



**South  
Derbyshire**  
District Council

**RENEWAL OF A DRIVER'S LICENCE APPLICATION FORM**

- Please familiarise yourself with our terms and conditions before completing this application
- It is an offence to give false information - all questions must be answered.
- An application will not be deemed valid unless the Licensing Authority receives the following documents in addition to a completed and signed application form, and the relevant fee:

1. DVLA driving licence and DVLA check code \_\_\_\_\_
2. One Passport style photo (must match your current appearance)
3. Tax Check Code \_\_\_\_\_  
(The link to generate the code can be found on the Council's Private Hire webpage)

- In addition to the above, the following documents may be due on renewal. Your renewal letter will advise you if the documents are due to expire. The application for renewal will not be determined until the documents have been received:

1. Eye test certificate
2. Medical certificate
3. Blue Lamp Trust Safeguarding Certificate

**Fees for this application are** 1 year drivers badge £135  
2 year drivers badge £190  
3 year drivers badge £265

**PERSONAL DETAILS**

1. Surname:

2. Forename(s):

3. Current registered address:

Post Code:

4. Date of Birth:

5. National Insurance number:

6. Telephone:

7. Mobile:

8. Email:

9(a). Are you permitted to work in the UK?: Yes ☐ No ☐

9(b). Are there any restrictions?: Yes ☐ No ☐ (If yes, please detail them below)

#### APPLICATION HISTORY

10. Have you had a Private Hire driver, vehicle, or operator licence suspended or revoked at this or any other authority since you completed your last private hire driver's application form?:

Yes ☐ No ☐ (If yes, please detail them below)

Licensing Authority	Suspended/Revoked	Licence Type	Date

#### PENDING PROSECUTIONS

11. Do you have any foreign or domestic prosecutions pending against you?: Yes ☐ No ☐  
(If yes, please give details and continue on separate sheet if needed)

Date of Court Hearing	Offence	Court

#### MOTRING ENDORSEMENTS AND DISQUALIFICATIONS

12. Have you been convicted of any motoring offences, been disqualified from driving, or received any endorsements on your DVLA driving licence since you completed your previous private hire driver's licence application form?: Yes ☐ No ☐ (If yes, please give details below)

##### Details Of Motoring Offences, Endorsements and Disqualifications

Date	Court	Offence	Decision of Court

#### CRIMINAL CONVICTIONS, CAUTIONS, and / or WARNINGS

13. Have you been convicted of any foreign or domestic offences, or received any Police Cautions, Warnings or Postal Requisition Notices of Summons/Charges since you completed your previous private hire driver's licence application form?

application form?: Yes ☐ No ☐ (If yes, please give details below)

Date	Offence	Court	Decision of Court
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### CIVIL FINDINGS

14. Have you had any civil actions against you since your last private hire driver's licence application form?

Yes ☐ No ☐ (If yes, please give details below)

Date	Offence	Court	Decision of Court

### OPERATOR INFORMATION

15. Name and address of the Operator(s) you are currently employed by (to be signed by the operator)

Name:	Address:	Signed:
Name:	Address:	Signed:
Name:	Address:	Signed:

16. Do you currently work in any other occupation in addition to driving as a Private Hire Driver?

Yes ☐ No ☐ (If yes, please give details and continue on separate sheet if needed)

### DECLARATION

## Right to Work

Your right to work in the UK will be checked as part of your licence application, this could include the licensing authority checking your immigration status with the Home Office. We may also share information with the Home Office. You must either share your immigration status using the Home Office online checking service 'prove your right to work to an employer' if your status is compatible with the service, or provide a document or document combination that is stipulated as being suitable for this check. Where an online check has been carried out, the 'profile' page confirming your right to work will be copied and retained by the Licensing Authority. Where a manual check is carried out, and you have provided a document(s) set out at [www.southderbyshire.gov.uk](http://www.southderbyshire.gov.uk) you must provide the original document(s). The document(s) will be copied, and the copy retained by the Licensing Authority. The original document will be returned to you.

Your application will not be considered valid until all the necessary information and any original document(s) have been produced and the relevant fee has been paid. If there are restrictions on the length of time you may work in the UK, your licence will not be issued for any longer than this period. In such circumstances the check will be repeated each time you apply to renew or extend your licence, if, during this period, you are disqualified from holding a licence because you have not complied with the UK's immigration laws, your licence will lapse, and you must return it to the Licensing Authority. Failure to do so is a criminal offence.

## Consent for DBS online checking service

I consent to South Derbyshire District Council carrying out an online check on my DBS certificate in relation to my application for a private hire driver's licence. I have provided my original DBS certificate along with adequate identification to prove my identity. I confirm that I am registered with the online checking service.

## Fraud Act 2006

I hereby declare that I fully understand, have read and checked the details and questions on this application form and that the foregoing statements are true. I understand that it is a criminal offence if I or anyone else gives false information, or makes a false representation, or fails to disclose information in order for me to obtain a private hire licence. I am fully aware that the provision of a false statement, or information, or the concealment of offences/ convictions/ cautions in order to obtain a licence is an offence under the above Act and under section 57(3) of the Local Government (Miscellaneous Provisions) Act 1976 which may result in refusal of this application. I understand that action will be taken against any licence granted as a result of breaching these Acts.

I have read the Private Hire Conditions for Operators, Vehicles and Drivers and I undertake, in the event of a licence being granted, to observe and perform such conditions.

Signed by the applicant.....Date.....

Print Name.....

## Please Note

**If any part of this application form is not completed it will be returned to the applicant.  
Your application will only be processed once all the necessary documents and the fee are submitted**

### Privacy Notice

#### How is your information used?

We collect information to assess your suitability and fitness to be issued with a private hire licence and to assist us in managing your licence. We may also use your contact details in the event that we need to contact you in relation to your licence(s).

#### Who has access to your information?

Information is shared with other regulatory and enforcement authorities including, but not limited to, other Council services; Councillors; the Police; HM Revenues and Custom; Home Office Immigration; Cabinet Office; National Anti-Fraud Network; NHS services, and other local authorities when allowed to by law for the purposes of the administration and enforcement of authorisations, and for the purposes of the prevention and detection of crime, public safety, public health, protection of the environment and prevention of fraud.

Certain information about licences (including in particular your name and the address of any premises to which a licence applies) may be published on a public register on our website when we are required to by law. Licences that have to be determined by our Councillors will be published in exempt minutes on our website.

*For further information about your personal information will be used, please visit [www.southderbys.gov.uk](http://www.southderbys.gov.uk) where you can see a full copy of our privacy notice. Alternatively you can request a hard copy from [licensing@southderbyshire.gov.uk](mailto:licensing@southderbyshire.gov.uk)*

### National Register of Taxi Licence Refusals and Revocations

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 private hire driver's licence

Therefore:

- Where a private hire 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 licence 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 being granted private hire driver's 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.southderbyshire.gov.uk/our-services/licensing/private-hire>

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 [dataprotectionofficer@southderbyshire.gov.uk](mailto:dataprotectionofficer@southderbyshire.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/>