



## APPLICATION FOR A DUAL HACKNEY DRIVER & PRIVATE HIRE DRIVER LICENCE

### Licensing – Privacy Notice

#### How is your information used?

We may use your information to: process applications, investigate and prosecute relevant illegal activities, investigate and prosecute Corporate Fraud; send you communications that you have requested or that may be of interest; ask agencies, government departments or other public bodies to give us information they have about you; check information you have provided, or information about you that someone else has provided, with other information we hold; get information about you from certain third parties, or give information to them to check the accuracy of information, prevent or detect fraud or protect public funds. These third parties include Government Departments, other Local Authorities, and private sector companies, as allowed by law.

#### Who has access to your information?

We may share your information with:

- Other Council Departments – to ensure we meet our statutory duties; or to collect debt and prevent fraud and the misuse of public funds.
- External organisations, for example, HM Revenues & Customs, the Department of Work and Pensions, the Police, the Audit Commission, and other enforcement agencies and third parties, for other purposes allowed by law, including, to prevent fraud and the misuse of public funds.

For further information about how your personal information will be used, please visit [www.derby.gov.uk](http://www.derby.gov.uk) where you can see a full copy of our privacy notice. Alternatively you can request a hard copy from - [licensing@derby.gov.uk](mailto:licensing@derby.gov.uk)

PLEASE READ THE SEPARATE APPLICATION GUIDANCE ON THE WEBSITE AND THE QUESTIONS ON THIS FORM THOROUGHLY AND CAREFULLY BEFORE COMPLETING THE FORM IN BLOCK CAPITALS. **ALL BOXES ARE MANDATORY.** IT IS YOUR RESPONSIBILITY AS APPLICANT TO PROVIDE ANSWERS TO ALL QUESTIONS AND SUPPORT THOSE ANSWERS WHERE RELEVANT, WITH SUPPORTING DOCUMENTATION. IF IN DOUBT, YOU SHOULD SEEK CLARIFICATION FROM THE LICENSING TEAM, WHOSE DETAILS APPEAR AT THE END OF THIS FORM.

Dual Driver		Private Hire Driver	
If you intend to work for an operator, which one?		What operator do you intend to work for?	
Operator signature		Operator signature	
Operator's name/address: (use an official stamp if available)		Operator's name/address (use an official stamp if available)	

New application		
Renewal application		Current Badge Number: <input type="text"/>
Expiry date of existing licence		

<b>PART ONE</b>	<b>GENERAL</b>			
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Surname	<input type="text"/>	Forename(s)	<input type="text"/>	Title	<input type="text"/>
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Any previous or other name	<input type="text"/>
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Current Home Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Postcode: \_\_\_\_\_

*If you have lived at your current address for less than 5 years, please provide all previous addresses spanning the 5-year period and dates of occupancy. **Please use separate sheet if required.***

Home telephone number:	<input type="text"/>	Email address:	<input type="text"/>
Mobile Telephone Number:	<input type="text"/>		<input type="text"/>

<b>PART 2</b>	<b>DRIVER DETAILS</b>			
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National insurance number	<input type="text"/>	Date of Birth	<input type="text"/>
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Type of Driving Licence held

Full	<input type="text"/>	UK	<input type="text"/>	Other Please List	<input type="text"/>
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This licence has been held continuously since (enter date):

Driving licence number	<input type="text"/>	Date of issue	<input type="text"/>
		Issue number	<input type="text"/>
		Expiry date	<input type="text"/>

Have you <b>EVER</b> held a hackney carriage, private hire or dual driver licence with any Licensing Authority?	Yes	<input type="text"/>	No	<input type="text"/>
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If yes, what licence did you hold?		Hackney carriage		Private Hire		Dual licence	
If “yes”, what licensing authority was it with?							
Badge number?							
If “yes” indicate which of the following is applicable:							
Current		Revoked		Suspended		Expired	
If no, have you <b>EVER</b> applied for a licence?		Yes		No			
If yes, what licensing authority was it with?							
What was the outcome of that application?							
Name of operator you will be driving for: (If you will not be driving for a company please state ‘independent’). Please note this must be completed.							

The licensing authority provides information to the National Register of Taxi Licence Refusals and Revocations, Suspensions (NR3S), 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 combined Hackney Carriage & PHV licence.

Therefore:

- Where a combined Hackney Carriage & PHV licence is revoked, or an application for one refused, the authority will automatically record this decision on NR3S.
- All applications for a new licence or licence renewal will automatically be checked on NR3S.

If a search of NR3S 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 NR3S search will only be used in respect of the specific license application and will not be retained beyond the determination of that application.

The information recorded on NR3S itself will be limited to:

- name
- date of birth
- address and contact details
- national insurance number
- driving licence number
- decision taken
- date of decision
- date decision effective

**Information will be retained on NR3S for a period of 25 years.**

This is a mandatory part of [applying for] [being granted], a combined Hackney Carriage & PHV driver licence. The authority has a published policy on the approach it will take to requests by other authorities for further information about entries on NR3S, and about the use it will make of any further information provided to it.

You can read that policy at: [www.derby.gov.uk/licensing/taxis/refusals-and-revocations-policy/](http://www.derby.gov.uk/licensing/taxis/refusals-and-revocations-policy/)

Information will be processed in accordance with the Data Protection Act (DPA) and General Data Protection Regulation (GDPR). Any searches, provision, or receipt of information of or under NR3S are necessary to the authority's statutory licensing functions of ensuring that all drivers are fit and proper to hold the applicable licence. It is not intended that any NR3S data will be transferred out of the United Kingdom.

If you wish to raise any issue related to the data protection legislation, including by relying on any of the rights afforded to data subjects under the GDPR, you can do so to the authority's Data Protection Officer at [data.protection@derby.gov.uk](mailto:data.protection@derby.gov.uk) This includes submitting a subject access request.

You always have the right to make a complaint to the Information Commissioner's Office (ICO). Advice on how to raise a concern about handling of data can be found on the ICO's website: <https://ico.org.uk/make-a-complaint/>.

#### Short form Privacy Notice

We will use the information provided by you for processing driver and vehicle licences. The basis under which the Council uses personal data for this purpose is that this is necessary for the performance of a task carried out in the public interest by the Council or in the exercise of official authority vested in the Council. The information provided by you includes the following special categories of personal data which are names, addresses, date of birth, email address, telephone numbers, ethnicity, Right to Work documentary evidence and any other occupation details. Information in these categories is used by the Council on the basis that such use is necessary for reasons of substantial public interest, and in accordance with the provisions of the Data Protection Act 2016 and 2018. You need to provide some of this information if you wish to apply for a driver or vehicle licence. The information that you have provided will be kept for 7 years. The Data Controller is Derby City Council, The Council House, Corporation Street, Derby, DE1 2FS at [data.protection@derby.gov.uk](mailto:data.protection@derby.gov.uk) You can contact the Data Protection Officer at the above address. The new Data Protection Law known as the General Data Protection Regulation provides for the following rights as prescribed by the legislation.

You are obliged to:

- a right to request a copy of your information
- a right to request rectification of inaccurate personal data
- a right to request erasure of your data known as 'the right to be forgotten'
- a right to in certain circumstances to request restriction of processing
- a right in certain circumstances to request portability of your data to another provider
- a right to object to processing of data in certain circumstances
- a right regarding automated decision-making including profiling

Please note that if you are unhappy with a decision regarding the handling of your data you have the right to complain to the Information Commissioners Office at Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF and see the Information Commissioners website. For more information about these rights, please refer to our detailed privacy statement on our website [www.derby.gov.uk/site-info/privacy-notices/a-z/licensing-team](http://www.derby.gov.uk/site-info/privacy-notices/a-z/licensing-team) If you do not have access to a computer and wish to have a copy of any information provided, please request details in writing to the address above.

The information provided by you may also be used for the purpose of any other function carried out by the Council. Information about these functions and the legal basis on which information is used and your rights under the General Data Protection Regulation can be found at [www.derby.gov.uk/site-info/privacy-notices/about/](http://www.derby.gov.uk/site-info/privacy-notices/about/)

PART 3		YOUR RELEVANT HISTORY	
Have you <b>EVER</b> been convicted of any criminal offences or received any cautions, reprimands, warnings, fixed penalty notices (including motoring) and/ or restorative justice disposals? <b>You MUST include all those that you may have already disclosed to the Licensing Team.</b>			
Yes		No	
If yes, please provide details below:			
Date	Offence	Court	Sentence or order

**Please use separate sheet if required.**

**All offences, including those which are “spent” under the Rehabilitation of Offenders Act 1974, must be declared regardless of age.**

The information you provide will be cross-referenced against the Derby Penalty Point Scheme. You are advised to read the Scheme carefully. A copy is available on the website. This will be used when the Licensing Team assess the form.

Are there any prosecutions pending against you?	Yes		No	
Are you currently on Bail?	Yes		No	
If “yes” please detail: <b>Please use separate sheet if required.</b>				
Alleged Offences:		Dates of next court hearing:		

Details of Bail Conditions:	

Right to work				
Do you have the right to work in the United Kingdom?	Yes		No	
If yes, is this for a restricted time period?				
If yes, please provide details of the date the right to work expire.				
Type of Permit – work entitlement category				

PART 4	MITIGATING CIRCUMSTANCES
<p>INSERT HERE, IN AS MUCH DETAIL AS POSSIBLE, ANY ADDITIONAL INFORMATION THAT MITIGATES ANY ADVERSE INFORMATION YOU HAVE PROVIDED WITHIN YOUR APPLICATION WHICH YOU WANT THE COUNCIL TO CONSIDER IN MAKING A DECISION ON YOUR APPLICATION (Please use separate sheet if required).</p>	

PART 5.	TAX CONDITIONALITY	
Are you applying for the same type of licence you previously held, that ceased being valid less than a year ago?	If 'yes' please provide details, including licence number, dates and licensing authority (please use a continuation sheet if necessary):	
Are you applying for the same type of licence you already hold with another licensing authority?	If 'yes' please provide details, including licence number and licensing authority (please use a continuation sheet if necessary):	
Please provide your 9-character tax check code (you must carry out the tax check yourself. You cannot ask a tax agent or adviser to do this on your behalf):		
I confirm that I am aware of the content of HMRC guidance relating to my tax registration obligations (please tick)	Yes <input data-bbox="821 862 885 918" type="checkbox"/>	

DECLARATION
<p>Warning: Applicants are liable to prosecution if they knowingly make a false statement to obtain a hackney carriage/ private hire/ dual driver licence, or do not give accurate answers to all questions asked. Equally liable is any other person who knowingly makes a false statement to help you obtain one.</p> <p>I declare that I have checked the answers given in this application and to the best of my knowledge and belief that they are correct, and that I am not disqualified by reason of my eligibility or otherwise from holding or obtaining the licence for which I am now applying.</p> <p>I understand that not providing accurate information may result in delay or refusal of my application.</p> <p>I understand that in not providing the supporting information set out in the guidance with this application, it will be deemed to be an 'incomplete application' and will be declined.</p> <p>I understand by providing my National Insurance Number, the details of my driving licence will be checked with the Driver and Vehicle Licensing website during the duration of my licence.</p> <p>I understand that by signing this form I agree to register and continuously maintain the registration for the DBS Update Service and by providing my DBS Certificate number, my DBS record, that indicates its current status only, will be accessed to enable 6 monthly checks to be carried out throughout the duration of my licence. Should the Council be unable to access the online record, I will be required to undertake a further enhanced DBS</p>

check at an additional cost to myself.

I understand that by signing this form, I will provide my 'Right to Work 'documentation as required by the Home Office and I therefore agree to provide my Home Office Reference Number/Case ID Number/share code if applicable for that purpose.

I understand that by signing this form, I will provide my Tax Share Code as required by the HM Revenue & Customs.

I also acknowledge and understand that should I fail to provide those details to the Council, knowing they are required in order for my application to be assessed, that my application will be refused.

I have read the conditions of Licensing and I undertake, in the event of a licence being granted, to observe and perform such conditions.

I understand that the onus is mine to provide all the supporting information to ensure a complete application, or to fully inform the Council, as decision maker of the merit of this application.

I have read and understand the requirements of the NR3S policy and how it may be used to process my application.

Signed: \_\_\_\_\_ Applicant

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Please return your completed form to the Licensing Team, Derby City Council, The Council House, Corporation Street, Derby, DE1 2FS, along with the following documents –

Please enclose/ produce the following documents which will be required as part of your application	Applicants check. Please ✓ if attached to application.	Office use only
Driving licence (all applicants)		
Application fee (all applicants)		
Medical certificate (Group 2) (all applicants)		
Immigration Status (all applicants) Home Office Reference Number or Case ID Number		
DBS Update service – Please provide your DBS Certificate number (all applicants)		
Safeguarding training certificate (all applicants)		
Disclosure and Barring Service (DBS) completed form (New applicants only or annual renewal) and relevant identification documents		
Driving Standards test (New applicants only)		Date passed
Knowledge test – (New applicants only)		Date passed
Drive test – knowledge (dual badge or Hackney carriage drivers only)		
Certificate of Good Conduct (if required)		



## Why are we asking these questions?

To make sure we comply with our legal equality responsibilities so we know what all sections of our community feel about our services and functions; particularly people from equality groups or with protected characteristics as referred to in the Equality Act, so that we can make any appropriate changes. You can find out more about this in the guide to public authorities.

We would like people to fill in the equality questions, but it is not essential if you do not wish to complete the questions then please leave the questions blank.

**Q1 Please tell us how you describe your gender.** (Please select all that apply)

- Woman/girl
- Man/boy
- Non-binary
- Prefer not to say
- In another way

**Please tell us how you describe yourself in the box below**

**Q2 Do you identify as a gender other than what you were assigned at birth? (For example, are you a trans person or someone with a trans history?)** (Please select one)

- Yes
- No
- Prefer Not to Say

**Q3 What was your age on your last birthday?**

(Please tell us your age in years)

**Q4 To which group do you consider you belong?** (Please select one)

- Asian or Asian British - Indian
- Asian or Asian British - Pakistani
- Asian or Asian British - Bangladeshi
- Asian or Asian British - Chinese
- Any other Asian background
- Black or Black British - African
- Black or Black British - Caribbean
- Any other Black background
- Dual Heritage - White and Black Caribbean
- Dual Heritage - White and Black African
- Dual Heritage - White and Asian
- Any other Dual Heritage background
- White - English/Welsh/Scottish/Northern Irish/British
- White - Irish

- White - Gypsy or Irish Traveller
- Any other White background
- Other ethnic group - Arab
- Any other ethnic group

If you have selected one of the 'Any other background' options, please give further details.

**Q5 Do you consider yourself to be a disabled person?** (Please select one)

- Yes
- No

**Q6 I consider myself to be...** (Please select one)

- Heterosexual/straight
- Bisexual
- A gay man
- A gay woman/lesbian
- Other
- Prefer not to say

**Q7 Do you have any religious beliefs?** (Please select one)

- Yes
- No
- Prefer not to say

**Q8 If yes, to which religion do you belong?** (Please select one)

- Buddhist
- Christian
- Hindu
- Jewish
- Muslim
- Sikh
- Other
- Prefer not to say



**All information provided will be treated in accordance with the Data Protection Act 2018 for the purposes of licensing. All of the information you provide will remain confidential.**