

## **Application to Renew a Hackney Carriage / Private-Hire Driver Licence**

This form is to renew your hackney carriage / private hire driver licence and should only be completed if you are an existing Hackney Carriage / Private Hire Driver licensed by Rotherham MBC.

Any information that you enter on this form must be true and complete, it is an offence under to knowingly or recklessly make a false statement or omit any material particulars when making this application.

### **Data Protection Notice**

Rotherham MBC will use the information you provide to process your application for a licence. The information may also be disclosed to other agencies, such disclosure will be carried in accordance with the provisions of the relevant Data Protection legislation.

### **IMPORTANT INFORMATION**

**This form consists of 8 sections, and you must complete each section fully and accurately. Your application will not be accepted if the form is not completed correctly.**

**You must confirm each of the statements in section 8 prior to submitting your application. You must also send copies of any required documents with your application.**

**Please print out the form and then take a photograph of each page – the photographs should then be emailed to the Council's licensing service for processing ([licensing@rotherham.gov.uk](mailto:licensing@rotherham.gov.uk)).**

**Many questions will require you to answer "Yes" or "No", please write or type yes or no in the appropriate box. If you answer yes then you must provide further information where this is requested.**

**A fee is payable for this application, and you are required to pay this before the application will be processed. You will be contacted in relation to this once your application form has been received.**

**If you would like to provide more information in support of your application then please send this to the Council with your application form.**

## 1. Applicant's details

What is your current RMBC badge number (e.g. HP9999)

Your title (Mr, Mrs, Miss etc.)

First Name

Any middle name(s)

Surname

Date of Birth (format DD/MM/YYYY)

Your current address

Postcode

Contact telephone number

Email address

National Insurance Number (format AB 12 34 56 C)

Which is the main Private Hire Operator that you work for (if you drive a Hackney Carriage then please state "Hackney Drivers"?

Have you spent more than 6 consecutive months outside of the UK since you were 10 years old (please answer yes if you were born overseas and did not travel to the UK until after you reached the age of 10)?

If yes, please provide details below:

## 2. Driving Licence Details

Driving Licence Number

As part of the application process, the Council will undertake an online check of your DVLA driving licence. In order to do this, the Council requires you to provide a Driving Licence Check Code. You can obtain a check code by clicking on the link below:

<https://www.gov.uk/view-driving-licence>

Please provide the check code below, by providing the code you are consenting to the Council undertaking a check of your DVLA driving licence.

Driving Licence Check Code

## 3. Your Right to Work in the UK

In order to issue you with a licence, the Council must be satisfied that you have the legal right to undertake paid work in the UK.

Are you a British Citizen?

Are you an Irish Citizen?

If you have answered **YES** to either of the above questions then please provide a copy of the main page of your passport (showing your details and nationality). Your passport does not have to be current, so please send us a copy of this page even if your passport has expired. If you do not have a passport then please provide an alternative official document confirming your British or Irish Citizenship (such as your birth naturalisation certificate along with a copy of an official document showing your name and National Insurance number).

If you have answered **NO** to BOTH of the above questions then the Council will require a Right to Work Share Code in order to assess your eligibility to work in the UK. A right to work share code can be obtained by clicking on the link below:

[Prove your right to work to an employer - GOV.UK \(www.gov.uk\)](https://www.gov.uk/proof-your-right-to-work)

Please provide the share code below, by providing the code you are consenting to the Council undertaking a check of your right to work status.

Right to Work Share Code

#### 4. Criminal Record History

Have you ever been convicted of any motoring or criminal offence, or received any police cautions (not including protected cautions or convictions)?

If you have answered yes then please provide further details below. You must list all your convictions, police cautions, warnings and reprimands, even if they are very old or you think they are 'spent' or quashed. You should including traffic offences even if they were dealt with by way of a fixed penalty. You do not need to include details of protected cautions or protected convictions. You should obtain professional advice if you are unsure whether a caution or conviction is protected or not.

Date of Conviction	Details of Conviction	Sentence / Penalty

Are you waiting to hear about any prosecutions or other actions of any type, pending against you?

If yes, please provide further details below:

As part of the application process, the Council will undertake a check of your Enhanced Disclosure Certificate via the Disclosure and Barring Service Online Update Service. By providing the details below, you are providing your consent for Rotherham MBC Licensing Service to undertake any checks required on the DBS Update Service to ensure that your certificate is acceptable.

Do you currently subscribe to the DBS Online Update Service?

Do you consent to the Council checking your certificate via the update service as part of your renewal application?

If Yes then please enter your current certificate number here:

If you do not subscribe to the DBS Update Service, or you do not consent to the Council undertaking a check of your certificate, then you must complete an application for a new Enhanced Disclosure Certificate. Further details on this will be provided to you once the Council has received your application.

## 5. Tax Check

Before your badge can be renewed you must provide the licensing office with a “tax check code”. This is a legal requirement introduced by UK Government.

To get a “tax check code” you have to confirm that you’re registered for income tax. You must carry out the tax check yourself, you cannot ask a tax agent or adviser to do this on your behalf. You can use the following link to complete a tax check.

[Complete a tax check for a taxi, private hire or scrap metal licence - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/complete-a-tax-check-for-a-taxi-private-hire-or-scrap-metal-licence)

To carry out a tax check, you will need:

- a Government Gateway user ID and password
- to know when you first got your licence
- the length of your most recent licence
- how you pay tax on the income you earn from your licensed trade

You can set up a Government Gateway account via the following link.

[HMRC online services: sign in or set up an account: Sign in to HMRC online services - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/sign-in-to-hmrc-online-services)

After you complete the tax check you’ll be given a 9-character code, please write this code in the box below:

Tax Check Code:

## 6. Licensing History

Are you, or have ever been, licensed by any other Local Authority to undertake Hackney Carriage / Private Hire work?

If yes, please provide details below:

Have you ever had an application for a licence refused by any other Council?

If yes, please provide details below:

Have you ever had a licence suspended or revoked by any other Council?

If yes, please provide details below:

## 7. Medical History

Have you ever been told or advised not to drive as a result of any medical condition?

If yes, please provide details below:

Do you suffer from any medical condition that may affect your ability to work as a Hackney Carriage / Private Hire Driver?

If yes, please provide details below:

Have you been diagnosed as suffering from any medical condition since your last application?

If yes, then please provide further detail below:

## 8. Declarations

Do you confirm that the information entered onto this application is accurate and complete?

Do you confirm that you will notify the Council if any matter comes to your attention after you have submitted this form that may affect your fitness to hold a Hackney Carriage / Private Hire Driver Licence?

Do you confirm that you will notify the Council immediately if you discover that any information on this form is inaccurate or incomplete?

Do you confirm that you will notify the Council if you become the subject of criminal proceedings of any kind (for example if you are arrested for any offence)?

Do you confirm that you will notify the Council if you are diagnosed with, or suffer from, a medical condition that requires the attention of a medical practitioner (such as your GP or Hospital doctor)?

Please enter your full name here:

Please enter today's date here:

Please check this form, save it and then send it to [licensing@rotherham.gov.uk](mailto:licensing@rotherham.gov.uk)