

CHECKED BY:

DATE:

Licence No.:

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Other Licence No.:

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Client No:

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DBS No:

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# HACKNEY CARRIAGE DRIVERS LICENCE APPLICATION

## INFORMATION NOTES

- PLEASE USE THIS FORM IF YOU WOULD LIKE TO APPLY FOR A HACKNEY CARRIAGE DRIVERS LICENCE
- BEFORE COMPLETING THIS FORM, APPLICANTS ARE ADVISED TO CAREFULLY READ THE ACCOMPANYING GUIDANCE NOTES
- PLEASE COMPLETE IN BLOCK CAPITAL LETTERS IN BLACK INK
- Any person wishing to submit an application must attend the Taxi & Private Hire Licensing Office at 225 York Road, Leeds LS9 7RY between 08:00 – 11: 00:-
  - Free advice and an information pack will still be supplied prior to a formal application
  - An appointment will be booked on receipt of an application fee. An application will not proceed without payment of this fee.
  - Failure to attend the appointment without 5 clear working days' notice will result in a £30 administration fee being deducted. If you choose not to continue with the application the balance of the remaining fee may be returned to you.
  - If you wish to continue with the application the outstanding administration fee must be paid in advance. It is only in exceptional circumstances that this policy would not be applied.

Applications must be completed in full, prior to attending the appointment and with the documents stated overleaf on the **Application Checklist**.

Licensing & Compliance Officers are not permitted to complete or amend forms on behalf of applicants for legal reasons.

Before you can be issued with a licence you will need to undertake;

- A driving standards test
- An enhanced Disclosure and Barring Service (DBS) check & have signed up to the DBS update service
- An English Comprehension test
- A Group II medical examination by your own GP
- Driver Knowledge Training and Testing.

Your DBS application form must be completed online prior to attending your application appointment.

**Please note: The proprietor of the Hackney Carriage vehicle which you intend to drive must attend your appointment.**

Leeds City Council will only grant you a licence to you providing it is satisfied that you are a fit and proper person to hold a licence.

### OPENING TIMES

**Monday – Thursday      08:00 – 15:30**  
**Friday                      08:00 – 15:00**

**Closed 3rd Tuesday in every month 08:00 – 10:00**

# How to apply for a Hackney Carriage Driver Licence

## Step 1

Check your 'Right to Work in the UK' - see Section 2.1.1 of the booklet 'A Guide to Obtaining a Licence' within your application pack. If you are unable to produce the requested documentation your application will not be accepted.

## Step 2

You must contact one of the Council's approved providers of driving standard tests directly to book your driving test. Once you have received written confirmation of your test date, you may attend the licensing office and book an applicant appointment with the Taxi and Private Hire Licensing Section and pay the appropriate fee. At your allocated appointment you must bring all other relevant documentation to submit your application - please see the Application Checklist. **Please note:** you do not have to wait until you have passed your test to submit your application but you must produce a booking confirmation letter at the time of your appointment.

## Step 3

Complete your application form. Check that you have all of the required documents before submitting your application and paying the appropriate fee.

## Step 4

Your DBS application form must be completed online prior to attending your application appointment. When you submit your application form at your allocated appointment time you will need to provide all relevant documentation to support this – **please see the Application Checklist**. If you were born outside of the UK, you must provide a Criminal Record Check from the country(s) outside of the UK that you have lived in - see Section 2.1.1 of the booklet 'A Guide to Obtaining a Licence'.

## Step 5

Once your application has been processed at your allocated appointment, you will be given a Driver Knowledge Test training pack. A full explanation of the test modules will be explained to you and the tests will be carried out at the seminar. If you fail, retesting will take place as per the Guidance Notes included in the training pack. Seminars are held at the Taxi and Private Hire Licensing Section and last from 8:30am – 3:30pm.

## Step 6

You will be given a date to attend and undertake an English and maths comprehension test. Your application to become a licensed driver in Leeds will not progress until this test has been passed. A fee will be charged for any retest.

## Step 7

Once you have received confirmation that you have passed the English and maths test, please contact the licensing office to arrange an appointment for your seminar and customer care course.

## Step 8

Once all tests and assessments have been passed your licence can be issued. However, if your DBS disclosure has any convictions or cautions detailed your file may be passed to the Licensing and Finance Manager or the Section Head for a decision to be made in due course.

# Application Checklist

Before you submit your application, tick the following boxes to ensure you have included and read all the necessary documentation. Any omissions will result in the return of your application and further delay.

**All applications must be submitted in person; postal applications will not be accepted.**

**Only original documents will be accepted and these must reflect the same spelling of names and addresses.**

- I have read the Convictions Criteria information
- I agree that I will subscribe to the DBS Update Service

**I submit the following:**

- Application form** – fully completed and signed
- Group II medical report** – completed and signed by your own doctor, including the Practice stamp
- Driving standards test appointment letter or pass certificate**– we will accept certificates three years from the date of issue
- Letter of introduction from your intended employer** – on letter headed paper and signed by the licensed Operator or their nominee
- DBS Disclosure Reference**
- Criminal Records Check from outside the UK** – if you were born outside of the UK, you must provide a Criminal RecordCheck from the country(s) that you have lived in.
- DVLA driving licence** – detailing your full, current postal address
- DVLA Mandate (D796) & applicable fee**
- 2 x recent utility bills** – stating your name and address e.g. gas, electricity, bank statement, which must not be more than three months old. (Refer to the DBS booklet if you do not have this information)
- 2 x recent identical colour passport photographs** – no sunglasses or hats
- Documentary evidence of your National Insurance number**
- Original European Economic Area (EEA) Passport** – if you do not hold a current EEA passport, you will need to provide evidence that you are entitled to remain in this country and able to work (Refer to the DBS booklet if you do not have this information)
- Applicable Fee** – payable by cash, debit card or cheque (made payable to Leeds City Council)

**I fully understand all of the information that has been provided to me and subsequently explained when submitting my application:**

Signature:

Date

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## PRIVACY NOTICE

The Council is the Data Controller of the information you provide and we have a statutory duty to collect and process this information to be compliant with the Local Government (Miscellaneous Provisions) Act 1976. This is as part of our public task obligations as a Local Authority to ensure whether a person is 'fit & proper' to hold a taxi and/ or private hire licence. This also includes processing information on medical checks, DBS checks and DVLA checks.

If necessary, the Council may pass your details to the Home Office to make further enquiries regarding your immigration status and right to work in the UK. In addition, the Home Office may request that we supply them with copies of your documentation in relation to immigration and right to work enquiries. Applicants who cannot produce the necessary evidence should be aware that their details may be passed to the Home Office and that the Home Office may also pass your details to other Government bodies such as the DVLA in relation to immigration matters.

We may also share information with other third parties where required by law for the detection and prevention of crime.

The personal information you provide will be held for the duration of your licence from the date of receipt, after which it will be securely destroyed 6 years after the expiry, surrender or revocation of your final licence, in line with our retention policy (except in the event of an appeal or judicial inquiry, in which case it will be retained for as long as is required to determine these matters).

The Council's corporate privacy notice, which includes details of the authority's Data Protection Officer and your Information Rights is available at:  
<https://www.leeds.gov.uk/privacy-statement/privacy-notice>

# Full Details of Applicant

To be completed in BLOCK CAPITAL LETTERS, one letter in each box only, in black ink.

Mr    Mrs    Miss    Other (write in title)

1. Surname

2. First Name (s)

3. Previous Names or Alias

4. Current Home Address (House Number/ Street Name)

5. District

6. City

7. Post Code

8. Telephone Number (Home) (Mobile)

9. Email Address

Where you provide the Council with an email address we shall, from time to time, communicate any changes to policy, legislation and/ or local conditions. We will also use email to consult on future proposals and provide you with information we deem necessary and applicable to your role as a licence holder with Leeds City Council. Should you no longer wish to receive such emails please advise us of this by sending an email to [taxiprivatere.licensing@leeds.gov.uk](mailto:taxiprivatere.licensing@leeds.gov.uk), calling the licensing office on 0113 3781570 or in person at our offices at 225 York Road, LS9 7RY.

10. Date of Birth

11. National Insurance Number

12. How long have you held a FULL UK driving licence?  
 Years      Expiry Date  

13. DVLA Licence Number

14. Association you intend to work for

15. Do you have the right to live and work in the UK? (Please refer to the application guidance notes.)  
 Yes       No      Applicants Signature

## Licence History

16. Are you the current holder/ have you ever held either a Hackney Carriage or Private Hire Driver's licence with Leeds City Council or any other Local Authority?

Yes  No

16a. If Yes, please give details;

Local Authority	Type of Licence	Badge Number	Dates Held	Expiry Date

17. Have you ever had a Hackney Carriage or Private Hire licence refused/ revoked/ suspended by Leeds City Council or any other Local Authority?

Yes  No

17a. If Yes, please give details;

Local Authority	Type of Licence	Refused/ Revoked/ Suspended Detail

18. Please give details of your CURRENT EMPLOYMENT (if applicable).

Name of Employer	Address	Dates: from and to

## Convictions

19. Are you aware of any enquiries or investigations of any kind or description (including motoring and/ or Hackney Carriage/ Private Hire) being made at the present time by the Police or any Local Authority involving you?

<b>POLICE</b> <input type="checkbox"/> Yes <input type="checkbox"/> No (if Yes, please give full details)	<b>ANY LOCAL AUTHORITY</b> <input type="checkbox"/> Yes <input type="checkbox"/> No (if Yes, please give full details)

20. Have you ever had any summons served on you for any offence(s) which has NOT yet been heard at Court?

Yes  No

- 20a. If Yes, please give full details;

Future Date of Hearing	Alleged Offence

21. Have you ever been given any WRITTEN WARNING by the Police or Local Authority?

Yes  No

- 21a. If Yes, please give full details;

Date of Warning	Reason for Warning	Police	Local Authority

22. Have you ever been convicted or cautioned for any offence which was committed whilst working as a licensed driver?

Yes  No

22a. If Yes, please give full details;  
PLEASE USE EXTRA SHEETS IF NECESSARY

<b>MOTORING Convictions (including Fixed Penalties). If none, write NONE</b>				
<b>Date of Conviction</b>	<b>Offence</b>	<b>Fine</b>	<b>Disqualification Details</b>	<b>Penalty Points</b>
<b>CONVICTIONS other than Motoring (including any Binding Overs). If none, write NONE</b>				
<b>Date of Conviction</b>	<b>Offence</b>	<b>Court</b>	<b>Sentence or Order</b>	
<b>CAUTIONS, WARNINGS and REPRIMANDS. If none, write NONE</b>				
<b>Date of Caution/ Warning/ Reprimand</b>	<b>Offence</b>	<b>Police Force/ Issuing Body</b>	<b>State whether Caution/ Warning/ Reprimand</b>	

If you feel it is appropriate you may wish to provide Leeds City Council with written details of any mitigating circumstances in respect of your convictions which you consider should be taken regard of.

23. Are you aware of any reason, whether medical, legal or otherwise, which prevent you from carrying out any of the responsibilities required of a Hackney Carriage driver? (This would include helping passengers with their luggage and assisting passengers with disabilities etc.)  
 Yes  No

23a. If Yes, please give full details;

24. Do you have a medical condition which is aggravated by exposure to dogs?  
 Yes  No

If Yes, medical information is required to support an exemption from the duty to carry assistance dogs.

25. Do you have a medical condition which would make it difficult for you to carry passengers in wheelchairs?  
 Yes  No

If Yes, medical information is required to support an exemption from the duty to carry passengers in wheelchairs.

## Applicant Declaration

I declare that the answers to all questions are true to the best of my knowledge and belief. I agree to abide by the rules of Leeds City Council's Licensing Conditions.

I confirm that I am aware of my responsibilities to pay tax on earnings from the licensed trade. As an employee by PAYE (Pay as You Earn) or if self-employed, by registering for Self-Assessment

Applicants Signature:

Date:

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PLEASE NOTE: It is an offence for the person completing this form to make a false statement or omit relevant details.



## For Office Use Only

The details in this box are to be completed by authorised staff only.

**Licensing Staff – please ensure that a licence is not issued until all checks have been completed and signed by authorised officers.**

Badge Number:

Fee Paid?  Yes

£

Cash  Cheque  Debit Card

Receipt No:

Name and Signature:

Date:

## Management Authorisation

Pre-application documents on file and checked?  Yes  No

DBS is satisfactory?  Yes

Name & Signature

No Name & Signature

Dated .....

DBS Update Service Enrolment:  Yes

English Comprehension test:  Pass  Fail  Failed to attend

Private Hire Knowledge Training attended?  Passed

Customer care training undertaken  Yes  No

Authorisation to issue licence granted by:

Name and Signature:

Date:

## Licence Issued

Name and Signature:

Date:

Date licence issued:

Expiry Date:

## Equal Opportunities Monitoring

**Leeds City Council has an Equal Opportunities policy.** This means that customers using the services of Leeds City Council will be treated equally irrespective of their sex, disability, colour, race, nationality, ethnic origin, sexual orientation or age. To ensure the effectiveness of this policy and to assist in its development please will you complete the information below which will be treated as confidential and used for statistical purposes only.

**It is important to be aware that you are under no obligation to take part in the monitoring process. It will make no difference to the service you receive.**

### Are you?

Male   
Female

### Which age group do you fit in to?

19 or younger  31 – 40  51 – 60   
20 – 30  41 – 50  61 or older

### Do you have a disability?

Yes   
No

### Ethnic Origin

#### Asian or Asian British

Bangladeshi   
Indian   
Kashmiri   
Pakistani   
Other (please specify)

#### Black or Black British

African   
Caribbean   
Other (please specify)

#### Mixed

White and Asian   
White and Black African   
White and Black Caribbean   
Other (please specify)

#### White

British   
Irish   
Other (please specify)

#### Other ethnic groups

Chinese   
Gypsy/ Traveller   
Other

### Please tick the appropriate box to select your religion

Buddhist  Jewish  Rastafarian   
Christian  Muslim  Sikh   
Hindu  No religion  Other (please specify)

### How would you describe your sexual orientation?

Heterosexual  Lesbian  Gay Man   
Bisexual