

▶ 3. Details convictions

Have you ever been found guilty, cautioned for **ANY** offence in the UK or abroad? Please note this means **ALL** offences, not just motoring endorsements (including fixed penalties) however long ago they happened. This also includes any formal cautions or convictions, which are as a result of action taken by any Local Authority Licensing Enforcement Section. Please be aware: Failure to disclose all convictions, cautions and endorsements may affect the outcome of your application.

Yes / No* if you have answered 'yes' please give full details
 Has this previously been reported to the Licensing Section: Yes / No*
 * delete as applicable

(Continue on separate sheet if necessary)

OFFENCE	COURT	DATE CONVICTED	SENTENCE IMPOSED

▶ 4. Have you been charged/warned by the Police or any Council in connection with any motoring or other criminal offence? Yes/No* if you have answered 'yes' please give full details

▶ 5. Details of medical condition

Do you suffer from poor eyesight, any illness, e.g. Diabetes, Epilepsy, Heart, Drug use, infirmity or medical condition that might impair your driving ability or hinder your handling of passengers or their luggage?

Yes / No* if you have answered 'yes' please give full details below:
 * delete as applicable

Medical Details:

N.B. Should you develop any condition, which might impair your driving ability, you must immediately notify South Staffordshire Council. Please also note that if you are an epileptic on medication or insulin for diabetes you will not pass your medical examination.

Frequency of medical reports:

- Medical reports will be required upon first application and at each renewal;
- annually where the holder reaches the age of 60;
- after a driver has received serious injury or been seriously ill and as frequently thereafter a registered medical practitioner may recommend;
- as frequently as may be advised by a registered medical practitioner arising from any previous medical examination.

► 6. Details of family Doctor	
Name:	
Address:	
► 7 History	
7.1 Are You the current holder of a Hackney Carriage or Private Hire Driver's Licence?	Yes / No* if you have answered 'yes' please give full details below: * delete as applicable
Council: Badge Number: Date of Expiry	
7.2 Are you familiar with and do you understand fully the law relating to plying for hire? Do you understand that if a licence is issued to you it will not entitle you to ply for hire with a private hire vehicle?	Yes / No* * delete as applicable
7.3 Have you ever been refused any of the above licences or had such a licence suspended or revoked?	Yes / No* if you have answered 'yes' please give full details below: * delete as applicable
N.B. If you currently hold or have previously held a licence with another authority or have ever been refused a licence you <u>must</u> complete the attached mandate Appendix A.	
► 8. Residency	
8.1 Have you ever lived in a Country other than the UK?	Yes / No* if you have answered 'yes' * delete as applicable You MUST also provide a certificate of good conduct, or criminal record report from the appropriate country or countries.
8.2 Do you have the right to live and work in the UK?	Yes / No* * delete as applicable Please note ALL new applicants are required to prove their right to work in the UK. Details of the documents which can be used to prove your right to work can be found in Appendix B
► 9. Children & Vulnerable adults	
9.1 Will you regularly drive children or vulnerable adults alone?	Yes / No* * delete as applicable

9.2 Will you drive children and any person supervising or caring for them under a contract with an Education Authority or other Public Authority?	Yes/No
---	--------

► DECLARATION

I declare that the information provided in this form is true, complete and correct, and that I have no objection to it being checked. I have read the guidance notes and understand that before the Council grants a licence it will need to carry out certain checks including an enhanced Criminal Records Bureau (CRB) check.

DATED this day of 20

Signed _____

IF ANY PERSON KNOWINGLY OR RECKLESSLY MAKES A FALSE STATEMENT OR OMITTS ANY MATERIAL PARTICULARS IN GIVING INFORMATION, HE/SHE SHALL BE GUILTY OF AN OFFENCE AND WILL BE LIABLE TO PROSECUTION AND THAT ANY LICENCE OBTAINED AS A RESULT MAY BE REVOKED.

APPLICATION FEES WILL NOT BE REFUNDED

If you require any assistance with completing this application form please telephone the Licensing Team on (01902) 696803 or (01902) 696804

The information you supply will be used by South Staffordshire Council for administrative purposes within the terms of the Data Protection Act 1998. We shall not supply it to third parties

This form should be returned to South Staffordshire Council, Legal and Licensing, Council Offices, Wolverhampton Road, Codsall, WV8 1PX

CHECKLIST

<i>Check List of Enclosures</i>	Fee £110 (2 year licence) (Renewal) CRB £45 / ISA £73 (all applicants) 2 x Photographs (all applicants) Drivers Licence plus 2 other forms of ID (all applicants) DVLA Mandate (all applicants) Mandate for release information (New) Confirmation of Job seekers allowance (if applicable) CRB Form (all applicants)	<table border="1"> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> </table>										
CRB Folio Number: _____	Council Medical Form (Renewal)											

1. All documents **must** be originals
2. New applicants will be requested to pay full application fee, provide medical etc once the CRB disclosure has been received.

New Drivers: Only applicable once full application fee paid, with exception of applicants on Job Seekers allowance.

Test:
Date
Pass/Fail
PASS MARK 30 OUT OF 50. TWO FREE RE-TESTS. IF FAIL THESE WILL NOT BE ABLE TO BE GRANTED A LICENCE FOR A PERIOD OF 3 MONTHS FROM THE LAST FAILURE.

MANDATE FOR RELEASE OF INFORMATION UNDER DATA SUBJECT ACCESS PROVISIONS OF THE DATA PROTECTION ACT 1998 (SECTION 7(1))

TO:

I OF
.....

DATE OF BIRTH DO HEREBY
AUTHORISE (“.....”) TO PROVIDE SOUTH
STAFFORDSHIRE DISTRICT COUNCIL (“the District Council) ANY INFORMATION IT HOLDS
RELATING TO THE PRIVATE HIRE VEHICLE DRIVERS LICENCE ISSUED BY
COUNCIL TO ME DURING THE PERIOD I HAVE BEEN LICENSED WITH THEM.

THIS INFORMATION IS REQUIRED IN ORDER THAT THE DISTRICT COUNCIL CAN
DECIDE WHETHER I AM A FIT AND PROPER PERSON TO HOLD A PRIVATE HIRE
VEHICLE LICENCE WITH THE DISTRICT COUNCIL.

SIGNED.....

NAME.....

DATED.....

YOUR GUIDE TO DATA PROTECTION

The Data Protection Act 1998 gives you rights, as our customers, about how your personal information is obtained and used by South Staffordshire Council. The Act also places obligations on the Council.

This Guide informs you of your rights under the Data Protection Act and details how we handle your information.

WHAT INFORMATION DO WE HOLD AND HOW DO WE OBTAIN IT?

In addition to the information that you provide to us, we generally receive information about you from one or more of the following sources:

- The Police
- Local Government Departments
- Other Government Agencies

FOR WHAT PURPOSES DO WE HOLD THE INFORMATION?

We use your information for one or a number of purposes, which are outlined below:

- To process your Licensing application, enforcement and issue a Licence
- To maintain a public register when appropriate
- We Must protect the public funds that we handle, so we may use the information you have provided on this form for the prevention and detection of fraud and crime. We may also share this information for the same purpose with other organisations that handle public funds, and bodies involved in the investigation and detection of crime.

CARING FOR YOUR DATA

We undertake that we will have in place a level of security appropriate to the nature of the data and the harm that might result from a breach of security.

We further undertake that we will:

- Not hold information about you which is excessive in relation to the purpose for which it is processed
- Keep any information about you accurate and, where necessary, up to date. To help us do this, please keep us informed if any of your details change.
- Not keep data processed for any purpose or purposes longer than necessary
- Process your information in accordance with your rights under the Data Protection Act.

YOU HAVE CERTAIN RIGHTS UNDER THE DATA PROTECTION ACT IN RLEATION OT THE INFORMATION THAT WE HOLD ABOUT YOU. IF YOUR REQUIRE FURTHER INFORMATION ABOUT THESE RIGHTS, PLEASE WRITE TO:

The Director of Legal & Licensing
South Staffordshire Council
Council Offices
Codsall
South Staffordshire WV8 1PX

IF YOU WOULD LIKE TO KNOW MORE ABOUT YOUR RIGHTS IN RESPECT OF THE PROTECTION OF PERSONAL DATA, WRITE TO THE:

Data Protection Commissioner’s Office
Wycliffe House, Water Lane
Wilmslow
Cheshire
SK9 5AF
Or telephone 01625 5645700 (Switchboard)

I understand that my application form will be accepted subject to the provision listed above and agree that my information may be used for these purposes. I further authorise DVLA to supply any information to South Staffordshire Council Licensing section that may be held on computer that relates to myself and my driving entitlement past and present. Including any valid endorsements etc, or information that may have a baring on my work as a licensed vocational driver.

Signature

Date.....

Appendix B

LIST A

ONE of the following:

- UK Passport – British Citizen
- A passport or national identity card showing that the holder is a national Economic Area (EEA) or Swiss national.
- A Residence permit, registration certificate or document certifying or indicating permanent residence issued by the Home Office or the Border Immigration Agency (BIA) to a national of an EEA country or Switzerland
- A permanent residence card issued by the Home Office or BIA to the family member of a national of an EEA country or Switzerland
- A biometric immigration document issued by the BIA showing the holder is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK
- A passport or other travel document endorsed showing the holder is exempt from immigration control, is all owed to stay indefinitely in the UK, has the right of abode in the UK or has no time limit on their stay in the UK

OR the following documents when produced in combination with an official document giving the person's permanent National Insurance number and their name by a government agency or previous employer (for example P45, P60, National Insurance Card):

- An Immigration Status Document (ISD) issued by the Home Office or the BIA to the holder with an endorsement indicating that the person named in it is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK
- A full birth certificate or full adoption certificate issued in the UK which includes the name(s) of at least one of the holder's parents/adoptive parents
- A birth certificate or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland
- Certificate of registration or naturalisation as a British citizen, or
- Letter issued by the Home Office or UK BIA to the holder which indicates that the person named in it is allowed to stay indefinitely in the UK

LIST B

Documents contained in List B must have a 12 month follow-up check from the date of the pre-licensing check

ONE of the following:

- A Passport or travel document showing the holder is allowed to stay in the UK and is allowed to do the type of work in question, provided that it does not require the issue of a work permit
- A Biometric Immigration document issued by the BIA to the holder which indicates that the person named in it can stay in the UK and is allowed to do the work in question
- A residence card or document issued by the Home Office or BIA to a family member of a national of an EEA country or Switzerland

OR a combination of the following:

A work permit or other approval to take employment issued by the Home Office or the BIA when produced in combination with either a passport or another travel document endorsed to show the holder is allowed to stay in the UK and is allowed to do the work in question, or a letter issued by the Home Office or the BIA to the holder or the employer or prospective employer confirming the same

OR the following documents when produced in combination with evidence of verification by the BIA Employer Checking Service:

A certificate of application issued by the Home Office or the BIA to or a family member of a national of a European Economic Area (EEA) country or Switzerland stating that the holder is permitted to take employment which is less than six months old

An application registration card issued by the Home Office or the BIA stating that the holder is permitted to take employment

OR the following documents when produced in combination with an official document giving the person's permanent National Insurance number and their name issues by a government agency or a previous employer (for example P45, P60, National Insurance card):

An immigration status document issued by the Home Office or the BIA to the holder with an endorsement indicating that the person named in it can stay in the UK, and is allowed to do the type of work in question

A letter issued by the Home Office or the BIA to the holder/the employer/prospective employer, which indicates that the person named in it can stay in the UK and is allowed to do the work in question