



Hackney Carriage/Private Hire Driver Licence Application for the Grant of a Licence

Local Government (Miscellaneous Provisions) Act 1976 / Town Police Clauses Act 1847 (As Amended)

Please complete this form in block capitals and enter ticks where appropriate. Please note this form will NOT be processed unless ALL sections below are completed.

Before completing your application you should read the guidance notes at the end of this form to help you decide whether you meet the basic requirements to become a Hackney Carriage/Private Hire driver.

The Council has published a statement of policy about the relevance of convictions which is available at www.cardiff.gov.uk/licensing or as a hard copy from the Licensing Section. **You should read this document before completing your application.**

1. Applicant Details

Full name:			
Home address:			Postcode
Date of birth:		National Insurance number:	
Landline number		Mobile number:	
Email address:			

1. Applicant Details (Continued)

Country of birth:	
Nationality:	

Do you have permission to lawfully reside in the UK?	Yes		No	
Do you have permission to lawfully work in the UK?	Yes		No	

Original supporting documents will be required to prove your right to remain and work in the UK. Please see list of acceptable documents below.

2. Driving Details etc.

Date you obtained a full DVLA driving licence:				
Have you previously been licensed to drive a vehicle for hire in this or another authority?	Yes		No	
Do you hold a current licence to drive a vehicle for hire in another authority?	Yes		No	

If Yes, please give details of all previous licences.....

.....

Please provide details of the Private Hire Operator that you intend to work for (if any)?

.....

3. Health

The City of Cardiff Council requires applicants to meet Group 2 medical standards and a satisfactory medical certificate must be produced. Please see the guidance notes for further information.

You must immediately notify the licensing authority of any change in your medical fitness which may affect your driving or abilities to carry out the duties of a Hackney Carriage or Private Hire Driver.

4. Declaration of Previous Convictions etc.

In order to properly assess your suitability to be a licensed driver you are required to disclose any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).

Have you ever been convicted of a road traffic offence, or does your DVLA licence have any endorsements?	Yes		No	
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If you answered yes, please give details below:

.....

.....

Have you been convicted, received a caution or fixed penalty notice for any offence other than motoring offences?	Yes		No	
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If you answered yes, please give details below

.....

.....

Do you have any driving and/or criminal prosecutions pending against you?	Yes		No	
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If you answered yes, please give details below including the hearing date

.....

.....

Have you ever had a Hackney Carriage / Private Hire Drivers Licence refused / revoked / suspended by Cardiff Council or any other local authority?	Yes		No	
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If yes, please give dates and brief details:

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Please note: we will be checking all available records, failure to state all convictions / cautions / warnings / penalty notices may result in you having to attend a committee hearing.

5. Declaration

I hereby declare that I have checked the information given on this Hackney Carriage/Private Hire Driver Licence Grant application form and that it is true to the best of my knowledge. I make this declaration in the knowledge that if I have knowingly or recklessly made a false statement or make a misleading omission, I shall be liable to prosecution and that my licence (if granted) will be liable to be suspended or revoked.

Signature of applicant..... Date

Print full name.....

Applicants are advised that it is a criminal offence to knowingly or recklessly make a false statement or to omit any material particularly in giving information.

If you have made an application for a DBS check, the certificate will be sent to your home address and it is your responsibility to bring the original to the Public Carriage Office when you receive it.

Any data supplied by you on this form will be processed in accordance with Data Protection Act requirements and in supplying it you consent to the Council processing the data for the purpose for which it is supplied. All personal information provided will be treated in the strictest confidence and will only be used by the Council or disclosed to others for a purpose permitted by law.

This authority 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.

Mae'r ffurflen hon hefyd ar gael yn Gymraeg / This form is also available in Welsh

FOR OFFICIAL USE ONLY

DBS form completed	Yes		No		Driving Licence	Yes		No	
BTEC certificate	Yes		No		Passport/other ID	Yes		No	
					Proof of NI number	Yes		No	
Proof of right to work in the UK	Yes		No		2 Proofs of Address (3 mths)	Yes		No	
Leave to remain									
DVLA D796 mandate/printout	Yes		No		Receipt No:		Amount paid:	£	
Medical certificate (1 mth)	Yes		No		Issue date		Expiry date:		
4 Photographs	Yes		No		Processing officer:				

NOTES

Guidance notes

Please read these guidance notes before filling in the application

This is your application for the grant of a Hackney Carriage or Private Hire Drivers Licence. Before you complete the form you should take time to read the following information. It will help you decide whether you meet the basic requirements to become a Hackney Carriage and/or Private Hire Driver.

Minimum requirements

1. You must be over 21.
2. You must be free from infirmity of mind and body and must be capable of assisting passengers with their luggage.
3. You must be of good character, sober and honest.

Application procedure

1. The initial completed application form must be submitting with:-

Current Full DVLA Driving Licence. This Licence must have been held for at least 12 months

4 Coloured passport sized photographs. These photos must be recent photographs, must not be photocopies and persons must not wear hats or sunglasses.

Satisfactory Proofs of identity including Proof of Eligibility to Work in the UK - Satisfactory documentary evidence that may be produced in support of an application as detailed on the guidance sheet in the application pack.

Your completed Disclosure Application Form. You are required to complete and sign the enclosed Disclosure Application Form from the Disclosure & Barring Services. Licensing complies fully with the DBS Code of Practice details of which are available on the Disclosure website at www.homeoffice.gov.uk/dbs. This will enable a check to be made of your criminal history, if any. PLEASE READ GUIDANCE NOTES.

Fee of £44.00. Cheques to be made payable to Cardiff County Council. NB This amount represents the fee payable to the Disclosure & Barring Services. The Licence fee will be charged separately on successful completion of the application procedure.

2. All applicants must provide, within 4 months, the following support documents:

- Evidence of having successfully undertaken the Level 2 BTEC course "Introduction to the Role of the Professional Taxi and Private Hire Driver."
- A Group 2 Medical Certificate signed by your own General Practitioner or another General Practitioner in the Practice with which you are registered that you are physically fit to drive a Hackney Carriage or Private Hire vehicle (a blank medical form is enclosed to be completed by your doctor or another doctor in the Practice with which you are registered).
- Provide the Certificate from the Disclosure & Barring Service (DBS).
- Complete a D796 mandate, which authorises the DVLA to disclose all relevant information relating to your driver record from their computerized register.

3. Subject to your application and supporting documents being satisfactory and before a licence is granted you will be required to prove your knowledge of the Cardiff area and will be tested on this knowledge.

The test consists of a written and oral examination, if you fail the first test you will be given an opportunity to have a second, a third test will only be granted if you have reached a certain score on the previous test.

Written knowledge tests - £37 Fee (to be paid at the Public Carriage Office)

Once all relevant documents have been submitted, and you have paid the fee, you will then receive the time and date of the test through the post.

Written Test - This test will consist of the following parts

- | | |
|------------|--|
| Part 1 | 20 questions on legislation, conditions of licence and tariff information. |
| Part 2 & 3 | 28 questions. You will be tested on your knowledge of the location of prominent buildings, entertainment establishments, hotels, main roads and areas etc. |
| Part 4 | 4 questions. Using an A-Z you will be asked to provide the grid reference of 4 establishments in the City. |

If you successfully pass the written test you will be able to sit the oral test.

Oral Test - £50 Fee (1st and 2nd attempt) £91 Fee if a 3rd test is offered.

(Payment can be made by telephone 02920871651 with a debit card or at the Public Carriage Office by cash, cheque or debit card). You will receive the time and date through the post.

You will be asked by the examiner to describe the shortest and most direct route between a selection of 15 different starting and finishing locations throughout the City. You will also be asked 15 random supplementary questions based on pictures of locations.

Failure to attend an appointment for a test without giving at least 48 hours' notice will require you to pay a £10 booking fee if you wish to arrange a further test.

4. If you successfully pass the Knowledge Test, you may obtain a Hackney Carriage/Private Hire Drivers Licence. It is at this stage that you will be required to pay the Licence fee. The current fee for the Licence can be obtained by either telephoning Cardiff 20787737 or calling at the Public Carriage Office.

If you fail the first oral test, a new date for the second (or third), will be agreed between yourself and the Enforcement Officer. Please be advised there will be no re-arranging of these dates.

5. Attached to your Hackney Carriage/Private Hire Drivers Licence will be a number of Conditions that you must comply with at all times.

If you have read and understood the above requirements and wish to pursue your application to be a Hackney Carriage or Private Hire Driver then please complete the attached form and return to this office at the address below with the following documentation.

The completed application form should be returned in person to the Public Carriage Office on Sloper Road

Lists of acceptable documents for right to a licence

The lists of documents are based on those prescribed to show evidence of a right to work.

List A: No restrictions on right to work in the UK

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. An example of an Immigration Status Document may be found [here](#).
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: Restrictions on right to work in the UK

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. This guidance [[link to page 16](#)] provides further information on checking a non-European Economic Area national family member's right to a licence.
 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.
1. 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.
 2. 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.

CITY & COUNTY OF CARDIFF LICENSING

ETHNIC MONITORING

Cardiff Council has an ethnic monitoring scheme to make sure that we serve all of our community equally. The information provided will be separated from your file and kept anonymously. Please help us by taking a few moments to complete this form.

What type of Licence are you applying for _____

Do you consider yourself to be Welsh? Yes No

Now please choose **ONE** of the following:

White

British Irish European

Any additional White background: _____

Black

British African Caribbean

Any additional Black background: _____

Asian

British Pakistani Indian Bangladeshi

Any additional Asian background: _____

Mixed Race

White & Black White & Black African White & Asian

Any additional Mixed Race background: _____

Chinese or other Far Eastern

British Chinese Chinese Vietnamese

Japanese Korean

Any additional Chinese or Far Eastern background: _____

Any additional ethnic background not already listed (please state):

If you wish documents to be supplied to you in Welsh, please tick here:

Are you: Male Female

If you do **not** wish to tell us your ethnic background, please tick here: