

# Renewal Application for a Hackney Carriage / Private Hire Driver Licence

Please read the below before completing the application:

- Any question marked with a **'\*'** is compulsory and must be answered
- When the form has been completed, please provide the following documents/information:
  - ID documentation – such as a passport or biometric residence permit
  - Medical Examination report - A new medical is required for all drivers whose licence expires before an application is made.
  - Copy of your DBS Certificate with which you have signed up for the DBS Update Service. Position applied for should read 'Other Workforce Taxi Driver'
  - Proof of 'Right to Work' in the UK (unrestricted) – usually passport or visa (if required)
  - One passport sized photograph
  - DVLA (EU) Driving Licence Photocard (both sides)
  - Safeguarding and Disability Awareness Course Certificate

Please scan all documents you wish to attach and save them as compatible files. If you wish to attach a Word Document, please first save it as a PDF before attaching it with this form.

Please upload clear images. If your document or photo is blurry and we are unable to read it, it will not be accepted. Actual documents must be received, we cannot accept any hyperlinks to websites.

**When your application is complete, please email everything to [taxiapplications@oxford.gov.uk](mailto:taxiapplications@oxford.gov.uk)**

## Driver Licence Badge Details

\* Which type of licence is this for (note that only one application per driver may be made per form)?

|                         |                          |
|-------------------------|--------------------------|
| Hackney Carriage (Dual) | <input type="checkbox"/> |
| Private Hire            | <input type="checkbox"/> |

\* Please state your Driver Licence (badge) number

\* Are there any exceptional circumstances why your Driver Licence should not be issued for the full duration of three (3) years? No  Yes

*(if yes please provide details)*

## Driver details

\* Title and Full Name

\* Home address   
*(incl. postcode & county)*

\* Home telephone number

\* Mobile Telephone number

\* Email address

\* National Insurance number

\* Date of birth

\* Place of birth

\* Nationality

\* Which Private Hire Operator will you be operating with?

\* Please confirm you have completed the Medical Examination? Yes

*Please note the medical examination must be carried out by your GP, or a member of a medical practice who has access to your full medical records.*

\* Please confirm you have completed the Safeguarding and Disability Awareness course within the last three years? Yes

\* Please confirm you have an enhanced Disclosure and Barring Services (DBS) registered on the DBS Online Update Service Yes

\* Has there been any changes in health/eyesight since the grant of your previous licence No  Yes

If yes, please give full details

### Previous Names

\* Have you ever been know by any previous names? No  Yes

If Yes to the above question please answer the following:

First Names

Surname

From (month/year) - To (month/year)

### DBS certificates

As part of the application process the Council will need to ascertain whether or not you are a fit and proper person to hold a licence which will require a current Enhanced DBS Certificate.

\* Do you hold a valid enhanced DBS Certificate issued for 'Other Workforce / Taxi Driver', which is registered to the DBS Online Update Service at the time of this application? No  Yes

Did you submit a DBS Application online via TaxiPlus website to be processed and are waiting for the DBS Certificate? No  Yes

\* Please provide the Certificate Reference Number (you must upload a copy of the DBS certificate with this application form)

### Please read and ensure you understand the following information before completing the agreements.

Being the person referred to in this application, I authorise the Licensing Authority, Oxford City Council, to access my status information online through the use of the Disclosure and Barring Services Online Update Service (DBS) for the full duration of my licence to carry out necessary background checks, and in the event that the Council should have any other reasonable cause for the purposes of my role as a licenced Hackney Carriage and/or Private Hire Driver. This Authority will expire on the expiration of my Hackney Carriage and/or Private Hire Driver Licence issued by Oxford City Council.

I am aware that by applying for the DBS Certificate via the TaxiPlus provider, the necessary background checks will be carried out via Disclosure and Barring Services Online Update Service (DBS) by TaxiPlus on behalf of Oxford City Council.

\* I have read and understood this statement

\* I have read the [DBS Standard/Enhanced Check Privacy Policy](#) for applicants and I understand how DBS will process my personal data and the options available to me for submitting an application

## HMRC tax checks

### Process to follow to obtain a Tax Check Code:

1. Access the online service at: <https://www.gov.uk/guidance/complete-a-tax-check-for-a-taxi-private-hire-or-scrap-metal-licence>
2. If you do not have a Government Gateway User ID and password you can register for one here: <https://www.gov.uk/log-in-register-hmrc-online-services/register>

\* Do you currently hold, or have held in the last 12 months before this application, the same type of licence with one or more Licensing Authority (including Oxford City Council)?

No

Yes

\* Please provide the licence number

\* Which licensing authority?

\* Please provide your Tax Check Code

**Please read and ensure you understand the following information before completing the agreements.**

### Your tax responsibilities:

If you've not yet registered yourself / your business to pay tax on earnings from your licensed trade, please check if you need to register as soon as possible:

- If you're an employee, find information on Pay As You Earn (PAYE): [www.gov.uk/income-tax/how-you-pay-income-tax](http://www.gov.uk/income-tax/how-you-pay-income-tax)
- If you're self-employed, find information on registering for Self-Assessment: [www.gov.uk/register-for-self-assessment](http://www.gov.uk/register-for-self-assessment)

\* Being the person referred to in this application, I confirm that I am aware of the content of HMRC Guidance relating to my / our tax registration obligations (provided within this form)

## DVLA driving licence details and status check

As part of your application, the Council will check your current driving licence status. You can obtain the code from the Government - <https://www.gov.uk/view-driving-licence>.

\* Please input the code here (the code is case sensitive so you should copy it from the below website):

\* Driving Licence Number

\* Expiry Date of the DVLA licence

**Please read and ensure you understand the following information before completing the agreements.**

Being the person referred to this application, I authorise the Licensing Authority, Oxford City Council to conduct a check on my DVLA Drivers Licence status by using the DVLA check code provided for the purposes of my Hackney Carriage and / or Private Hire Driver (Operator) licence application.

\* I have read and understood this statement

## Right to work

Your right to work in the UK will be checked as part of your licence application. This may include the licensing authority checking your immigration status with the Home Office. We may also share information with the Home Office.

### Please read and ensure you understand the following information before completing the agreements.

Being the person referred to in this application, I authorise the Licensing Authority, Oxford City Council to conduct a check on my right to work status by using the right to work share code provided for the purposes of my Hackney Carriage and / or Private Hire Driver (Operator) licence application.

\* I have read and understood this statement

### Who does this requirement apply to?

This requirement applies to the following applicants:

- Applicants who have been granted status as part of the EU Settlement Scheme
- Applicants who hold a Biometric Residence Permit or Biometric Residence Card
- Applicants who have been granted status under the points-based immigration system

\* Does the right to work check apply to you based on the above requirements? No  Yes

If you have answered 'yes', you must complete the following questions.

You must provide your **Right to Work Home Office Online Share Code**. Please be aware that the share code is valid for 90 days. To generate your right to work share code you must [visit the Government "Prove your right to work to an employer" service](#).

Do you have the Right to Work Home Office Online Share Code? No  Yes

Please provide the number:

Please provide details of your current 'Right to Work' document(s), such as UK Passport number etc.

Once you have submitted your application and made payment, you will receive an email from TrustID (cloud@trustid.co.uk), in partnership with Oxford City Council, which will include a Guest Link for you to upload your identity documents as part of your application and to evidence your Right to Work in the UK.

The ID documents you will be required to upload will be, but may not be limited to:

- Valid (in date) passport
- Biometric Residence Permit
- DVLA driving licence photo card
- Online share code

## Previous licences and exemptions

\* Have you previously held or currently hold a Hackney Carriage and / or Private Hire Driver Licence(s) with any other authority?

Drivers (Badge) Licence number, which licensing authority(s) and the expiry date?

No  Yes

\* Was your Hackney Carriage and / or Private Hire Driver Licence(s) with this or any other ever suspended / revoked or refused?

Drivers (Badge) Licence number, which licensing authority(s) and the expiry date?

No  Yes

\* Has your DVLA Driver's Licence been suspended / revoked / endorsed (points) for any offence in the last five years? it is an offence to fail to declare such matters

Please provide full details and dates for the five (5) year period

No  Yes

\* Have you ever been convicted or cautioned for a criminal offence?

Please give full details with dates

No  Yes

\* Have you ever been the subject of a Court order or legal notice, including but not limited to, a Community Protection Warning, Injunction, Criminal Behaviour Order, or received a Fixed Penalty Notice?

Please provide full details with dates

No  Yes

\* Are you currently awaiting trial, facing charges, are on bail or under investigation for a criminal offence?

Please provide full details with dates

No  Yes

## Additional information

**Is there anything else you need to tell us about in relation to your application?**

*Applicants must provide details of all convictions, warnings, reprimands, criminal behaviour orders, injunctions, cautions, community service orders, restraining orders, traffic offences, driver education courses, disqualifications and fixed penalty notices, including any that would previously have been regarded as spent under the 1974 Act or may not currently show on any replacement DVLA driver's licence. In addition, any pending court cases or hearings must be declared, and details of any licences previously held, suspended or revoked. The Authority will take the information provided into account irrespective of offence, sentence imposed or age when the offence is committed.*

## Declarations and Agreements

The Licensing Authority may get information about you from certain third parties, or give information to them, to check the accuracy of information, to prevent or detect crime, or to protect public funds in other ways, as permitted by law. These third parties include other Local Authorities and Government departments.

**\* Please confirm that you have read and understood the above**

### Privacy notice

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 or administering public funds for these purposes. For further information, [please see the data protection privacy notice](#).

### Please read and ensure you understand the following information before completing the agreement.

I am aware that if any person knowingly or recklessly makes a false statement or omits any material particular in giving information on this form that person shall be guilty of an offence. This means that if you as the applicant or anyone else gives false information or leaves out any information to help you get a licence, you and / or they can be prosecuted in court. I declare that I have checked the details given and to the best of my knowledge and believe they are correct. I am entitled to the licence for which I apply.

The Local Government (Miscellaneous Provisions) Act 1976 provides that:

The District Council shall not grant a licence:

- a) Unless they are satisfied that the applicant is a fit and proper person to hold a drivers licence; or
- b) To any person who has not for at least 12 months been authorised to drive a motor car, or is not at the date of application for a drivers licence so authorised

A District Council may attach to the grant of a licence under this section such conditions as they may consider reasonably necessary.

### NR3S declaration

The licensing authority provides information to the National Register of Taxi Licence Refusals and Revocations (NR3S), a mechanism for licensing authorities to share details of individuals who have had a Hackney Carriage Driver (HPD) or Private Hire Vehicle Driver Licence (PHD) revoked, application refused or suspended. This is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the licensing authority – that is, assessing whether an individual is a fit and proper person to hold a HPD or PHD licence. Therefore:

- Where a HPD / PHD licence is revoked, an application for one refused or suspended, the authority will record this decision on NR3S
- All licence applicants will be checked on NR3S. If a search of NR3S indicates a match with an applicant, the authority will seek further information about the entry on the register from the authority which recorded it. Any information received as a result of an NR3S search will only be used in respect of the specific licence application

The information recorded on NR3S itself will be limited to:

- name
- address and contact details
- driving licence number
- date of decision
- date of birth
- national insurance number
- decision taken
- date decision effective

Information will be retained on NR3S for a period of 11 years.

This is a mandatory part of applying for a HPD / PHD licence. The authority has a published policy on the approach it will take to requests by other authorities for further information about entries on NR3S and about the use it will make of any further information provided to it. Information will be processed in accordance with the Data Protection Act (DPA) and General Data Protection Regulation (GDPR). Any searches, provision or receipt of information of or under NR3S are necessary to the authority's statutory licensing functions of ensuring that all drivers are fit and proper to hold the applicable licence. It is not intended that any NR3S data will be transferred out of the United Kingdom. If you wish to raise any issue related to the data protection legislation, including by relying on any of the rights afforded to data subjects under the GDPR, you can do so to the authority's Data Protection Officer at [dataprotection@oxford.gov.uk](mailto:dataprotection@oxford.gov.uk). This includes submitting a subject access request.

You always have the right to make a complaint to the Information Commissioner's Office (ICO). Advice on how to raise a concern about handling of data can be found on the [ICO's website](#).

**\* I confirm that I have read and understood the NR3S declaration**

### Contentious applications

Any contentious applications will be referred to the General Purposes Licensing Sub-committee for determination. Should that be the case in your application a Licensing Officer will contact you with further details. [Please find the web link to the full Drivers Application Pack](#) which contains the Council Policy on the Relevance of Warnings, Offences, Cautions And Convictions.

### Appeals procedure

- Any person aggrieved by the refusal of the Council to grant a Hackney Carriage/Private hire drivers licence may appeal to a Magistrates Court.
- Appeals must be brought within 21 days.

### IMPORTANT

Local Authorities must protect funds it handles and so the information you have provided on this form may be used to detect and prevent fraud. The information may also be shared for the same purposes, with other organisations which handle public funds including data to be used as part of the [National Fraud Initiative](#).

Your personal data will not be used for any other purpose without your prior consent, except as permitted under the Data Protection Regulations 2018.

**\* I confirm that I have read and understood the Council's policy and will accept and comply with the conditions which can be found on the Council's website**

\* Date