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# Taxi or private hire driver's licence application form

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## 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 and contact details.

### 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 investigation, to protect public funds and prevent and detect fraud. We may also share your personal data with insurance companies and the DVLA.

### How long we keep it

If we do not grant your licence, we will keep your data for six years from the date of the final decision on your application. 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 [elmbridge.gov.uk/privacy-notice/](https://www.elmbridge.gov.uk/privacy-notice/)

# Taxi or private hire driver's licence

**Town Police Clauses Act 1847**

**Local Government (Miscellaneous Provisions) Act 1976**

You should use this form to apply for a new taxi or private hire driver's licence or to renew your existing driver's licence.

Please read the guidance on our website [elmbridge.gov.uk/licensing](http://elmbridge.gov.uk/licensing) before you complete this form. Please note, if you do not properly complete all our application requirements, we will reject your application.

## Section 1: Type of licence

<b>Taxi driver</b>	New		Renew	
<b>Private hire driver</b>	New		Renew	

## Section 2: Renewing your licence

**Only complete this section if you are renewing your current driver's licence**

Existing taxi driver number	HCD	
Existing private hire driver number	PHD	
Expiry date		

## Section 3: Period of your licence

**We will normally grant a driver's licence for three years unless there is an appropriate reason to grant for a lesser period. If you would like us to consider granting your licence for a period less than three years, please explain why:**

## Section 4: About you

Please complete all questions

Title	
First name and other forenames	
Last name	
Preferred telephone number	
Alternative telephone number	
Email address	
Home address	
Post code	
Date of birth	
National insurance number	
DVLA driver licence number	
DVLA licence expiry date	
DVLA access code	
Have you ever been known by any other name?	<b>Yes</b> <b>No</b>
If yes, what other name(s) were you known by?	
Date from:	
Date to:	

## Section 5: Convictions or cautions

Please read our **Convictions Policy** before you complete this section.

Have you ever been convicted of, or received a caution for any offence? (including a motoring offence)

Yes

No

If yes, please give details:

Are you currently under investigation by the police or any other authority? (including a motoring offence)

Yes

No

If yes, please give details:

## Section 6: Medical information

Only complete this section if you are renewing your current driver's licence

Have you consulted your doctor, other medical professional, consultant, or optician for any reason since your licence was last issued?

Yes

No

If yes, please give details:

Are you currently receiving any medical treatment or taking any medication?

Yes

No

If yes, please give details:

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## Section 7: About your work

Will a private hire operator be giving you work?	<b>Yes</b>	<b>No</b>
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If yes, what is the name of the private hire operator	
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Address of the private hire operator:	
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Post code	
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Do you hold, or have you ever held a taxi or private hire driver's licence issued by Elmbridge Borough Council or any other Council or authority?	<b>Yes</b>	<b>No</b>
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If yes, which Council(s) or authority?	
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Have you had any taxi or private hire driver's licence suspended; refused or revoked?	<b>Yes</b>	<b>No</b>
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If yes, please give the:	
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(a) Name of the Council who issued the licence:	
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(b) Reason for suspension, refusal, or revocation:	
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## Section 8: Relevant documents

I attach/enclose copies of the following documents:

Data Barring Service (DBS) Enhanced Certificate	
Evidence of my registration with the DBS Update Service	
Overseas criminal record disclosure (if applicable)	
Photograph	
Completed medical assessment form	
DVLA or acceptable driver's licence	
Practical driving assessment pass certificate	
Evidence of my right to work in the UK	
Child sexual exploitation training pass certificate	
Knowledge test pass certificate	
Evidence to satisfy the Council's English Language Requirement	
The correct fee	

## Section 9: Declarations

**Under Section 57 Local Government (Miscellaneous Provisions) Act 1976 It is a criminal offence to make a false statement or withhold information to obtain a taxi or private hire driver licence. If convicted, you may be liable to a fine up to level 3 on the standard scale.**

I confirm that I have read the privacy notice on the first page of this application form and I understand my rights in respect of that data and consent to how the Council will process my personal data.	
I confirm that I have read the Elmbridge Borough Council's Taxi and Private Hire Licensing Policy and its Policy Regarding the Relevance of Convictions and Other Related Information.	
I confirm that I have a right to work in the UK. I understand that the Council will check my immigration status and will refuse my application if I am not legally present in the UK or if I am not allowed to work in the UK as a licensed taxi or private hire driver.	
I consent to Elmbridge Borough Council accessing and viewing my status using the DBS update service.	
I understand I may have to produce the original documents referred to above before the Council will issue my taxi or private hire driver's licence.	
I declare that the information contained in this form is correct to the best of my knowledge and belief.	

Please email your completed application form to [licensing@elmbridge.gov.uk](mailto:licensing@elmbridge.gov.uk) follow the guidance, and attach each of the relevant documents listed in section 8 above. In the email subject please write "Application for a driver's licence:" followed by your name. We will only accept one file for each document. Please do not send the documents as one large file, as individual pages, or in separate emails.

<b>Signature</b>	
<b>Date</b>	