



APPLICATION FOR A CLIENT TRANSPORT AUTHORISATION (CTA)

- Have you read and understood the guidance notes for this application? YES
- Have you read and understood the Council's Character and Convictions Policy? YES
- Have you read and understood the Driver & Passenger Assistant Code of Practice? YES
- Do you have the right to work in the UK? YES
- (Please do not continue until you can answer yes to all questions as your application may be refused)

Section 1: Application Type

Do you hold a current CTA badge? Yes (go to Section1, Qu.1) No (go to Section 1, Qu.3)

1	Reference number:		Affix passport sized photograph of applicant here (photo must have been taken in the last 12 months)
2	Expiry date:	d d / m m / y y y y	
3	Operator name:		
4	What type of CTA are you applying for?	<input type="checkbox"/> PCV Driver <input type="checkbox"/> Passenger Assistant <input type="checkbox"/> Section 19 Driver <input type="checkbox"/> Non-Borough Licensed Private Hire Driver	

Section 2: Applicant Details

5	Full name: (including any middle names)	
6	If you have ever used any other name(s) please state them here:	
7	Date of birth: (if you are over 65 refer to guidance)	d d / m m / y y y y
8	e-mail address: (please note that all correspondence will be sent via e-mail)	
9	Address:	
	Postcode:	

Section 3: Convictions and Investigations

10	Have you <u>ever</u> received any motoring convictions or endorsements?					
11	Have you <u>ever</u> had any other convictions or cautions?					
If you have answered 'yes' to either of the above you <u>must</u> provide full details below;						
Court Code	Date of conviction	Offence	Date of offense	Fine amount (if applicable)	Other penalty imposed	
If you would like to include a comment on any convictions declared above please enter it here:						
12	To your knowledge, are there any alleged offences that the Police are investigating? (If 'Yes please give details below)					
Alleged Offence		Date of hearing / bail		Comments		

As part of your application you are required to undergo an enhanced Disclosure and Barring Service (DBS) Check.

I have read the Standard/Enhanced Check Privacy Policy for applicants <https://www.gov.uk/government/publications/standard-and-enhanced-dbs-check-privacy-policy> and understand how DBS will process my personal data and the options available to me for submitting an application

Please indicate one of the following;

I am awaiting a link from you to enable an online DBS check to be undertaken

I include an original Bedford Borough Council DBS certificate (see guidance notes) and am signed up to the DBS Update Service with this certificate (sign the declaration below)

I give authority for Bedford Borough Council to perform a status check via the DBS Update Service in relation to my criminal record Certificate as supplied with this application. I declare that there have been no changes to the information shown on this certificate.

Signature _____ date _____

Section 4: Relevant medical condition

Do you have any medical condition which would affect your ability to act in the capacity for which you are making this application? Yes (we will contact you) No

Do you have any physical disability which would affect your ability to act in the capacity for which you are making this application? Yes (we will contact you) No

Do you hold a Medical Certificate which exempts you from wearing a seatbelt? Yes (please provide the certificate) No

Section 5: Other documentation

Have you passed the Council’s Basic English and Competency Test?	<input type="checkbox"/> Yes, and I enclose my original certificate <input type="checkbox"/> No, but I have booked my test
When did you last attend a Safeguarding course?	
You <u>must</u> submit <u>all</u> of the following original documents with your application;	
For PCV Drivers; <input type="checkbox"/> valid Driver’s License Card <input type="checkbox"/> valid Drivers Qualification Card (DQC)	For Passenger Assistants; <input type="checkbox"/> valid PATS certificate
For Section 19 Drivers; <input type="checkbox"/> valid Driver’s License Card <input type="checkbox"/> valid MiDAS Certificate	For Drivers Licensed by Another Authority; <input type="checkbox"/> valid Driver’s License Card <input type="checkbox"/> valid Private Hire Driver’s License

Section 6: Declaration

I declare that all information that I have given is correct to the best of my knowledge and belief. I undertake to inform the Council’s Chief Officer Environment & Sustainable Communities immediately of any changes that come about or which come to my knowledge while my application is being processed and, should the authorisation be granted, during the authorisation period.

I understand and accept that failure to disclose full or correct information will invalidate my application and may result in the withdrawal of any Client Transport Authorisation which has been issued to me.

Signed:	
---------	--

Print Name:			
Date:		Phone Number:	

Section 7: Authorisation to discuss your application with another person or organisation

If you want to authorise the Council to discuss this application with someone else please record their details below;

Name:	
Relationship to you:	
e-mail address:	

For Transport Compliance Use only:

The form is completed in full Yes

The fee has been paid Yes

Original documents copied and certified;

Right to Work in the UK Yes

BBC DBS certificate or DBS form and documents Yes

English and Competency certificate (or test booked) Yes

All documents from section 5 Yes

Have you scanned any documents via Trust ID? Yes No

If Yes – please specify

Driver's Licence DQC Passport (any) NINO card

Biometric Resident Permit other _____

CSA initials _____

Date of visit _____



Guidance Notes

If you want to apply for a new Client Transport Authorisation (CTA) you will need to complete this form and provide the associated documentation as detailed below.

Renewal applications must be made **at least 6 weeks** prior to the expiry of an existing CTA

You must present this completed form, in person, to Transport Compliance along with the relevant, original documents in support of your application. Applications that are incomplete, or which are submitted without the required documentation, will be returned as invalid.

The fee for this application is payable by card at the point of application. If your application is refused at any stage of the assessment process you will not be eligible for any refund.

CTAs are issued for a 3 year term, or to the first expiry date of any supporting documentation, whichever occurs soonest. If an authorisation expires prior to the 3 year term you may complete an application for a Mid-term Extension, at no additional cost.

Information on how we collect, process, and store your information can be found on our Privacy Statement, which is available via our website www.bedford.gov.uk

General notes;

Please read these guidance notes in full before completing the application form. These notes have been produced to assist you with your application and to help prevent delays in processing that result from incorrect or missing information.

A checklist of documents is provided at the end of these notes for your use.

You should read the Council's Character and Convictions Policy for Hackney Carriages/Private Hire Drivers & Operators which is available via our website. This policy will be applied to the processing of your application. If the policy states that you will normally be refused a license you should consider whether you wish to proceed with an application.

Right to work in the UK – All applicants (new and renewals) are required to prove that they have the right to work in the UK. You will need to provide correct and original documentation as specified by the Home Office. A list of acceptable documentation can be found by visiting; <https://www.gov.uk/government/publications/right-to-work-checklist>

Section 1: You must include one passport sized photograph which was taken in the last 12 months. Guidance for photos can be found here; <https://www.gov.uk/photos-for-passports>

If you hold a current authorisation please answer all questions in section 1. If you do not hold a current CTA, including if your authorisation has expired, please complete questions 3 & 4 in Section 1.

Question 1 – enter the reference number as shown on your authorisation (e.g. PCV 49652)

Question 2 – Please enter the expiry date, this is also printed on your authorisation.

Question 3 – You must be employed by a company included on the Passenger Transport Services Framework Approved Operators list to apply for a CTA. The list is available on our website.

Question 4 – Please tick only one box. If you are applying for more than one type of CTA please complete separate forms. If you are unsure which CTA you require please ask your operator.

Section 2: Please complete all questions

Question 5 – you must give your full name, including any middle names.

Question 6 – If you have **ever** used or been known by any other names you must enter them here. This includes any maiden names, if you have changed the order or spelling of your name, or any other changes. Please include all names which you have previously used. Please note that these should also be entered on your DBS application, as per the DBS guidance notes.

Question 7 – please provide your date of birth in the following format; dd/mm/yyyy. If you are over the age of 65 the Council will normally ask you for a report from your GP (or from a suitable healthcare professional) to confirm that you are able to fulfil the duties of the role for which you are applying. Any cost incurred will be borne by the applicant.

Question 8 – Please note that we will notify you via e-mail when your authorisation is ready and it will be posted to the applicants home address by second class post. We will also need to contact you if there are any queries regarding your application.

Question 9 – please provide your current residential address, including the postcode.

Section 3: Please complete all questions

Questions 10 and 11 - We are entitled to know about any and all convictions, cautions or motoring offences that you have **ever** received (including spent convictions and those committed abroad).

Please record the details thoroughly as this will be cross-referenced with any convictions, cautions and information held by the police about you. Failure to disclose convictions, cautions, investigations or motoring offences may result in your application being refused.

Space is provided for you to comment on any convictions, cautions, or motoring offences. You may wish to include any circumstances leading to the convictions, or to tell us of any special reason that you think an authorisation should be granted. You are urged to read the Council's Character and Convictions Policy to help you identify such reasons.

If you are unable to enter full and complete information in the space provided please continue on another sheet of paper and indicate that you have done so in the comment box.

Question 12 – You should inform us of any alleged offences that you may have been questioned about, arrested for, or charged for and/or any court hearings that you are aware of.

Disclosure and Barring Service (DBS) certificate requirements –

All applicants are subject to an enhanced DBS Check. The certificate must be applied for through Bedford Borough Council, dated within 3 months of the date on which you submit your application, and state 'Child and Adult Workforce' under 'position applied for'.

DBS checks will be carried out using an online process and details will be emailed to you using the email address stated on the application form. You must provide the appropriate, original identification as per the DBS guidance which is available here; <https://www.gov.uk/government/publications/dbs-application-forms-guide-for-applicants>

The following documents are acceptable as proof of your National Insurance Number;

- Your National Insurance Number Card
- Any formal document with your national insurance number (irrespective of date), for example a payslip, p45, p60, HMRC letter, benefit letter etc.

If the above document does not show your full name you must complete a written declaration. Forms are available from Transport Compliance.

Please note that **all** other documentation supplied in support of a DBS must be in your full name (including any middle names). You should consult the DBS guidance prior to submission and the proof must include documents which, between them, confirm; your full name, date of birth, National Insurance Number, Driver's License number (if you hold one), Passport number (if you hold one), and full current address.

DBS Update Service – If you hold an existing DBS certificate issued by Bedford Borough Council which meets the requirements as above and you are subscribed to the update service with this certificate you may be able to use this in support of your application. You should provide the original certificate and sign the declaration provided.

Section 4: Please complete all questions

If you have a medical condition which is relevant to the type of authorisation that you are applying for then you should declare it here. The Council may ask you for a report from your GP (or suitable healthcare professional). Any cost incurred will be borne by the applicant.

Section 5: All applicants must pass the Council's Basic English and Competency test which will test English speaking, writing and comprehension ability, and includes questions on the Driver & Passenger Assistant Code of Practice. You should therefore familiarise yourself with this document, which is available via our website. If an applicant fails this test they will not be granted an authorisation and will have to submit a fresh application and pay the fee again.

If you have already passed this test you will need to provide your original certificate for verification. If you need to book a test you can do so when you submit your application.

If you are renewing an existing CTA (i.e. applications received before the date that the existing authorisation expires) you will not need to book a test.

Documents - There are four types of Client Transport Authorisation and the documents which are specific to each are listed on the form under the type of authorisation. Please tick or cross the box next to the name of the documentation which you are supplying. Original documents will be copied and verified by an advisor and returned to you.

The Council expects all authorisation holders to be appropriately licensed and trained, if you are unable to provide all documentation listed under the type of authorisation that you are applying for then you will not be eligible for a CTA.

PATS or MiDAS certificates must state your first name and surname as a minimum and do not need to be issued by your current employer. All other supporting documentation must be issued in your full name, including any middle names.

Passenger Assistants – You must supply a current, verifiable certificate that you have met the standards required by the Passenger Assistant Training Scheme (PATS). You must supply the original certificate, signed by the assessor. Certificates are valid for 4 years or until the expiry date shown on the certificate, whichever is sooner.

PCV Drivers – You must supply a valid Driver’s Licence which includes Category D and/or D1 on the reverse. You must also supply your Driver Qualification Card (DQC). Both sides of your Driving Licence and DQC will be copied by Customer Services.

Section 19 Drivers - You must supply a valid Driver’s Licence which includes Category D1, D1+E, D, or D+E on the reverse. You must supply a current, verifiable certificate that you have met the standards required by the Minibus Driver Awareness Scheme (MiDAS). You must supply the original certificate, signed by the assessor.

Drivers who are Licenced by Another Authority – If you hold a Private Hire Driver (PHD) Badge which has been issued by another authority (other than Bedford Borough Council) you must provide your valid Driver’s Licence and a valid PHD License. We will contact the issuing authority to check the details of your licence. *Please do not complete this form if you hold a PHD badge which is issued by Bedford Borough, please follow the normal PHD licensing procedure.*

Section 6: The declaration must be signed and dated by the applicant.

Section 7: This section is optional and should only be completed if you wish to give the council authorisation to discuss your application with someone else (for example, your employer). You should provide the name of the person or organisation, their relationship to you, and their e-mail address. If they do not have an e-mail address, you should enter their phone number.

The Checklist below may help you ensure that you have everything you need;

- All Applicants:** Application form Passport photo Proof of Right to Work
 DBS form & documents English & Competency certificate or test booked

Passenger Assistants;	PCV Drivers;	Section 19 Drivers;	Drivers Licensed by Another Authority;
<input type="checkbox"/> PATS certificate	<input type="checkbox"/> Driver’s Licence Card <input type="checkbox"/> Drivers Qualification Card (DQC)	<input type="checkbox"/> Driver’s Licence Card <input type="checkbox"/> MiDAS Certificate	<input type="checkbox"/> Driver’s Licence Card <input type="checkbox"/> Private Hire Driver’s Licence

Data Protection Privacy Advice

Through the relevant application/notice forms, accompanying documentation and payment facilities associated with this licensing function the Council (the data controller) collects personal data. Personal data may also be collected in respect of further related requests for information from the applicant/person submitting the notice. This is necessary for the performance of legal obligations on it in respect of the relevant licensing function or otherwise necessary for the performance of a task carried out in the public interest or in the exercise of official authority. These also form the basis for the further processing of the personal data by the Council in connection with the application/notice, any determination of the same and any subsequent authorisation/appeal and issues that arise during the period of the authorisation/appeal. Beyond that, the Council will retain the records for 5 years and then destroy them securely. The Council will maintain and retain public registers and these are not destroyed. The Council may from time to time extract information itself from those public registers. The Council will share with and receive information from the following:

- Home Office (right to work)
- Disclosure & Barring Service
- Other Council Services (where appropriate)
- Blue Lamp Trust
- Other Licensing Authorities (where appropriate)

In respect of data subjects who are applicants/notice givers and those who hold authorisations. It holds the personal data in a way designed to secure it from unauthorised use, loss or destruction. These measures include recruitment and training of staff, procurement of services and physical/cyber security. The Council's privacy statement for this function is available at www.bedford.gov.uk or upon request from the Council using the address and telephone contact details elsewhere on this form. The Council will update its privacy statement from time to time and you are urged to read that statement. You have information rights that are explained at <https://tinyurl.com/y7uccndm>. You can exercise your information rights by contacting the Council's Data Protection Officer at dpo@bedford.gov.uk or writing to - Information Governance, Bedford Borough Council, Borough Hall, Cauldwell Street, Bedford MK42 9AP (Telephone 01234 267 422). If you believe that the Council has failed to comply with its data protection obligations you may contact the ICO at 0303 123 1113 or at www.ico.org.uk. Further contact details are available upon request. The full Privacy Statement for Client Transport Authorisation applications can be viewed here: www.bedford.gov.uk/gdprprivacy

If submitting a DBS application:

Please confirm that you have read the Standard/Enhanced Check Privacy Policy for applicants <https://www.gov.uk/government/publications/dbsprivacy-policies> and understand how DBS will process your personal data and the options available to you for submitting an application.