

HACKNEY CARRIAGE AND/OR PRIVATE HIRE VEHICLE DRIVER'S LICENCE APPLICATION

PRIVACY & DATA PROTECTION NOTICE

We may use any information you provide to us, some of which may be sensitive, to process and determine any application you make for the grant or renewal of a private hire and/or hackney carriage driver's licence for the purpose of securing compliance with and enforcement of relevant UK and international laws.

As one of the Council's public tasks, undertaken in the public interest, it is necessary to use your personal information in this way to provide our services, carry out our functions and responsibilities in accordance with these laws and the Council's licensing policies and to keep our records up to date.

We may share the information you provide to us with other parts of the Council in order to carry out the Council's statutory functions. We may also share this information with outside bodies for the purposes of law enforcement or the sharing is in the public interest.

In particular, we may share information with those within the Council who can help to determine or advise upon applications and authorisations of this kind. This may include, but is not limited to, the Council's licensing officers, senior management, the Members and officers of the Council's Licensing, Audit & General Purposes Committee (or Sub-Committee), and the Council's medical and legal advisers. We may also share your information with the Council's Benefits, Housing, Legal and Democratic Services and Investigations teams. If you ask a Councillor for help we may share your information with them to assist them and you.

We may also, where required to or, permitted by law to do so, pass information about you to third parties. This may include, but is not limited to, other local authorities, government departments, the National Fraud Initiative, the DVLA, HMRC, the UK Border Agency and the police carrying out their tasks in the public interest. Your information may also be shared with the National Register of Taxi Licence Refusals and Revocations (NR3) hosted by the National Anti-Fraud Network which allows licensing authorities to share information about individuals who have had their hackney carriage or private hire driver's licence refused or revoked or any application for one refused.

Where appropriate some of the information you provide may be made public as part of any public consultation and/or hearing requirements to determine your application or to ensure compliance with any licence issued and related licensing laws. Some of your information may be included in a public register containing details of the applications we receive and any authorisations we grant or refuse.

For full details of how we will handle any personal data we collect, please see our privacy policy at www.rushmoor.gov.uk/privacypolicy.

APPLICANT DETAILS

Title:	<input type="text"/>	Badge N^o: <i>(on renewal only)</i>	<input type="text"/>
Forename(s):	<input type="text"/>	Home Telephone:	<input type="text"/>
Surname:	<input type="text"/>	Mobile Telephone:	<input type="text"/>
Date of Birth:	<input type="text"/>	National Insurance No:	<input type="text"/>
Home Address:	<input type="text"/>		
Email:	<input type="text"/>		

TYPE OF LICENCE APPLIED FOR

I, being the above named applicant, hereby apply for grant / renewal of -

Type of licence sought:

- Hackney Carriage drivers licence
- Private Hire Vehicle drivers licence
- Joint Hackney Carriage and Private Hire Vehicle drivers licences
- Restricted Private Hire Vehicle drivers licence (i.e. for non-public work)

Duration of licence sought:

- 3 years (36 months)
- 1 year (12 months)

If seeking a 'restricted' private hire vehicle driver's licence, please tell us which non public private hire work activities the licence is to be restricted to.

DETAILS OF (PROSPECTIVE) EMPLOYER / OPERATOR

Name:

BACKGROUND

Please circle / cross out as appropriate

Q1	Have you ever been convicted of any civil and/or criminal offence? (If 'Yes' please provide full details below*)(NB: You are required to declare all previous convictions and cases pending against you. By virtue of The Rehabilitation of Offenders Act 1974(Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013 / 1198, you are required to disclose spent convictions).	Yes / No
Q2	Have you ever been the subject of a police caution (i.e. you have signed a formal admission of guilt)? (If 'Yes' please provide full details below*)(NB: You are required to declare all previous cautions and cases pending against you. By virtue of The Rehabilitation of Offenders Act 1974(Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013 / 1198, you are required to disclose spent cautions).	Yes / No
Q3	Have you ever been arrested, investigated by the Police, or had any cause to be on Police records? (If 'Yes' please provide full details below*)	Yes / No
Q4	Have you been subject to any driving penalty (e.g. speeding, dangerous driving etc) in the last 4 years? (If 'Yes' please provide full details below*)(NB: You are required to declare driving penalties and cases pending against you arising in the last 4 years).	Yes / No
Q5	Have you ever applied for, or held a hackney carriage and/or private hire vehicle drivers licence with any local authority? (If 'Yes' please provide full details below & answer Q6*) If no please skip to Q7)	Yes / No
Q6	If yes, has the licence ever been refused, suspended or revoked? (If 'Yes' please provide full details below*)	Yes / No N/A
Q7	Have you ever lived outside of the UK for more than 6 months since the age of 10 (or on renewal since your last application)? (If 'Yes' please provide full details below*)	Yes / No
Q8	Where appropriate, have there been any lasting changes in your medical condition since the grant of your last licence by this authority? (If 'Yes' please provide full details below*)	Yes / No N/A

*The details required will be explained by a licensing officer

RUSHMOOR BOROUGH COUNCIL, Operational Services,
Council Offices, Farnborough Road, Farnborough, Hampshire GU14 7JU. Telephone: (01252) 398 399

- Minicom: (01252) 371 233
- Email: licensing@rushmoor.gov.uk

If you answered 'YES' to any of the questions (Q1 – Q7) above, please use the space below to provide **full** details.

NB: IT IS A CRIMINAL OFFENCE TO MAKE, KNOWINGLY OR RECKLESSLY, A FALSE STATEMENT OR OMIT ANY INFORMATION FROM THIS APPLICATION

TAX DECLARATION

I confirm that I have read the relevant guidance at [Confirm your tax responsibilities when applying for a taxi, private hire or scrap metal licence - GOV.UK \(www.gov.uk\)](http://www.gov.uk) and I am aware of my tax responsibilities in respect of the licence applied for.

Signed:			
Name: (in CAPITALS)		Date:	

DECLARATION

I declare that to the best of my knowledge and belief the information given above and any other information I have provided in connection with this application is true and accurate. I understand that it is a criminal offence to make, knowingly or recklessly a false statement or omit any information from this application. By signing this form, I consent and agree to the processing, sharing and use of the information I provide in connection with this application in accordance with the privacy notice above. I give my permission for the Council to retain a copy or record of any documents I provide to them in connection with this application on the basis that it will be held strictly in accordance with the provisions of the Data Protection Act 2018 and the Council's retention guidelines. If I am granted a licence I undertake to comply with the terms and conditions attached to the licence.

Signed:			
Name: (in CAPITALS)		Date:	