



**South
Derbyshire
District Council**

APPLICATION FOR THE GRANT OF A PRIVATE HIRE DRIVER'S LICENCE

- Please familiarise yourself with our terms and conditions before completing this application
- Please read the guidance notes available on the Council's website on how to apply for a private hire driver's licence
- It is an offence to give false information - all questions must be answered.
- An application will not be deemed valid unless the Licensing Authority receives the following documents in addition to a completed and signed application form, and the relevant fee:

1. Full UK or EU driving licence (held for at least 12 months);
2. Proof of right to work in the UK i.e. passport/visa;
3. One additional piece of identification;
4. Certificate of good conduct (if lived outside of the UK for more than 6 continuous months since the age of 18 years.)
5. DVLA driving licence check from www.gov.uk/view-driving-licence _____
6. One Passport style photo (must match your current appearance)
7. Eye test certificate (less than 3 months old)
8. Medical certificate (less than 3 months old)
9. Practical driving test certificate (less than one year old)
10. DBS certificate registered online at the DBS Update Service
11. Knowledge test pass
12. Blue Lamp Trust Safeguarding Certificate
13. Disability Awareness Training Certificate
14. Tax Check code (if applicable, see question 19)

**Fees for this application are 1 year drivers badge £135
2 year drivers badge £190
3 year drivers badge £265**

PERSONAL DETAILS

1. Surname:		2. Forenames:	
3. Title: Mr Mrs Miss Ms Other (please state)			
4. Current registered address			
Post Code:			
5. Date of Birth:		6. National Insurance Number:	
7. Telephone:		8. Mobile:	

9. Email:

10(a). Are you permitted to work in the UK?: Yes No

10(b). Are there any restrictions?: Yes No (If yes, please detail them below)

10(c) Since the age of 18 years old, have you lived outside of the UK for more than 6 continuous months?
 Yes No (If yes, please provide a Certificate of Good Conduct in English from the relevant Country)

DRIVING DETAILS

11. How long have you held your full D.V.L.A licence:

years months

APPLICATION HISTORY

12. Have you ever held a Hackney or Private Hire driver's licence before with this or any other Council: Yes No
 (If yes, please provide details of issuing authority and dates licensed below)

Licensing Authority	Status (Expired / Live)

13. Have you ever had a Hackney or Private Hire driver's licence refused, suspended, or revoked by this or any other Council: Yes No
 (If yes, please provide dates below) N/A

Licensing Authority	Date suspended or revoked	Refused,

PENDING PROSECUTIONS

14. Do you have any foreign or domestic prosecutions pending against you?: Yes No
 (If yes, please give details and continue on separate sheet if needed)

Date of Court hearing	Offence	Court

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MOTERING ENDORSEMENTS AND DISQUALIFICATIONS

15. Have you been convicted of any motoring offences, been disqualified from driving, or received any endorsements on your DVLA driving licence? Yes No (If yes, please give details below)

Details Of Motoring Offences, Endorsements and Disqualifications

Date	Offence	Court	Sentence

CRIMINAL CONVICTIONS, CAUTIONS, and / or WARNINGS

16. Have you been convicted of any foreign or domestic offences, or received any Police Cautions, Warnings or Postal Requisition Notices of Summons/Charges?: Yes No (If yes, please give details below)

NB: Please include all offences, except any protected cautions and convictions (see note 1), even those considered "spent" under the Rehabilitation of Offenders Act 1974.

Date	Offence	Court	Decision of Court

CIVIL FINDINGS

17. Have you had any civil actions against you?
Yes No (If yes, please give details below)

Date	Offence	Court	Decision of Court

PRIVATE HIRE OPERATOR INFORMATION

18. Name of the operator(s) you intend to drive for? (to be signed by the operator)

Name:	Address:	Signed:
Name:	Address:	Signed:
Name:	Address:	Signed:

19. Do you currently work in any other occupation in addition to driving as a Private Hire Driver?: (If yes, please give details and continue on separate sheet if needed) Yes No

TAX CONDITIONALITY CHECK

20. If 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 South Derbyshire District Council) please provide your 9-character check code

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The link to generate the tax code can be found on the Council's private hire webpage.

If you have never held a licence before or it has been longer than 12 months you do not need to complete a tax check but please be aware of the following GOV.UK website addresses for HMRC guidance about tax registration obligations:

- PAYE information: www.gov.uk/income-tax/how-you-pay-income-tax
- registering for Self Assessment: www.gov.uk/register-for-self-assessment
- Corporation Tax information: www.gov.uk/corporation-tax

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

DECLARATION

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 13 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 www.southderbyshire.gov.uk 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.

Consent for DBS online checking service

I consent to South Derbyshire District Council carrying out an online check on my DBS

certificate in relation to my application for a private hire driver's licence. I have provided my original DBS certificate along with adequate identification to prove my identity. I confirm that I am registered with the online checking service.

Fraud Act 2006

I hereby declare that I fully understand, have read and checked the details and questions on this application form and that the foregoing statements are true. I understand that it is a criminal offence if I or anyone else gives false information, or makes a false representation, or fails to disclose information in order for me to obtain a private hire licence. I am fully aware that the provision of a false statement, or information, or the concealment of offences/ convictions/ cautions in order to obtain a licence is an offence under the above Act and under section 57(3) of the Local Government (Miscellaneous Provisions) Act 1976 which may result in refusal of this application. I understand that action will be taken against any licence granted as a result of breaching these Acts.

I have received and read the Private Hire Conditions for Operators, Vehicles and Drivers and I undertake, in the event of a licence being granted, to observe and perform such conditions.

Signed by the applicant.....Date.....

Print Name.....

Notes

1. Protected cautions and convictions are certain old and minor cautions and spent convictions that are not disclosable under the Exemption Order. The following do need to be disclosed:

- all cautions and convictions for a specific list of offences – the list of offences is available at <https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>
- cautions given less than 6 years ago (where the person was aged over 18 at the time);
- cautions given less than 2 years ago (where the person was aged under 18 at the time);
- all convictions that resulted in a custodial sentence;
- convictions given less than 11 years ago (where the person was aged over 18 at the time);
- convictions given less than 5 ½ years ago (where the person was under 18 at the time of conviction).

Please Note

If any part of this application form is not completed it will be returned to the applicant.

Your application will only be processed once all the necessary documents and the fee are submitted

Privacy Notice

How is your information used?

We collect information to assess your suitability and fitness to be issued with a private hire licence and to assist us in managing your licence. We may also use your contact details in the event that we need to contact you in relation to your licence(s).

Who has access to your information?

Information is shared with other regulatory and enforcement authorities including, but not limited to, other Council services; Councillors; the Police; HM Revenues and Custom; Home Office Immigration; Cabinet Office; National Anti-Fraud Network; NHS services, and other local authorities when allowed to by law for the purposes of the administration and enforcement of authorisations, and for the purposes of the prevention and detection of crime, public safety, public health, protection of the environment and prevention of fraud.

Certain information about licences (including in particular your name and the address of any premises to which a licence applies) may be published on a public register on our website when we are required to by law. Licences that have to be determined by our Councillors will be published in exempt minutes on our website.

For further information about your personal information will be used, please visit www.south-derbys.gov.uk where you can see a full copy of our privacy notice. Alternatively you can request a hard copy from licensing@southderbyshire.gov.uk

National Register of Taxi Licence Refusals, Revocations and Suspensions (NR3S)

The Taxis and Private Hire Vehicles (Safeguarding and Road Safety) Act 2022 requires all licensing authorities in England to record certain taxi and private hire driver licensing decisions relating to safeguarding or road safety concerns in a designated database. The National Register of Taxi Licence Refusals, Revocations and Suspensions (NR3S) is the database designated by the Government. The simple objective of NR3S is to ensure licensing authorities are able to make properly informed decision on whether an applicant is 'fit and proper' in the knowledge that another licensing authority has previously reached a negative view on the same applicant. NR3S provides a mechanism for licensing authorities to establish whether an individual has had a licence revoked, suspended, or an application for one refused and identifies the licensing authority that took action.

The Council will provide information to NR3 in the following circumstances:

- when a private hire driver's licence application is refused.
- when a private hire driver's licence is revoked.
- when a private hire driver's licence is suspended

All applications for the grant or renewal of a private hire driver's licence will automatically be checked on NR3S. If a search of NR3S indicates a match with an applicant, the Council will seek further information about the entry on the register from the Licensing Authority which recorded it. Any information received because 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.
- date of birth.
- home address.
- national insurance number.
- driving licence number.
- name of the licensing authority recording the decision.
- contact information for the licensing authority recording the decision.
- decision taken (but not the reason for the decision).
- date of decision.
- date decision effective.

- the date any subsequent change to the decision was made and the date it takes effect.
- The end date for the suspension of the driver's licence, if relevant.

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

This is a mandatory part of being granted private hire driver's licence. The authority has a published policy on the approach it will take to requests by other authorities for further information about entries on NR3, and about the use it will make of any further information provided to it. You can read that policy at <https://www.southderbyshire.gov.uk/our-services/licensing/private-hire>

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 NR3 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 NR3 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 dataprotectionofficer@southderbyshire.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: <https://ico.org.uk/make-a-complaint/>

Amended: 11/02/2025

