or renewal of) a hackney carriage, private hire or combined driver licence

### Notes to be read before completing the application form

To drive hackney carriages (taxis) or private hire vehicles, you must hold a licence issued by us. To apply for a licence in Richmondshire, you must:

- have held a full car driving licence issued by an EEA member state for at least 36 months (applications from individuals with between 12 and 36 months will usually be refused, unless exceptional circumstances can be demonstrated);
- have the legal right to work in the UK, and be able to produce documents to prove this. Your right to work will be checked as part of your licensing application and this could involve us checking your immigration status with the Home Office. We may otherwise share information with the Home Office. Your licence application will not be determined until you have complied with the guidance on the Immigration Act 2016 at the end of this form;
- satisfy us that you are a 'fit and proper person' to hold a driver's licence.

The 'fit and proper' requirement is wide ranging, but it may take into account any previous criminal convictions or cautions, any motoring offences or endorsements, your health and physical condition, the right to undertake employment in the UK, and other such matters as we consider appropriate.

### Applying for a licence

The application form and associated documents can be emailed to [licensing@richmondshire.gov.uk](mailto:licensing@richmondshire.gov.uk) or posted to Licensing, Richmondshire District Council, Mercury House, Station Road, Richmond, North Yorkshire DL10 4JX

In addition to the application form, we will ask you to provide:

- Your current driving licence. You will need to obtain a check code from the [GOV.UK website](https://www.gov.uk)
- a recent passport photo
- evidence of your National Insurance number (such as an NI card, a payslip, or a tax statement)
- an enhanced disclosure from the Disclosure and Barring Service (DBS). The application must be completed online at [North Yorkshire County Council's website](https://www.northyorkshire.gov.uk)
  - New applications - Once you have completed your DBS check online you must bring your original documents to be verified by a member of the licensing team, by appointment only.
  - Renewals - A current DBS (within 3 years of the licence renewal date) is acceptable providing there are no subsequent convictions. Failure to give full disclosure, or making a false declaration, may result in immediate suspension and/or revocation of any licence issued
- a medical questionnaire completed by your GP
- evidence of your entitlement to work in the UK. A list of the acceptable documents can be found on page 7 of this form.
- a letter from a licensed private hire operator, with an offer of employment (private hire applicants only)
- payment of the application fees: Details of the fees (new/renewal and DBS) can be found on the [Council website](https://www.richmondshire.gov.uk)

Upon receipt of your application, we will arrange for the necessary checks to be made on your behalf. **Please note that these checks may take up to 12 weeks to complete, and you will not be entitled to work as a taxi driver during this period.**

The Licensing Section will notify you if your renewal can be collected, if you have not stated that you would like it posted. However, this is subject to all requirements as stated and surrender of the expired licence.

### **Knowledge test**

The final step in obtaining a driver's licence is to pass our knowledge test. This ensures that prospective applicants have a good knowledge of the geography of Richmondshire, and an awareness of the rules and regulations that apply to licensed drivers.

Please ensure that you read the Hackney Carriage and Private Hire Policy which is available to download on the [licensing section of our website](#) as there are questions relating to the policy in the knowledge test. An appointment will be booked for you after submitting your application.

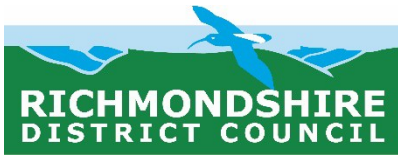
If you do not pass this test a re-sit fee will be payable. Generally, two tests are allowed to be undertaken. If it appears that there are justified circumstances, a further test maybe allowed to be taken. If that is failed the application may be referred to the Licensing Committee.

### **Determining your application**

When we have received all of the required documents and the completed checks, your application will be determined. Licences are likely to be granted if the applicant:

- has no previous criminal convictions, cautions, motoring offences or endorsements
- has never had a car driving licence refused, suspended or revoked
- has not previously had a taxi licence refused, suspended or revoked
- has been certified as satisfying DVLA's Group 2 medical standards by their GP
- has the unrestricted right to work in the UK
- is not subject to any other concerns about whether they are fit and proper to hold a licence

If one or more of the above points cannot be satisfied, it does not necessarily mean that the application will be refused, but we will need to consider your circumstances more carefully. Your application may be referred to a Licensing Committee hearing for a decision



## Application for Hackney Carriage or Private Hire Drivers Licence

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

### Licence Details

|   |   |
|---|---|
| Select type of driver licence applied for                                       | <input type="checkbox"/> Private Hire <input type="checkbox"/> Hackney Carriage <input type="checkbox"/> Both |
| Select reason for application (New, renewing, updating details such as address) | <input type="checkbox"/> New <input type="checkbox"/> Renewal <input type="checkbox"/> Update details         |
| Select length of licence  | <input type="checkbox"/> 1 Year <input type="checkbox"/> 3 Years  |
| Current Badge Number [for renewal/update]:                                      |   |

### Applicant details

|  |  |
|--|--|
| Full name:   |  |
| Previous name(s):  |  |
| Address:   |  |
| Date of birth:   |  |
| National insurance number:   | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> |
| Phone number(s):   |  |
| Email address:   |  |
| Website/social media links associated with your business:  |  |
| Employer(s) name and address (please detail all employers) :   |  |
| Has the Hackney Carriage/ Private Hire vehicle proprietor seen and been made aware of all relevant particulars for public hire insurance purposes (Full driving licence etc.)? | <input type="checkbox"/> Yes <input type="checkbox"/> No   |

## Convictions/Cautions

I undertake to comply with the provisions of such Acts, Byelaws and Conditions as are, or may from time to time be, in force within that licensing area and provided the following additional information in respect of my application which I have checked and confirm to the best of my knowledge to be true and correct

Please tick the appropriate statement:

- I have received a caution, reprimand or final warning and I list in the following table every caution, reprimand or final warning I have received.\*
- I have been convicted of one or more offences. I list in the following table every offence for which I have been convicted and, where appropriate, every caution, reprimand or final warning I have received.\*
- I have never been convicted for any offence or received a caution, reprimand or final warning

| Date | Offence | Court | Sentence | Fine |
|------|---------|-------|----------|------|
|      |         |       |          |      |
|      |         |       |          |      |
|      |         |       |          |      |
|      |         |       |          |      |
|      |         |       |          |      |

\*Please continue on a separate sheet if necessary

## Immigration Act 2016

|  |  |
|--|--|
| Do you have the right to work in the UK? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
|--|--|

**Your right to work in the UK will be checked as part of your licence application.** You must provide a document or document combination that is stipulated as being suitable for this check. This list of documents is attached. You must provide the original document(s), such as your passport or biometric residence permit. The original document will be copied and the copy retained by Richmondshire District Council. Your application will not be considered until all the necessary information and original document(s) have been produced and the relevant fee has been paid.

**If there are restrictions on the length of time you may work in the UK,** your licence will not be issued for any longer than this period. In such circumstances the check will be repeated each time you apply to renew or extend your licence. If during this period you are disqualified from holding a licence because you have not complied with the UK's immigration laws, your licence will lapse and you must return it to the licensing authority. Failure to do so is a criminal offence.

## DVLA Licence Details

Driving Licence number:

Check code from [GOV.UK website](https://www.gov.uk)

Licence expiry date:

Number of years held:

Do you hold, or have you held, a Hackney Carriage, Private Hire, PSV or HGV licence?  
If yes, please provide details in the following table.

Yes  No

| Licence Type | Licence Number | Expiry Date | Issued By | Length of time held |
|--------------|----------------|-------------|-----------|---------------------|
|              |                |             |           |                     |
|              |                |             |           |                     |
|              |                |             |           |                     |

Have you ever had a licence to drive one or more of the named vehicles refused, suspended or revoked?  
If yes, provide details or provide them on a separate sheet.

Yes  No

## Medical condition

Do you have any physical infirmity that might prevent you assisting passengers with luggage?  
If yes, provide details:

Yes  No

Do you have any medical condition that would prevent you from carrying guide dogs?  
If yes, provide details:

Yes  No

Has your medical condition deteriorated since your last medical?  
If yes, provide details:

Yes  No

## Signature and Declaration

I hereby declare that the above information is true to the best of my knowledge and I understand that it is a criminal offence to make a false statutory declaration. I confirm that there has been no deterioration to my health since the submission of my last medical examination certificate and that I have not been advised by any medical practitioner or similar qualified person or body to notify the DVLA or the Council of any medical condition that may affect my ability to drive a motor vehicle.

Signature of applicant:

Date of signature:

Please return this form to the Licensing Section by emailing [licensing@richmondshire.gov.uk](mailto:licensing@richmondshire.gov.uk)

**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.**

---

Office Use Only

Temporary or Official Receipt No:

Digital Photograph No (if applicable):

## Immigration Act 2016

### Right to Work in the UK

The provisions in the 2016 Act amend existing licensing regimes to prevent people without lawful immigration status and the right to work from holding an operator or a private hire vehicle or taxi driver licence

Applicants must demonstrate that they have the right to work in the UK and are not subject to a condition preventing them from doing so. You must provide copies or scanned copies of the following documents with your application.

#### Documents which demonstrate entitlement to work in the UK

- An expired or current passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK (please see note below about which sections of the passport to copy).
- An expired or current passport or national identity card showing the holder, or a person named in the passport as a child of the holder, is a national of a European Economic Area country or Switzerland.
- A Registration Certificate or document certifying permanent residence issued by the Home Office to a national or a European Economic Area country or Switzerland.
- A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
- A **current** passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
- A **current** Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A **full** birth or adoption certificate issued in the UK which includes the name(s) of at least one of the holder's parents or adoptive parents, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland **when produce in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A certificate of registration or naturalisation as a British citizen **when produce in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A **current** passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to work and is not subject to any condition preventing the holder from doing work relating to the carrying on of a licensable activity.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to work in relation to the carrying on of licensable activities.

- A **current** Residence Card issued by the Home Office to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights or residence.
- A **current** Immigration Status Document containing a photograph issued by the Home Office to the holder with an endorsement indicating that the named person may stay in the UK, and is allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A Certificate of Application, **less than 6 months old**, issued by the Home Office under regulation 17(3) or 18A (2) of the Immigration (European Economic Area) Regulations 2006, to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence.
- Reasonable evidence that the person has an outstanding application to vary their permission to be in the UK with the Home Office such as the Home Office acknowledgement letter or proof of postage evidence, or reasonable evidence that the person has an appeal or administrative review pending on an immigration decision, such as an appeal or administrative review reference number.
- Reasonable evidence that a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence in exercising treaty rights in the UK including:
  - evidence of the applicant's own identity – such as a passport,
  - evidence of their relationship with the European Economic Area family member – e.g. a marriage certificate, civil partnership certificate or birth certificate, and
  - evidence that the European Economic Area national has a right of permanent residence in the UK or is one of the following if they have been in the UK for more than 3 months:
    - (i) working e.g. employment contract, wage slips, letter from the employer,
    - (ii) self-employed e.g. contracts, invoices, or audited accounts with a bank,
    - (iii) studying e.g. letter from the school, college or university and evidence of sufficient funds; or
    - (iv) self-sufficient e.g. bank statements.

Family members of European Economic Area nationals who are studying or financially independent must also provide evidence that the European Economic Area national and any family members hold comprehensive sickness insurance in the UK. This can include a private medical insurance policy, an EHIC card or an S1, S2 or S3 form.

**Original documents must not be sent to licensing authorities.** If the document copied is a passport, a copy of the following pages should be provided:

- i. any page containing the holder's personal details including nationality;
- ii. any page containing the holder's photograph;
- iii. any page containing the holder's signature;
- iv. any page containing the date of expiry; and
- v. any page containing information indicating the holder has permission to enter or remain in the UK and is permitted to work.

If the document is not a passport, a copy of the whole document should be provided.

**Your right to work will be checked** as part of your licensing application and this could involve us checking your immigration status with the Home Office. We may otherwise share information with the Home Office. Your licence application will not be determined until you have complied with this guidance.