

AMENDMENT TO EXISTING DRIVERS LICENCE

1. Applicants must read the Taxi and Private Hire Licensing Policy before completing this form.
2. Applicants must complete *ALL* sections. Incomplete application forms will be returned to the applicant and not processed until such time as the application form is returned complete.

PLEASE SELECT THE REQUIRED AMENDMENT

ADDITION: OF A TAXI LICENCE TO A
PRIVATE HIRE LICENCE - *DUAL*

ADDITION: OF A PRIVATE HIRE LICENCE TO A
TAXI LICENCE - *DUAL*

AMENDMENT: FROM TAXI LICENCE TO A
PRIVATE HIRE LICENCE *ONLY*

AMENDMENT: FROM PRIVATE HIRE LICENCE
TO TAXI LICENCE *ONLY*

1. Application – Personal Details – Please use capital letters on the form.

Full Name: _____

Full Address: _____

Telephone Number: _____

Email Address: _____

Existing NHC Taxi Drivers Licence No: _____

Current NHC Taxi Drivers Licence Expiry: _____

2. Reason for Amendment

Please give reason for Amendment:

3. Employment details

Name & Address of the company for whom you will or currently work for. (If self-employed please state owner driver.)

4. Please state which Town within North Hertfordshire do you to predominately operate within? (Baldock, Hitchin, Knebworth, Letchworth, Royston or Private Hire).

5. Private Hire Operators – must be completed by the Operator if you require Private Hire or Dual Badge

Operators Name: _____

Operators Address: _____

PHO Licence number: _____

I am satisfied that (Insert full name of Applicant)

is considered suitable for employment as a Private Hire Driver and that he/she will be employed by me.

Print Full Name: _____

Signature of Operator: _____

Dated: _____

6. Declaration 1 – Disclosure & Barring Service (previously known as CRB)

I hereby authorise North Herts Council to check the status of my DBS Disclosure as part of my application and periodically throughout the duration of my licence.

I declare that to the best of my knowledge and belief, I have received no cautions, convictions or driving endorsements other than those mentioned above.

I declare that I will disclose any cautions, convictions or driving endorsements received whilst licensed as a private hire and/or Taxi driver in accordance with Council Policy.

Print Full Name: _____

Signature of Applicant: _____

Dated: _____

7. Declaration 2 – DVLA

I hereby authorise the DVLA to release details of my driving licence records to North Hertfordshire District Council at their request.

I hereby authorise North Herts Council to check the information that I have provided with other departments within the Council or with other Councils.

Print Full Name: _____

Signature of Applicant: _____

Dated: _____

8. Declaration 3 – North Herts Council

I, the undersigned, hereby apply for the grant or to renew a licence to act as a driver of Taxi/Private Hire under the authority of North Herts Council.

I declare that to the best of my knowledge and belief, the foregoing information is true and correct.

I understand that the making of a false statement in connection with this application is an offence and may lead to the refusal, suspension or revocation of my licence, in addition to possible prosecution for a criminal offence.

I have read, understood and agreed to abide by all relevant legislation and Council Policy detailed within the Councils Statement of Taxi and Private Hire Licensing Policy.

I understand that an application for renewal received after the expiry of an existing licence will be refused and a new application will be required.

Print Full Name: _____

Signature of Applicant: _____

Dated: _____

9. Declaration 4 – Right to work

Your right to work in the UK will be checked as part of your licence application. This could include the licensing authority checking your immigration status with the Home Office. We may also share information with the Home Office. You must either share your immigration status using the Home Office online checking service 'prove your right to work to an employer' if your status is compatible with the service, or provide a document or document combination that is stipulated as being suitable for this check. Where an online check has been carried out, the 'profile' page confirming your right to work will be copied and retained by the licensing authority.

Where a manual check is carried out, and you have provided a document(s) set out at: [An Employer's Guide to Right to Work Checks \(Annex A\)](#) you must provide the original document(s). The document(s) will be copied, and the copy retained by the licensing authority. The original document will be returned to you. Your application will not be considered valid until all the necessary information and any 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.

If you have a Biometric Residence Permit or are unable to prove you are a British Citizen, you will need to provide a share code that you can obtain from [Prove your right to work to an employer - GOV.UK \(www.gov.uk\)](#)

I confirm that I have the right to work in the UK and hereby authorise North Herts Council to check the information that I have provided with the Home Office.

Print Full Name: _____

Signature of Applicant: _____

Dated: _____

10. Declaration 5 – Tax Status (HMRC tax regulations as of April 2022 for guidance please visit [Complete a tax check for a taxi, private hire or scrap metal licence - GOV.UK \(www.gov.uk\)](#))

TAX status check reference number.

I understand that the Local Authority will check this status number, if it is omitted/incorrect/not active this application will not be processed.

I, the undersigned hereby confirm that I am aware of the content of HMRC guidance relating to my tax obligations.

Print Full Name: _____

Signature of Applicant: _____

Dated: _____

11. Submitting the application

This application, duly completed and signed, together with the appropriate fee, and 2 recent passport-sized photos must be sent to: *Licensing, North Herts Council, PO Box 10613, Nottingham, NG6 6DW*

For more information visit our website: <https://www.north-herts.gov.uk/home/licensing/taxi-licensing>

If you have questions regarding your application, please email: licensing@north-herts.gov.uk

To make Payment please use Pay online: <https://www.north-herts.gov.uk/>