



Colchester Borough Council

Application for Driver's Licence to drive both Hackney Carriage and Private Hire Vehicles

Town Police Clauses Act 1847 as amended by
The Local Government (Miscellaneous Provisions) Act 1976

I the below named hereby apply to Colchester Borough Council to grant my Hackney Carriage/Private Hire Driver's Licence and submit the following details:

Please complete in block capital letters

Licence Holder

First names	
Surname	
Address	
Date of birth	
Telephone numbers	
Home	
Alternative	
Mobile	
Email	
National Insurance Number	

Name of Operator you are working for (if applicable)	
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DVLA Driving Licence No	
Have you been convicted of any offence in any court or received any endorsements on your DVLA licence since your last drivers licence renewal with this council?	Yes / No

If yes please provide the following information

Offence	Court	Date	Penalty

Have you ever been convicted of <u>any</u> offence in <u>any</u> court or cautioned by the Police for any offence?	Yes / No
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If yes please provide the following information

(The details of any convictions declared which are 'spent' (as defined by the Rehabilitation of Offenders Act 1974) are not normally considered unless deemed as relevant to this renewal).

Offence	Court	Date	Penalty

Continued

Are there any Prosecutions / Fixed Penalty Fines pending against you?	Yes / No
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If 'Yes', please provide details:

Summons/Fixed Penalty date	Court Appearing and Date	Alleged offence

Any convictions received after the completion of this form must be reported within seven days by email to the Licensing Team (licensing.team@colchester.gov.uk)

In the event of a licence being granted to me I hereby undertake:

	Please Tick
To ensure that I comply with the tax conditionality requirements as set out by HMRC	<input type="checkbox"/>
To observe all statutes, conditions, byelaws, orders and regulations for the time being in force relating to Drivers and the Driving of Hackney Carriages and/or Private Hire Vehicles.	<input type="checkbox"/>
To display the badge provided by the Council in such a manner as to be plainly visible by customers at all times when I am engaged as a Hackney Carriage / Private Hire driver using the vehicle for hire and reward.	<input type="checkbox"/>
I acknowledge that I have read and understood the Council's Hackney Carriage & Private Hire Licensing Policy and Conditions. I confirm that I agree to the conditions included within it, and understand that any breach of those conditions could lead to further training at my own expense, penalty points against my Hackney Carriage / Private Hire Licence, suspension or even complete revocation of my Hackney Carriage / Private Hire Licence.	<input type="checkbox"/>

Applicants should be aware that by virtue of Section 57(3) of the Local Government (Miscellaneous Provisions) Act 1976, it is an offence punishable on summary conviction by fine to knowingly or recklessly make a false statement or omit any material particular in completing this form.

Any person who is aggrieved by the refusal of the Council to grant a driver's licence or to the placing on such a licence any conditions may appeal to the council's Licensing Appeals Board and/or a Magistrates Court.

Signature of Licence Holder	
Date	

Continued

How information about you is used at Colchester Borough Council

As part of the licence application / renewal process, the Council will retain your personal information, including copies of any documents supplied (such as passports and driving licences), for the duration of the time the licence is held with Colchester Borough Council. Once the licence is expired / terminated, this information will be deleted from our records, in line with General Data Protection Regulation (GDPR).

Additionally, Colchester Borough Council has a responsibility to provide details of all revoked licences to a national database, accessed by other Local Authorities. Therefore, in the event that a licence held by you is revoked by Colchester Borough Council, personal details and information relating to the revocation will be shared on this national database.

The Council aims to provide you with efficient and comprehensive services. To do this effectively, we may share basic information about you across Council services, which may include your name, address, telephone number and date of birth. We will ensure that our staff can only see information about you that is relevant to the service they deliver. Your information will not be passed to any other organisation.

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.

For more information about how we process and store your information, or to withdraw your consent for our use of your information, please visit www.colchester.gov.uk/personaldata.

When you have completed this form send it to us by email eps.support@colchester.gov.uk together with the documents outlined in our email to you.

For further information please call 01206 282520

No further reminders regarding this renewal will be sent to you