



## West Devon Borough Council

# Application for New or Renewal of Hackney Carriage/Private Hire Driver Licence

**TOWN POLICE CLAUSES ACT 1847  
LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS ACT 1976)**

**Contact us:** Licensing Section, West Devon Borough Council, Kilworthy Park, Tavistock, PL19 0BZ  
**Telephone:** 01822 813600 **Fax:** 01822 813634 **Text:** 07624 804164  
**Email:** [licensing@westdevon.gov.uk](mailto:licensing@westdevon.gov.uk) **Website:** [www.westdevon.gov.uk](http://www.westdevon.gov.uk)

West Devon Borough Council is committed to acknowledging the full diversity of the community it serves and to promoting equality of opportunity for everyone. This application form can be made available in large print, Braille, tape format or in any other language on request.

West Devon Borough Council is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes. For further information, see [www.westdevon.gov.uk](http://www.westdevon.gov.uk).

I hereby apply for (please tick as appropriate):

NEW LICENCE & 1 <sup>ST</sup> YEAR RENEWAL	2 <sup>ND</sup> YEAR RENEWAL	3 <sup>RD</sup> YEAR RENEWAL
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

1. Your personal details			
Title	Mr Mrs Miss Ms Other (please state)		
Surname			
Forenames			
Previous names			
Date of Birth		Place of birth	
Address			
Postcode			
Telephone No.		Mobile No.	
National Insurance Number			
Have you previously been refused any application for a Hackney Carriage/Private Hire Drivers Licence?	Yes	No	
	<input type="checkbox"/>	<input type="checkbox"/>	

## 2. Your Driving Licence

DVLA Driving Licence No.	
How long have you held this driving licence? (must be at least 12 months)	

## 3. Convictions

**The Rehabilitation of Offenders (Exception) Order 2002 requires an applicant for a taxi or private hire driver licence to disclose all convictions, spent or otherwise, for the purpose of establishing is an applicant is a 'fit and proper' person to hold a licence. Failure to disclose previous conviction's, spent or otherwise, may make the applicant liable to be prosecuted for attempting to obtain a driving licence by deception.**

Have you been convicted of any offences? If yes please give details in the table below.	YES	NO

OFFENCE	DATE OF CONVICTION	SENTENCE
Are there any prosecutions pending against you?		YES
		NO
If yes, please give details:		

## 4. References

Please give the names and addresses of two referees to whom reference can be made as to the applicant's character and suitability for a Licence. **Referees must have know you for at least three years, should be persons of some standing within the community to include your present and past employer and be other than relatives or future employers.**

Referee Name	Referee Address	Capacity known to you

5. Employment Details		
Please state the name and address of the proprietor who will employ you if this licence is granted.		
Name		
Address		
Telephone No.		
Will you be working (delete as appropriate):	Full Time	Part Time

6. Medical		
Have you ever suffered from a prescribed medical disability, epilepsy or from sudden attacks of disabling giddiness or fainting from any disease, mental or physical disability likely to interfere with the efficient discharge of your duties as a driver, or to cause the driving of a Hackney Carriage or Private Hire Vehicle to be a source of danger to the public? If yes please give details:	YES	NO
I enclose the completed medical form (D4 & Certificate) or have made an appointment with a GP	YES	NO

7. Please check and tick in the box that you have enclosed these documents		
DOCUMENT	TICK BOX	FEE
I enclose my original current driving licence granted under the Road Traffic Act 1972 (if enclosed this will be returned by post)		N/A
I enclose the Hackney Carriage & Private Hire Drivers licence fee + For New Drivers only initial application fee		£90.00 + £35.00
I enclose 2 passport sized photographs (new & third year renewal licences only)		N/A
I wish to apply for a CRB disclosure, and I enclose the applicable fee (applies to new & third year licences only)		£41.00
I enclose the Group 2 Medical Certificate: NB- applicable to all new & third year renewal applications AND- all applications where the applicant is aged 65 or over.		Fee payable to applicant's own GP.
<b>TOTAL FEE PAYABLE</b>		

8. Declaration			
Any false statement will automatically disqualify the applicant from holding a licence. Note. Your attention is drawn to Section 57(3) of the 1976 Act whereby any person knowingly or recklessly makes a false statement or omits any material particulars in giving information is guilty of an offence.			
Signature		Date	

## Important Information

### HOW TO APPLY FOR A CRIMINAL RECORDS BUREAU (CRB) DISCLOSURE FORM

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All applicants applying for a licence to drive a Hackney Carriage or Private Hire Vehicle are asked to note the process for completion of the Criminal Records Bureau Enhanced Disclosure.

1. To begin the process, please contact the Licensing Office (contact details below) to make an appointment to see the Licensing Officer at either our Tavistock or Okehampton office.
2. The Licensing Officer will assist you in completing the Criminal Records Bureau Enhanced Disclosure application form, which will then be sent to the Criminal Records Bureau for processing.
3. In order to complete the disclosure application form, you are required to provide at the time of your appointment, relevant documents, which include:
  - DVLA Driver Licence
  - Current Passport
  - Birth Certificate
  - Two documents to confirm your address – i.e. utility bills, bank statement, mobile phone bill or letter from the Inland Revenue

For further information about how to complete the CRB application, please go to [www.crb.gov.uk](http://www.crb.gov.uk) or contact the Licensing Office.

#### FEE & METHOD OF PAYMENT

- The fee for the CRB check is £36.00.
- Payment may be made by cheque\*, cash or credit/debit card.

\* Cheques must be made out to West Devon Borough Council.

#### CONTACT US:

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