***CHIEF OFFICER NEIGHBOURHOODS, PLANNING & PUBLIC***

***PROTECTION/PRIF SWYDDOG GWASANAETHAU***

***CYMDOGAETH, CYNLLUNIO A DIOGELU’R CYHOEDD***

***Rachel Jowitt***

**LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976**

APPLICATIONS FOR *(NEW/RENEWAL*)\* OF A LICENCE TO DRIVE

HACKNEY CARRIAGE / PRIVATE HIRE VEHICLES

**Notes for applicants**

This form, when completed must be returned **IN PERSON** to the Licensing Dept, ***Tŷ Blaen Torfaen, Panteg Way, New Inn, Pontypool, Torfaen, NP4 0LS*** together with the following:-

* Payment in full - we accept debit/credit card/cash or cheques which should be made payable to T.C.B.C. Payment in cash can only be accepted when the reception at Ty Blaen Torfaen is open.
* Medical Certificate as proof of physical fitness to drive to **DVLA Group 2 Standard (Vocational Drivers)**

(required for 1st application and every 3 years on renewal, (required annually for over 65’s, and those with specified medical conditions). The medical examination must be carried out by a doctor at your registered practice, and be dated no more than four months old at the date of application.

* Taxi safeguarding training / refresher training certificate from Torfaen Training (dated within the last 3 months)
* Tax Check Code – This can be generated at <https://www.gov.uk/guidance/complete-a-tax-check-for-a-taxi-private-hire-or-scrap-metal-licence>
* Current DVLA Photo-Card Driving Licence.
* A document or documents that prove your right to work in the UK (see list of acceptable documents at <https://www.torfaen.gov.uk/en/Related-Documents/Licensing/Private-Hire-and-Hackney-Carriages/Right-to-Work-Acceptable-Documents-List-29.09.2021.pdf>)
* One **recent** high quality colourpassport photo, no hats or sunglasses (must be taken within the last 12 months, and reflect your current appearance)
* Disclosure and Barring Service Certificate or application with relevant forms of identification (upon first application and renewals every 3 years). This application form must be submitted in person to the licensing office prior to the application to renew the licence (Please consider using the DBS update service).
* A criminal records check or certificate of good conduct from any overseas country/countries visited or lived in for 6 or more continuous months since your 10th birthday.
* Disclosure of Convictions and Cautions – fully completed
* New applicants must also provide the following documents: Knowledge test pass card, proof of National Insurance number.

**IMPORTANT:**

* Applications can be submitted by pre-arranged appointment to the Ty Blaen Torfaen office. Please call 01633 647286 to arrange an appointment.
* Applicants requiring assistance with their application are advised to call in advance of their appointment to discuss any queries they have.
* Renewal applications must be submitted prior to the expiry of the existing licence. Failure to do so may result in an application being treated as a new application.
* It is the responsibility of the applicant to ensure they have all the documentation needed for their application. DBS, Medical and safeguard training certificates can take up to 3 months to obtain, and applicants MUST therefore ensure that they apply for these in good time.
* Only complete applications can be processed.
* The minimum processing time will be four working days from receipt of a complete application. Renewals must therefore be returned at least four working days before expiry
* Applications that do not comply with the relevant licensing policy cannot be approved by officers, and must then go to the Chief Officer (renewals) or to a Licensing Panel (new applications) for determination. Applicants will usually be given the opportunity to comment on the report prior to submission, and can expect the process to take at least 2 - 4 weeks in respect of reports to the Chief Officer, and at least 4 – 8 weeks in respect of reports to a Licensing Panel.
* **Applicants are not permitted to undertake licensable activities until such time as their licence application has been approved. In the case of renewals, applicants may continue a licensable activity providing that an existing licence remains in force, but cannot continue that activity after the expiry of an existing licence and before the approval of their renewal licence application.**
* Should a licence be refused, applicants will be notified of the reasons for that decision and any rights of appeal.

**Hysbysiad Preifatrwydd / Privacy Notice**

**Bydd y Cyngor yn prosesu eich data personol yn unol â Deddfwriaeth Diogelu Data.  Am fwy o wybodaeth a mynediad at hysbysiadau preifatrwydd yn amlinellu sut mae’r Cyngor yn trin eich data personol, ewch i adran Diogelu Data gwefan y Cyngor** [**http://www.torfaen.gov.uk**](http://www.torfaen.gov.uk)

**The Council will process your personal data in accordance with Data Protection Legislation. For more information and access to privacy notices outlining how the Council handles your personal data, please go to the Data Protection section of the Council's website** [**http://www.torfaen.gov.uk**](http://www.torfaen.gov.uk)

Torfaen County Borough Council (The Council) is under a duty to protect the public funds which it administers and, to this end, may use the information you have provided on your application within Torfaen County Borough Council for the prevention and detection of fraud. The Council may also share this information with other bodies administering or in receipt of public funds solely for these purposes

The licensing authority provides information to the National Register of Taxi Licence Refusals and Revocations (NR3), a mechanism for licensing authorities to share details of individuals who have had a hackney carriage or Private Hire Vehicle (PHV) licence revoked, or an application for one refused. This is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the licensing authority – that is, assessing whether an individual is a fit and proper person to hold a hackney carriage or PHV licence. Therefore:

* Where a hackney carriage/ PHV licence is revoked, or an application for one refused, the authority will automatically record this decision on NR3
* All applications for a new licence or licence renewal will automatically be checked on NR3. If a search of NR3 indicates a match with an applicant, the authority will seek further information about the entry on the register from the authority which recorded it. Any information received as a result of an NR3 search will only be used in respect of the specific license application and will not be retained beyond the determination of that application.

***How can I find out what data is held about me?***

For information relating to any taxi licence, including any that have been refused or revoked by Torfaen Council, contact Kevin Davies at kevin.davies@torfaen.gov.uk. If you are unhappy about the outcome of any data request, you can contact the Information Commissioners Office at [www.ICO.org.uk](http://www.ICO.org.uk)

**LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976**

APPLICATIONS FOR *(NEW/RENEWAL*)\* OF A LICENCE TO DRIVE

HACKNEY CARRIAGE / PRIVATE HIRE VEHICLES

# *THIS FORM MUST BE COMPLETED BY THE APPLICANT*

**Your details**

Full Name MR/MRS/MISS/MS.…………………..…..……………………………………………………….…

DOB………………………………………………………………………………………………….…………….

Address…………………………………………………………………………………………..…………………

…………………………………………………………………………..…Post Code………..…….……………

Tel: …………………………………………………………Mobile: ….……………………….…………………

Email: ……………………………………………………………………………………..…………………..……

Name of Hackney Carriage Proprietor or Private Hire Operator for whom you propose to drive

……………………………………………………………………………….…………….………………………..

If driving part time, please state:

Present occupation and details of your main employer……………………………………………………….

……………………………………………………………………………………………………………………….

Average hours worked per week for your main employer……………………………………………………..

Do you have permission to lawfully reside in the UK? YES/NO

Have you lived in any overseas country for 6 or more continuous months since your YES/NO

10th birthday?

* If Yes, please provide a list of the countries and dates on a separate sheet

Do you have correct immigration status and permission to undertake this type of

work in the UK? YES/NO

Your National Insurance Number……………………………………………………………………………….

**Your Driving Licence**

Driving Licence no: ………………………….….…………. How Long held (Ex-Provisional)…………….

**Your Tax Check Code**

(*Only for renewals and any new applicant who has held a taxi driver licence issued by any local authority within the last 12 months*)

Tax Check code: ……………………………………………… Expiry date of code……………………….

Have you previously applied for or been licensed with this Authority as a Hackney/Private Hire

Driver YES/NO

Have you previously applied for or been licensed by, or are you currently licensed by another Authority as a Hackney/Private Hire Driver YES/NO

* If YES, please state which Authority and the dates of previous licenses

…………………………………..………………………………………….………………………………

…………….………………………………………………………………..………………….…………..

Have you ever had a Hackney/Private Hire Drivers Licence refused, suspended or revoked by this or any other local authority YES / NO

* If yes, please list below (please continue on a separate sheet if necessary)

*Local Authority* *Date* *Reason*

…………………………………………………………………………………………………..................

……………………………………………………………………………………..………………………..

**DECLARATION**

*I declare that the above statements are true and I understand that any licence obtained by false declaration may be suspended or revoked by the council*

*I understand that my application details will be checked against the NR3 register, and further details sought from any authority that has previously refused or revoked a Hackney/Private Hire Drivers Licence held by me*

*I agree to abide by the conditions attached to the grant of a hackney carriage / private hire vehicles driver’s licence, as determined by the council.*

***I acknowledge that the Council may be required to provide information about me to HMRC if requested under schedule 23 to the Finance Act 2011 and schedule 36 to the Finance Act 2008.***

*I understand that I cannot drive a hackney carriage / private hire vehicle until I am granted a licence (or on the expiry of an existing licence until granted a renewal licence).*

**Signature: ……………………………………………………………………………………………………**

**Date: ……………………………………………. (Badge Number: CD………………)**

*I agree to the council retaining a copy of my DBS certificate and/or view my online record with the DBS Update Service, as necessary for the purpose of private hire and hackney carriage licensing.*

**Signature: ….……………………………………………………………………………………..…………**

**Date: …………………………………………… (Badge Number: CD ………..…..)**

***New Applicants only***

A licence to drive a hackney carriage or private hire vehicle can only be granted to you if you confirm that you are aware of your tax registration obligations. Please review the following guidance and when you are satisfied that you understand your tax registration obligations, please complete the declaration below:

* **PAYE information**: [www.gov.uk/income-tax/how-you-pay-income-tax](https://www.gov.uk/income-tax/how-you-pay-income-tax)
* **Registering for Self-Assessment**: [www.gov.uk/register-for-self-assessment](https://www.gov.uk/register-for-self-assessment)
* **Corporation Tax information**: [www.gov.uk/corporation-tax](https://www.gov.uk/corporation-tax)

**New Applicant Declaration**

I confirm that I have received and reviewed the above HMRC guidance relating to tax compliance and that I am aware of its content.

**Signature: …………….….……………………………………………… Date: ………...………….**

**Print Name: ….……………………………………………………………………………………...………….**