

**TENDRING DISTRICT COUNCIL**

Public Health Act 1875; Town Police Clauses Acts 1847 and 1889;  
Local Government [Miscellaneous Provisions] Act 1976

**DRIVER'S LICENCE**  
**FOR A PERIOD OF THREE YEARS**

APPLICANTS MUST HAVE HELD A FULL EUROPEAN DRIVER'S LICENCE FOR A PERIOD OF FOUR YEARS IN ORDER TO BE CONSIDERED FOR LICENSING AS A HACKNEY CARRIAGE OR PRIVATE HIRE DRIVER.

Invoice No: ..... Receipt No: ..... Fee Submitted: £.....

PLEASE ENSURE THAT **EVERY** SECTION IS COMPLETED AND DELETIONS MADE WHERE NECESSARY IN ORDER TO AVOID ANY DELAY OR SUSPENSION IN THE PROCESSING OF YOUR APPLICATION

1.	<b>Which Type of Licence are you applying for:</b>	Hackney Carriage Dual <input type="checkbox"/>	Private Hire <input type="checkbox"/>
2.	<b>Application for Grant or Renewal</b>	Grant <input type="checkbox"/>	Renewal <input type="checkbox"/>
3.	<b>Surname</b>		
4.	<b>First Name(s)</b>	<b>4a. Title</b>	Mr / Mrs / Miss / Ms*
5.	<b>Address</b>		
		<b>6. Post Code</b>	
7.	<b>Telephone No.</b>		
8.	<b>Mobile No.</b>		
9.	<b>Email Address</b>		
10.	<b>National Insurance No.</b>	11.	<b>Badge No.</b> (renewal only)
12.	<b>DVLA Driving No.</b>	13.	<b>How long have you held a full licence?</b>
14.	<b>Present Occupation</b>	15.	<b>Will you be working as a full time driver?</b> Yes / No*
16.	<b>How many hours each week will you be working?</b>	17.	<b>Will you be working for yourself?</b> Yes / No*
18.	<b>Please state from Office you will be working:</b>	<b>Company Name:</b>	
		<b>Proprietors Name:</b>	

19.	<b>Have you ever had a Hackney Carriage or Private Hire Drivers Licence refused / revoked / suspended by Tendring District Council or another local authority?</b>	Yes / No*
19a.	If yes, please give details:	

20.	<b>Criminal &amp; Traffic History – Section A</b>	<b>Yes</b>	<b>No</b>
	<b>Do you have any criminal convictions?</b>		

If you have answered yes, please give details in Section B (21))		
<b>Have you ever received a caution?</b> If you have answered yes, please give details in Section B(21))		
<b>Do you have any traffic convictions?</b> If you have answered yes, please give details in Section B(21))		
<b>Do you have any pending matters, for which you are currently being investigated, for example, by the police or other enforcement agency?</b> If you have answered yes, please give details in Section B(21))		

<b>21. Criminal &amp; Traffic History – Section B</b>																												
<b>Convictions, cautions, and pending prosecution details</b>																												
<table border="1"> <thead> <tr> <th>Date</th> <th>Offence</th> <th>Court</th> <th>Penalty</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>	Date	Offence	Court	Penalty																								
Date	Offence	Court	Penalty																									

<b>22.</b>	<p><b><u>Immigration Act 2016</u></b></p> <p><b>(In force for new applications or renewals made after the 1 December 2016)</b></p> <p><i>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 otherwise share information with the Home Office. You must therefore provide a document or document combination that is stipulated as being suitable for this check. The list of documents is set out below where indicated*. You must provide the original document(s), such as your passport or biometric residence permit, as indicated in the guidance below, so that the check can take place. 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 original document(s) have been produced and the relevant paid has been paid.</i></p> <p><i>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.</i></p>
<p>Please confirm that you are able to live and work in the UK and that you will be able to provide evidence of this. The list of supporting documents which evidence this are shown below where marked* <b>If you cannot provide any of these your application will not proceed or be processed any further at this stage.</b></p>	<p>Yes / No*</p>

Any Convictions or Fixed Penalty offences recorded since the completion of this form must be reported immediately in writing to the Licensing Manager, Licensing Section, Tendring District Council, 88-90 Pier Avenue, Clacton on Sea, Essex CO15 1TN or Email: [licensingsection@tendringdc.gov.uk](mailto:licensingsection@tendringdc.gov.uk) General Licensing Telephone: 01255 686565

I agree to submit my Disclosure and Barring Service (DBS) certificate to the Council within 5 working days of the issue date contained on the certificate. I understand that failure to do so may result in the suspension of my licence and a delay in the processing of my application.

I accept and understand that Tendring District Council may use the information provided on this form to detect and prevent fraud. The Council may also share information, for the same purposes, with other authorities and organisations which handle public funds.

I DECLARE that my answers to the questions above are true to the best of my knowledge. I understand that if there are any omissions or incorrect statements of a serious nature, my application may be refused, or if a licence has been issued it will be liable to immediate suspension or revocation. I understand that it is an offence for any person to knowingly or recklessly make any false statement or omission of material particulars and doing so may render me liable to prosecution. I also consent to the results of my DBS disclosure or my DVLA or Medical Record being shown to members of any relevant Council Committee, if necessary to determine my application.

Tick

I have read the guidelines and standards printed below and understand them

**CHECKLIST**

<b>Grant &amp; Renewal Checklist</b>					
	<b>Document Required</b>	<b>Tick</b>			<b>Tick</b>
1.	Completed Application Form	<input type="checkbox"/>	7.	Completed DBS Form	<input type="checkbox"/>
2.	Application Fee	<input type="checkbox"/>	8.	Passport	<input type="checkbox"/>
3.	DVLA Driving Licence ID Card	<input type="checkbox"/>	9.	Birth Certificate	<input type="checkbox"/>
4.	Medical Certificate	<input type="checkbox"/>	10.	National Insurance Number	<input type="checkbox"/>
5.	Two Passport Size Photographs	<input type="checkbox"/>	11.	Two recent proof of address	<input type="checkbox"/>
6.	DP20 Form	<input type="checkbox"/>			
<b>Grant Checklist (in addition to the above)</b>					
12.	Certificate of Character Reference	<input type="checkbox"/>	14.	Taxi Drivers Assessment Certificate	<input type="checkbox"/>
13.	BTEC / PATS Certificate	<input type="checkbox"/>	15.	Immigration/Right to work (If relevant)	<input type="checkbox"/>

**Dated:** .....

**Signed:** .....

**Licensing Office**

Licensing Section, Tendring District Council, 88-90 Pier Avenue, Clacton on Sea, Essex CO15 1TN  
 Email: [licensingsection@tendringdc.gov.uk](mailto:licensingsection@tendringdc.gov.uk) General Licensing Telephone: 01255 686565

**Please be aware that the Licensing Office is only open for personal callers Tuesdays and Wednesdays between the hours of 10.00 a.m. and 12.00 midday and Friday between the hours of 1.00 p.m. and 4.00 p.m. outside of these times an appointment will need to be made with a member of the Licensing Team.**

**\*Immigration Act 2016**

**Lists of acceptable original documents for right to a licence checks. The lists of original documents are those prescribed by the Home Office to show evidence of a right to work. Documents from List A and B are the only documents that the Council will accept in respect to immigration and right to work checks.**

**List A: No immigration restrictions on right to a hackney carriage or private hire drivers licence in the UK.**

**After you have undertaken the necessary check once in respect of an application made on or after 1 December 2016, if the Council has retained a copy of a document from List A, you will not have to repeat the immigration and right to work check when you subsequently apply to renew or extend your licence. One or more of these documents shown below will be required.**

1. A passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.
2. A passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
3. A Registration Certificate or Document Certifying Permanent Residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
4. A Permanent Residence Card issued by the Home Office to the family member of a national a European Economic Area country or Switzerland.
5. A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
6. A **current** passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
7. A **current** Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
8. A **full** birth or adoption certificate issued in the UK which includes the name(s) of at least one of the holder's parents or adoptive parents, **together with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
9. A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, **together with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- 10 A certificate of registration or naturalisation as a British citizen, **together with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer

**List B: Immigration restrictions on the right to a hackney carriage or private hire drivers licence in the UK.**

**A licence may be issued (subject to statutory limitations) up to the expiry date of your permission to work in the UK. Your immigration status will need to be checked each time you make an application to renew or extend your licence. One or more of these documents shown below will be required.**

1. A **current** passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question.
2. A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to do the work in question.
3. A **current** Residence Card (including an Accession Residence Card or a Derivative Residence Card) issued by the Home Office to a non-European Economic Area national who is a family member of a national of a European Economic Area country or Switzerland or who has a derivative right of residence.
4. A **current** Immigration Status Document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK, and is allowed to do the type of work in question, **together with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
5. A Certificate of Application issued by the Home Office under regulation 17(3) or 18A (2) of the Immigration (European Economic Area) Regulations 2006, to a family member of a national of a European Economic Area country or Switzerland stating that the holder is permitted to take employment which is **less than 6 months old together with Verification** from the Home Office Evidence and Enquiry Unit. The licence may be granted for six months from the date of the Certificate of Application.
6. A **Verification** issued by the Home Office Evidence and Enquiry Unit to you, which indicates that the named person may stay in the UK because they have an in time application, appeal or administrative review and which is outstanding. The licence may be issued for six months from the date of the licence decision.

## **HACKNEY CARRIAGE AND PRIVATE HIRE VEHICLE DRIVER'S LICENCE**

### **PRE-LICENSING STANDARDS**

In order that licensed drivers will be reliable and of a good standard, a person being considered for a Driver's licence shall:-

- (a) fully complete an application form on which must be shown any conviction and/or fixed penalty offences. Omissions or incorrect statements of a serious nature will render the licence liable to immediate suspension;
- (b) support the application with a medical certificate confirming the applicant is medically fit to be a taxi/private hire driver;

- (c) on the first application [and, if required so to do, on any subsequent occasion or renewal] pass the driver suitability and knowledge tests;
- (d) have held a full European driver's licence for at least four years
- (e) have the right to live and work in the UK as per the requirements of the Immigration Act 2016

In addition, the following guidelines will be applied in respect of applications where offences are revealed when deciding whether or not to grant a licence:-

Motoring offences, e.g. parking/speeding	Licence refused if more than 3 in previous 3 years
Serious motoring offences, e.g. Insurance/Drink Driving	Must have none in previous 5 years
Reckless driving/Driving whilst disqualified	Licence refused unless offence expired
Criminal offences, e.g. theft	Must have none in previous 5 years
Serious criminal offences, e.g. grievous bodily harm and sexual offences	Must have none in previous 7 years
Custodial sentences	Must have none in previous 10 years

**In respect of the guidelines, references to offences ordinarily refer to unspent convictions**

All known relevant facts will be taken into account when consideration is given to an application for a Driver's Licence. Applicants will be required to appear before the Licensing [General Purposes] Sub-Committee if they disclose offences of any nature, including Fixed Penalty offences unless, if they have no more than three penalty points, they have shown the original Fixed Penalty Notice to the Licensing Manager, or his deputy.