

## TAXI / PRIVATE HIRE DRIVERS LICENCE APPLICATION

1. Applicants must read the Taxi & Private Hire Licencing Policy before completing this form.
2. Applicants must read, complete & sign *ALL Declarations* on this form.
3. Applicants must complete *ALL sections*. Incomplete forms will be returned to the applicant and not processed until such time as this form is returned complete. If a section is not applicable, please put N/A.

**GRANT**

**RENEWAL**

Please tick one of the above as appropriate

### 1a. Applicants – Personal details – Please use Capital Letters

**Full Name:** \_\_\_\_\_

**Previous / Other Names:** \_\_\_\_\_

**Full Address (Where you currently reside):** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Telephone / Mobile No:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Previous Address (if less than 5 yrs at current address):** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Date of Birth:** \_\_\_\_\_ **Age:** \_\_\_\_\_

**National Insurance No:** \_\_\_\_\_

**DVLA full Driving Licence held for (years):** \_\_\_\_\_

**Existing NHC Taxi Drivers Licence No:** \_\_\_\_\_

**Current NHC Taxi Drivers Licence Expiry Date:** \_\_\_\_\_

**1b. Applicants – Personal details – Continued – Please use Capital Letters.**

**CAUTIONS, CONVICTIONS & ENDORSEMENTS, (Including pending, spent or previously disclosed). If you do not have any you must write NONE**

**NOTE: IT IS IMPORTANT THAT THIS SECTIONS IS COMPLETED ACCURATELY  
ALL PREVIOUS CONVICTIONS/ENDORSEMENTS MUST BE DISCLOSED**

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**Print Full Name:** \_\_\_\_\_

**Signature of Applicant:** \_\_\_\_\_ **Dated:** \_\_\_\_\_

**2. Renewal Application Only – Disclosure & Barring Services Check**

**Have you registered your last DBS certificate with their on-line service?**  
**Yes No**

**If yes, please state the certificate number:** \_\_\_\_\_  
**Please include certificate with this application.**

**Print Full Name:** \_\_\_\_\_

**Signature of Applicant:** \_\_\_\_\_ **Dated:** \_\_\_\_\_

**If No, please make a payment via the pay on line for a DBS appointment and email [licensing@north-herts.gov.uk](mailto:licensing@north-herts.gov.uk) with your name, address, badge number requesting an appointment.**

**You will be contacted by email with an allocated date and time.**

**3. Employment Details**

**Name & Address of the Company for whom you will work for:**  
**(If self employed please state “Owner Driver”).**

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**Have you held, or do you currently hold a driver’s Licence issued by another Local Authority?**

**Yes No**

**If Yes, give details:** \_\_\_\_\_

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4. Please state which Town within North Herts that you wish to predominately operate in? (Baldock, Hitchin, Letchworth Royston or Private Hire).

5. Type of Drivers Licence applied for.

Taxi Only:  Private Hire Only:  Dual (Taxi & Private Hire):

6. If applying for a *Private Hire and or Dual Licence* the OPERATOR must complete the following section:

Operators Name: \_\_\_\_\_

Operators Address: \_\_\_\_\_

\_\_\_\_\_

PHO Licence No: \_\_\_\_\_

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 Operators Name: \_\_\_\_\_

Signature of Operator: \_\_\_\_\_

Dated: \_\_\_\_\_

7. Declaration 1 – Disclosure and Barring Service

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

I declare that to the best of my knowledge and belief, I have received no 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: \_\_\_\_\_

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

Print Full Name: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

Dated: \_\_\_\_\_

## 9. Declaration 3 – 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 \(www.gov.uk\)](http://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: \_\_\_\_\_

## 10. Declaration 4 – 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 forgoing information is true and correct.

I understand that the making 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: \_\_\_\_\_

## 11. Declaration 5 – 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: \_\_\_\_\_

## 12. Submitting the application

This application, fully completed and signed, together with the appropriate fee and two (2) recent passport-sized photos must be sent to:

*Licensing, North Herts Council, PO Box 10613, Nottingham, NG6 6DW*

For further information please 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](mailto:licensing@north-herts.gov.uk)

To make Payment please use Pay online:

<https://www.north-herts.gov.uk/>