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**INITIAL APPLICATION**

**NOTTINGHAM CITY COUNCIL**

**APPLICATION FOR A COMBINED HACKNEY CARRIAGE / PRIVATE HIRE DRIVERS LICENCE**

|  |  |
| --- | --- |
| **DBS** |  |
| **DVLA** |  |
| **MED** |  |
| **RTW** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| National Insurance No | Fee Receipt Number | Flare Ref No. | Date of safeguarding  training |

**Personal Details**

Applicant’s Full Name (Capital Letters)………………………………………………….............................

Applicant’s Previous Names……………..………...……………………………………..............................

Date of Birth……………………………. Telephone Number……………………………………………....

Email……………………………………………………………………………………………………………..

Present Address………………………………………………………………………………………………..

…………………………………………………………………………………………………………………....

Previous address in last 5 years (Add additional sheet containing details if required)

………………………………………………………………………….………………………………………..

**Tax check code (if required) ……………………. Confirm you understand your tax responsibilities Yes/No** [**www.gov.uk/guidance/complete-a-tax-check-for-a-taxi-private-hire-or-scrap-metal-licence**](http://www.gov.uk/guidance/complete-a-tax-check-for-a-taxi-private-hire-or-scrap-metal-licence)

**DVLA check code (if required)…………………………Right to work code (if required)……………………..**

This information allows us to monitor equal opportunity policies effectively.

White – British [ ] Black or Black British – Black Caribbean [ ]

White – Irish [ ] Black or Black British – Black African [ ]

White – Other White [ ] Black or Black British – Black Other [ ]

Mixed – White and Black Caribbean [ ] Chinese or other Racial Group – Chinese [ ]

Mixed – White and Black African [ ] Chinese or other Racial Group – Other [ ]

Mixed – White and Asian [ ]

Mixed – Other Mixed [ ]

Asian – Indian [ ] Male [ ]

Asian – Pakistani [ ] Female [ ]

Asian – Bangladeshi [ ]

Asian – Other Asian [ ]

How many hours a week will you be working as a combined licensed driver?….……………………..

How many hours a week will you be working in any other job?............................……….…………….

What is your other occupation?........................................................................................…………….

What is your employer’s address…………………………………………………..………………………..

…………………………………………………………………………………………………..………………

**Physical Infirmity**

Have you any physical infirmity that might affect your driving, or prevent you from assisting passengers eg with luggage Yes [ ] No [ ]

If YES, please give details…...............................................................................................................

**CONVICTIONS/POLICE CAUTIONS**

Please list **ALL** offences of which you have ever been convicted or received a police caution, including motoring offences. Please note that by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended) **ALL** convictions and Police cautions should be disclosed whether or not they may be spent for the purposes of the Act. Please continue on a separate sheet.

Date of Conviction &

Police Caution Court Nature of Offence Penalty

1…………………… ……………….. ……………………. ………………

2…………………… ……………….. ……………………. ………............

Name of the company you intend to work for……………………………………………………………………..............

**Have you ever had a Taxi or Private Hire Drivers Licence issued by a Council? Yes [ ] No [ ]**

If YES, please name the Council which granted the licence.....................................................................................

Have you ever had the licence suspended or revoked? **Yes [ ] No [ ]**

**Have you ever had an application for a private hire or hackney carriage driver / vehicle / operator’s licence refused by a Council? Yes [ ] No [ ]**

If YES, please give details…................................................................................................................................

……………………………………………………………………………………………………….................................

I have read the conditions attached **(please refer to the Private Hire and Hackney Carriage conditions on the website below the application before completing this declaration**) to the application and confirm that I understand that I am required to submit a certificate from Dr Connor stating that I am fit to drive, and undertake a DBS and DVLA every six months. I also understand that the medical examination and DBS check will be at my own expense before a licence is issued. I understand that I may be liable to prosecution if I have knowingly or recklessly made a false statement or omitted any information that I am required to declare.

Signature…………………………………………………….. Date……………..………………………….

You must tell the Licensing Section of any changes in the details you have given overleaf. This must be done in writing and must be within **7 days** of the change.

So that we can process your application **you must** enclose:

* Initial application form. **Please provide a contact telephone number so that the fee can be taken on receipt of your application by the Licensing Authority.**
* Current Driving Licence **and** Passport **and a** Recent bank statement or utility bill
* DBS check application form
* 1 x recent passport photograph
* 2 x references (not from family members) and an offer of employment from a private hire company or hackney driver

The completed application form and requested documents and fee should be submitted to: **Nottingham City Council, Communities, Licensing, Central Police Station, Byron House, Maid Marian Way, Nottingham, NG1 6HS.**

**For general enquiries email: taxi.licensing@nottinghamcity.gov.uk**

If a licence is granted, you must **read** and **work to** the **conditions of that licence.** You will be issued with a drivers badge and paper licence. You must wear the badge at all times when you are working. The paper licence must be given to your operator (if working for a private hire company) or the owner of the hackney carriage that you will be driving.

The licensing authority provides information to the National Register of Taxi Licence Refusals and Revocations (NR3), 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 NR3.
* All applications for a new licence or licence renewal will automatically be checked on NR3. If a search of NR3 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 NR3 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 NR3 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 NR3 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 NR3, and about the use it will make of any further information provided to it. You can read that policy at <https://www.nottinghamcity.gov.uk/information-for-business/business-information-and-support/business-and-trading-licences-and-permits/taxi-licensing/national-register-of-refusals-and-revocations-nr3-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 NR3 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 NR3 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 [foi@nottinghamcity.gov.uk](mailto:foi@nottinghamcity.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 6 years. The Data Controller is Nottingham City Council, Loxley House, Station Street, Nottingham, NG2 3NG. The Data Protection Officer is Naomi Matthews. 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 also see the Information Commissioners website. For more information about these rights, please refer to our detailed privacy statement on our website <http://documents.nottinghamcity.gov.uk/download/5939> . 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 <https://www.nottinghamcity.gov.uk/privacy-statement>.