

APPLICATION FOR A LICENCE TO DRIVE HACKNEY CARRIAGE  
AND/OR PRIVATE HIRE VEHICLES (NEW APPLICANTS)

Which District are you applying to? **(tick one only)**

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Bromsgrove District Council

Malvern Hills District Council

Redditch Borough Council

Worcester City Council

Wychavon District Council

Wyre Forest District Council

Type of licence applied for

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Hackney Carriage AND Private Hire driver

Private Hire driver ONLY

Applicant details

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First name:

Surname:

Date of birth:

National Insurance Number:

Residential address:

Telephone number:

Email:

DVLA Driver Licence details

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Driving licence number:

Date of issue:

We need you to provide us with a check code that gives us your permission to check your DVLA driving licence for endorsements.

You can obtain a check code from "View or share your driving licence information" at the DirectGov website: <https://www.gov.uk/view-driving-licence>. A code is valid for 21 days once produced so make sure it is still valid when you make your application.

The code is case-sensitive, so WRITE THE CODE EXACTLY AS IT APPEARS ON SCREEN.

DVLA driving licence check code:

## Driving convictions and endorsements

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Please list below the details of any driving convictions or endorsements of your DVLA driving licence.

If you have nothing to enter, you should write 'NONE'. Do not leave any spaces.

Date of conviction      Offence      Penalty points/disqualification period

## Criminal matters

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Have you EVER been convicted of an offence or received a formal caution?      YES      NO

If you have answered YES, provide details below of ALL your convictions, including cautions.  
If you have answered NO, write 'NONE'. DO NOT LEAVE ANY BLANK SPACES.

Date of conviction      Offence      Sentence

Do you know of any pending criminal charges or investigations against you?      YES      NO

If you have answered YES, please provide full details here:

Is there any other incident which may lead to Court proceedings against you?      YES      NO

If you have answered YES, please provide full details here:

Medical matters

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Are you currently receiving any medical treatment? YES NO  
If you answered YES, is the treatment for a long term condition? YES NO  
If you have answered YES to either of the previous two questions, supply full details here:

General matters

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Do you currently have the right to work in the United Kingdom? YES NO  
Are there any restrictions on your right to work in the United Kingdom? YES NO  
If you have answered YES to the previous question, provide details here:

Do you hold a hackney carriage or private hire vehicle driver licence with another licensing authority? YES NO

If you answered YES, provide details below:

Licensing authority    Licence number    Date issued    Date of expiry

Have you ever had a hackney carriage or private hire vehicle driver licence refused, revoked, or suspended? YES NO

If you answered YES, provide details below:

## Declarations on making your application

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I declare that the information given above is true to the best of my knowledge and that I have not wilfully omitted any necessary material. I understand that if there are any wilful omissions, or incorrect statements made, my application may be refused without further consideration or, if a licence has been issued, it may be liable to immediate suspension or revocation.

I understand that it is an offence under Section 57 of the Local Government (Miscellaneous Provisions) Act 1976 to knowingly or recklessly make a false statement or omit any material particular in giving information.

I understand that the Authority is collecting my data for the purposes described on this form and will not be used for any other purpose, or passed on to any other body, except as required by law, without my consent.

I understand that the Authority is under a duty to protect the public funds it administers, and to this end may use the information I have provided on this form for the prevention and detection of fraud. I understand that it may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

Signature:

Print Name:

Date:

## Tax registration declaration

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As someone applying for a Hackney Carriage and/or Private Hire Vehicle driver licence, you must confirm that you are aware of the content of HMRC guidance relating to your tax registration obligations (see Notes).

Please note that Schedule 23 to Finance Act 2011 (Data Gathering Powers) and Schedule 36 to Finance Act 2008 (Information and Inspection Powers), grant HMRC powers to obtain relevant information from third parties. This includes licensing bodies being required to provide information about licence applicants.

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

Signature:

Print Name:

Date:

## Disclosure and Barring Service privacy policy declaration

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Because you are required to undertake a Disclosure and Barring Service (DBS) enhanced check as part of your application, you must confirm you understand the DBS's policies for processing your personal data.

I have read the Standard and Enhanced DBS check Privacy Policy for applicants at <https://www.gov.uk/government/publications/dbs-privacy-policies>

I understand how the DBS will process my personal data and the options available to me for submitting an application.

Signature:

Print Name:

Date:

## Privacy Notice

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We are collecting your information in order to process your licence application. For more information on how we use your information, please refer to the Privacy Notice on our website: [www.worcsregservices.gov.uk/about-us](http://www.worcsregservices.gov.uk/about-us)

## Application checklist\*

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Fully completed, signed and dated the application form

DVLA driving licence (a copy or photograph of both sides of the licence card)

Two passport sized colour photographs

Proof of right to work in the UK (required by the Immigration Act 2016)

Proof of payment of fee (include a receipt for telephone/online payments)

Disclosure and Barring Service (DBS) enhanced check application form/certificate\*\*

Medical report form

\* ALL items in bold must be provided AT THE TIME OF APPLICATION. Incomplete applications may be returned to you.

\*\* Original documents confirming your name, current address and date of birth MUST be provided with the Enhanced DBS application form if you submit one. There is an additional fee for an enhanced DBS application.

If you are providing an Enhanced DBS Certificate this must be the ORIGINAL DBS Enhanced Check Certificate, which must have been issued NO MORE THAN ONE MONTH BEFORE it is presented.

If you subscribe to the DBS update service you must provide the ORIGINAL DBS ENHANCED CHECK CERTIFICATE with your application.

## Submitting your application

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Return this form with all relevant documents and proof of payment of the appropriate fee to: [enquiries@worcsregservices.gov.uk](mailto:enquiries@worcsregservices.gov.uk)

### Making your application

It is YOUR responsibility to make sure your application is made to the right district Council and is complete. Incorrect and incomplete applications may not be accepted for processing and in this case will be returned to you for resubmission. In particular:

- Answer ALL the questions on the form or mark them as “ not applicable” ;
- Sign and date the form;
- Include ALL the supporting documents AT THE TIME OF APPLICATION. A checklist is included on the application form to help you with what you must include. Original documents must be produced when specified;
- Provide payment or proof of payment of the required fee. Current fees are on each Council’s website (see Licence fees below).

Applications are processed in the order they are received, and applications received earlier will be processed sooner. We accept no responsibility for delays in issuing a licence due to the late submission of an application or to the return of an incomplete application.

### The Hackney Carriage and Private Hire Licensing Policy

Each Council’s Hackney Carriage and Private Hire Licensing Policy sets out the requirements and standards that must be met by the drivers, vehicle proprietors and operators it licenses.

As a licensed driver, you need to be familiar with the policy that applies to your licence and its requirements.

All policies are available online at the Worcestershire Regulatory Services website:  
<https://www.worcsregservices.gov.uk/all-services/licensing/new-hackney-carriage-and-private-hire-policies/>

### National Register of Refusals and Revocations (NR3)

The details of any decision to refuse, suspend or revoke a licence will be added to the national register of hackney carriage and private hire driver licence refusals and revocations (also known as NR3). We will use NR3 to check whether any applicants for licences appear on the register as having had a licence refused, suspended, or revoked by any other licensing authority.

### Disclosure and Barring Service Update Service

National taxi licensing standards mean we must carry out criminal record checks at least every six months on licensed drivers.

The DBS Update Service (the update service) is a subscription service run by the Disclosure and Barring Service (DBS) that allows us to check your DBS record for changes at regular intervals.

So that officers can carry out the checks required by the national standards, licence conditions require you to sign up to the DBS update service.

As long as you maintain your DBS update service subscription, you will not need to provide us with another DBS certificate unless you have new convictions.

Please note that if you do not sign up the DBS Update Service as required, your licence may be suspended or revoked and you may also be required to reapply for a fresh DBS check every six months.

You can find out more about the DBS update service on the GOV.UK website:

<https://www.gov.uk/dbs-update-service>

## Tax Registration Obligations

HMRC guidance on your tax registration obligations can be found online:

If you are going to be an employee paying tax on your income via PAYE:

[www.gov.uk/income-tax/how-you-pay-income-tax](http://www.gov.uk/income-tax/how-you-pay-income-tax)

If you are going to be self-employed:

[www.gov.uk/register-for-self-assessment](http://www.gov.uk/register-for-self-assessment)

If you are going to pay tax on your profits by operating as a company:

[www.gov.uk/corporation-tax](http://www.gov.uk/corporation-tax)

## Licence fees

Your licence fee is payable to the Council that issues the licence. More information is on each Council's website:

Bromsgrove District Council

<https://www.bromsgrove.gov.uk/business/starting-a-business/licensing/licensing-fees-and-charges/>

Malvern Hills District Council

<https://www.malvern hills.gov.uk/licensing/licensing-fees>

Redditch Borough Council

<https://www.redditchbc.gov.uk/business/starting-a-business/licensing/licensing-fees-and-charges/>

Worcester City Council

<https://www.worcester.gov.uk/business/licensing/licensing-fees>

Wychavon District Council

<https://www.wychavon.gov.uk/business/licensing/licensing-fees>

Wyre Forest District Council

<https://www.wyreforestdc.gov.uk/business-and-work/licensing-and-registration/licensing-fees/>