



# Elmbridge Borough Council

... bridging the communities ...

Environmental Services  
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## **Application for a new hackney carriage or private hire driver licence**

### **GDPR Privacy notice**

#### **Who we are and what we do**

Elmbridge Borough Council is the 'Controller' of any personal data that you provide to us. We collect, process and store your personal data in relation to your application for a licence.

#### **What we need to process your application**

We require you to provide personal data including your name, address, contact details and photograph. We also require you to provide information about your immigration status; medical history, DVLA driving licence and any criminal convictions or cautions.

#### **Why we need it**

We use your personal and sensitive data to enable us to process your application. If you do not provide this information we cannot process your application.

#### **What we do with it**

We will store your personal data in our licensing database and it will be accessed by authorised Council employees. We will use your data to enable us to check compliance with your licence, to carry out our enforcement duties and to contact you about licensing matters. We may share your personal data with the other public bodies and enforcement authorities for the purposes of determining your licence application, investigation, to protect public funds and to prevent and detect fraud. We may also share your personal data with insurance companies, the DVLA and the Council's medical advisor.

#### **How long we keep it**

If we do not grant your licence, we will retain your data for six years from the date of the final decision on your application. Your data will also be retained on the national Register of Taxi Licence Refusals and Revocations (NR3) for a period of 25 years. If we grant your licence, we will keep your data for the period of the licence and a further six years.

#### **What are your rights?**

Please refer to our corporate privacy policy at <http://www.elmbridge.gov.uk/privacy-notice/>



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## Town Police Clauses Act 1847 Local Government (Miscellaneous Provisions) Act 1976

### Application for a New Hackney Carriage or Private Hire Driver Licence

Before completing this form please read the guidance notes at the end of the form. If you are completing this form by hand, please write legibly in **BLOCK CAPITALS**. In all cases ensure that your answers are written or typed in black ink.

#### 1. Type of Licence Required

Hackney Carriage

Private Hire

#### 2. Period of Licence Applying For

1 Year

3 Years

- 2.a** The law assumes that a licence will normally be granted for a 3-year period unless there is an appropriate reason not grant for that period. If applying for a one-year licence, please explain why:

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#### 3. About you

|  |  |
|--|--|
| Last Name:                                   |  |
| First Name and other forenames:              | Mr/Mrs/Miss/Ms   |
| Have you ever been known by any other names? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
|  | First Name:<br>Surname:<br>Date From:    Date To:        |
| Date of Birth:                               |  |
| Home Telephone No:                           |  |
| Mobile No:                                   |  |

|  |  |
|--|--|
| Email Address:<br>(case sensitive)   |  |
| Present Home Address:  |  |
| Post Code:   |  |
| Full DVLA Licence Number:  |  |
| DVLA Access Code:<br>(case sensitive)  |  |
| <p><b>Note.</b> You are required to evidence your driving licence record. To do this you must access the DVLA's 'View Your Driving Licence Information' online service (<a href="http://www.gov.uk/view-driving-licence">www.gov.uk/view-driving-licence</a>) to obtain a unique Access Code. Please enter this code into the relevant box above. This should be obtained no sooner than 15 days prior to arrival for your appointment</p> |  |

#### 4. Your Employment

|  |  |
|--|--|
| Are you going to work: Full time <input type="checkbox"/> or Part time <input type="checkbox"/>  |  |
| Name of Operator/Company you will be working for:  |  |
| Address of Operator/Company you will be working for:   |  |
| Please give details of any other employment you have:  |  |
| Do you hold, or have you ever held a licence to drive a Hackney Carriage or Private Hire Vehicle issued by Elmbridge or any other Council? |  |
| Yes <input type="checkbox"/> No <input type="checkbox"/>   |  |
| If Yes, Name of Council:   |  |
| Period of Licence:   |  |
| Have you had any Hackney Carriage Driver or Private Hire Licence suspended, refused or revoked?  |  |
| Yes <input type="checkbox"/> No <input type="checkbox"/>   |  |
| If Yes, please state reason:   |  |



## 5. Convictions or Cautions

Have you ever been convicted or received a caution for, any offence, particularly but not exclusively involving dishonesty, indecency or violence?

Yes  No

If 'yes' please give details including type of offence, date of conviction, address of court and charge:

Are you currently the subject of any investigation by the police or any other authority?

Yes  No

If yes, please give details:

## 6. Driving Offences

Have you been convicted of any road traffic offences, including any not yet showing on your DVLA licence or do you have any convictions pending? Yes  No

If yes, please give details including date of offence, offence code, point incurred etc.

## 7. Right to work status

Are you relying on a British passport to confirm your right to work status?

Yes  No

If No, please list the documents on which you intend to rely:

The Council is under a duty to protect public funds and may use the information you provide in 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.elmbridge.gov.uk/nfi](http://www.elmbridge.gov.uk/nfi) or contact the Internal Audit Manager on 01372 474106 or [internalaudit@elmbridge.gov.uk](mailto:internalaudit@elmbridge.gov.uk)

**It is an offence, liable on conviction to a fine up to level 3 on the standard scale, under Section 57 Local Government (Miscellaneous Provisions) Act 1976 to make a false statement or withhold information to obtain a hackney carriage or private hire driver licence.**

## Declarations:

- I confirm that I have a right to work in the UK. I understand that the Council will check my immigration status and that my application will be refused if I am not legally present in the UK or I am not permitted to work in the UK as a licensed driver.
- I confirm that I have read the Council's policies on the licensing of Hackney Carriage and/or Private Hire drivers (*available at [www.elmbridge.gov.uk/licensing](http://www.elmbridge.gov.uk/licensing) (or in hard copy on request)*) and that I am aware of the convictions policy and the standard conditions that will be applied to my licence if granted.
- I declare that the information contained in this form is correct to the best of my knowledge and belief.
- I confirm that I have read the privacy notice on the first page of this application form and I understand how the Council will process my personal data and my rights in respect of that data.

Signature: \_\_\_\_\_

Date \_\_\_\_\_

## Guidance Notes:

Before you submit this form, please make sure you have already presented your medical report form and DBS disclosure to this office. You must also have passed your knowledge test and Barnardo's Safeguarding and CSE online test (please bring certificates for both with you).

You are required to produce with this form:

- Your immigration document(s). See separate Guidance on Becoming a Hackney Carriage or Private Hire Driver and the list of documents available on our website at [www.elmbridge.gov.uk](http://www.elmbridge.gov.uk)
- Your current DVLA or EU photocard driving licence showing your up to date address details. You must have held your licence for a minimum of 36 months You must also have obtained a reference code from the DVLA website. See information above
- REQUIREMENT SUSPENDED: A driving assessment certificate – not more than 6 months old.
- Private Hire/Hackney Carriage Knowledge Test Certificate.
- A Certificate of Good Conduct (or similar) if applicable.
- The correct fee (see separate fees document). We will accept payment by credit/debit card. We are unable to accept cash.
- Two recent passport standard photographs. The photographs must be a true likeness of you at the time of application. You must make your application in person.
- If Private Hire, a letter from an Elmbridge operator confirming that you will be working for them.
- Your Barnardo's safeguarding and child exploitation training certificate.

**If you do not comply with the above requirements your application will be rejected.**