

APPLICATION FOR NEW GRANT OF A PRIVATE HIRE/HACKNEY CARRIAGE DRIVER LICENCE

(including School Transport Authorisation)

Guidance Notes

General Notes

If you want to be a driver of hackney carriages or private hire vehicles licensed in the Borough of Bedford you will need to apply for a driver licence using the Council's form.

These notes are designed to help you complete the application form. You should read these before completing your application. Please retain them for your reference together with a copy of the receipt for any fee paid.

You must also read the Council's *Taxi and Private Hire Licensing Policy* which is available at the following page of the website <https://www.bedford.gov.uk/licensing/taxi-licensing/taxi-licensing-overview> If you have previously been found guilty of an offence please pay particular attention to the section on relevance of convictions. Where the policy states that an applicant would normally be refused a licence you should consider whether you wish to apply as any fees paid for the processing of an application would not be refunded should the application then be refused.

Tax Check Code

New rules from HMRC mean that from 4 April 2022 if you are applying for a licence for the first time or if your licence expired more than 12 months ago you must read the HMRC guidance. You will be asked to confirm that you understand these obligations.

- [PAYE information](#)
- [registering for Self Assessment](#)
- [Corporation Tax information](#)

You will need to provide us with a tax check code if you are:

- renewing a licence
- applying for the same type of licence you previously held that ceased being valid less than a year ago
- applying for the same type of licence you already hold with another licensing authority

Schedule 23 to Finance Act 2011 (Data Gathering Powers) and Schedule 36 to Finance Act 2008 (Information and Inspection Powers), grant HMRC powers to obtain relevant information from third parties. This includes licensing bodies being required to provide information about licence applicants.

Further information is available at the Government website [Changes for taxi, private hire or scrap metal licence applications from April 2022 - GOV.UK \(www.gov.uk\)](#)

DVLA Check Code

In order that we may check your DVLA driving record online you will need to provide your DVLA check code which may be obtained from [View or share your driving licence information - GOV.UK \(www.gov.uk\)](#)

Right to Work

With effect from 01 December 2016 the Immigration Act 2016 prohibits all licensing authorities across the UK from issuing licences to those without lawful immigration status and the right to work.

From 6 April 2022, holders of a Biometric Residence Card (BRC), Biometric Residence Permit (BRP) and Frontier Worker Permit (FWP) must evidence their right to a licence using the Home Office **online service only**. Licensing authorities will no longer be able to accept physical cards for the purposes of a right to a licence check even if it shows a later expiry date. BRCs, BRPs and FWPs have been removed from the lists of acceptable documents used to conduct a manual right to work check.

Retrospective checks will not be required on biometric card holders who, before 6 April 2022, used their physical card to demonstrate their right to a licence.

More information is available via the following link [taxi licensing guidance \(publishing.service.gov.uk\)](https://publishing.service.gov.uk/government/publications/taxi-licensing-guidance)

Length of Licence Period

From 1 April 2020, this Authority implemented the Local Government (Miscellaneous Provisions) Act 1976 (as amended) setting a standard length at 3 years for Hackney Carriage and Private Hire drivers licences. Any shorter duration will only be issued when the licensing authority thinks it is appropriate in the specific circumstances of the case. Such circumstances could include where the licensing authority considers that a probationary period is necessary or where required (eg when the licence holder's leave to remain in the UK is time-limited).

Medical Form

From June 2022 a completed medical form (D4) is required for the following:

- new applicant for the grant of private hire/hackney carriage drivers licence (irrespective of age)
- at age 45 (a new certificate must be presented every 5 years) until the age of 65 when the medical assessment must be done annually
- the applicant/licence holder has a health condition that may impact upon their ability to drive a private hire or hackney carriage vehicle

The medical form (which you will see also applies to lorry and bus drivers) is available to download at <https://www.gov.uk/government/publications/d4-medical-examiner-report-for-a-lorry-or-bus-driving-licence>

Below are details of local medical practices which undertake the examination. Drivers may choose an alternative medical practitioner such as their own GP. The cost of medical examinations must be met by the applicant.

| | |
|--|---|
| The Medic Clinic https://medicclinic.co.uk/ | D4Drivers (Luton & MK) https://d4drivers.uk/area/home-counties/ |
| MK Occupational Health Ltd https://www.mkoh.co.uk/ | The Clinic MK TheClinicMK |
| Just Health (Northampton & Luton) https://just-health.co.uk/d4-lgv-pcv-bus-hgv-dvla-medicals/ | Peachy Health Clinic http://www.peachyhealth.co.uk |

Disclosure and Barring Service (DBS) Certificate

All applicants will need to complete an online application for a Disclosure and Barring Service (DBS) Enhanced Certificate. The link to the application will be sent to you by email. These DBS application forms have separate requirements for valid ID, we will make an appointment for you to present your original ID documents.

When processed, the DBS will send the certificate to you; you will need to provide this certificate to the Licensing Team before processing of your TXD/PHD application can be completed.

Assessments

- **Pass certificate for Blue Lamp Trust driving skills assessment of TXD/PHDs**

Book online <https://www.bluelamptrust.org.uk/taxiassessments/> This certificate must be submitted with all new applications or where there has been a gap of 12 months or more in the period of a licence.

- **Pass certificate for Blue Lamp Trust safeguarding course**

Book online at <https://www.bluelamptrust.org.uk/safeguarding-eLearning/> This certificate must be submitted with your application.

- **Pass certificate for the Council's driver suitability assessment**

This assessment is designed to ensure that applicants have a good understanding of Taxi/Private Hire law, Safeguarding, Council Policy and the English language prior to receiving a licence. The questions will cover all taxi and private hire law/policy and are divided into 5 sections. The assessment will involve a meeting with an officer who will verbally ask 59 questions over a 60-minute period, with 1 question requiring a written answer. Whilst the pass mark is 80% the tester does have discretion to fail an applicant, regardless of this score, based on public safety grounds. All new applicants and those who have not held a licence for 6 months or more will need to pass this assessment, **we will contact you to arrange an appointment.**

Please ensure that you answer the questions on the form truthfully as it is an offence to lie to the Council or fail to tell the Council something important concerning your application.

If you are unsure about anything on the application form or in these guidance notes, please contact the Licensing Team using the details in the 'Contact us' section of these notes.

Applications are assessed on an individual basis and this assessment uses information obtained from the application form, from the DVLA, from the DBS, from a GP/health care professional (if appropriate) as well as other information that is held by or comes to the Council. This information may include the results of the Blue Lamp Trust assessments and the Driver Suitability Assessment. If the Chief Officer with delegated responsibility for licensing matters at the Council is not satisfied that you are a fit and proper person to hold a Licence, you will be advised of this.

If the Council refuses your application there is a legal right of appeal against that decision and this is to the Magistrates Court. The appeal must be lodged within 21 days of the decision being communicated to you.

National Register of Taxi Licence Refusals and Revocations (NR3)

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 Driver 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 Hackney Carriage or Private Hire Driver licence.

Therefore:

- Where a Hackney Carriage/ Private Hire Driver 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 applying for/being granted a Hackney Carriage/ Private Hire 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.

Information will be processed in accordance with the Data Protection Act (DPA) 2018, General Data Protection Regulation (GDPR) and any other Data Protection legislation. 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 Data Protection legislation, you can do so by writing to the authority's:

Data Protection Officer
Room 326 Borough Hall
Cauldwell Street
Bedford
MK42 9AP

Alternatively please email dpo@bedford.gov.uk

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/>

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. 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 Private Hire and Hackney Carriage Drivers applications can be viewed here:

www.bedford.gov.uk/gdprprivacy

A TXD/PHD Licence does not entitle you to use any vehicle as a Private Hire or Hackney Carriage. Nor does it entitle you to take bookings for those vehicles. If you wish to use a vehicle for Private Hire or Hackney Carriage purposes you will need to apply to license the vehicle (in this case to Bedford Borough Council). If you want to accept bookings for those vehicles you will need to apply for a Private Hire Operator Licence. An application for a Licence does not of itself authorise you to undertake the licensable activity.

Contact us

The Council's website has a range of information about applications and licensing. This information may help you [Taxi licensing | Bedford Borough Council](#)

If you need to ask a question, then use these details:

Email: licensing@bedford.gov.uk

Licensing Service
Room 318
Borough Hall
Bedford
MK42 9AP

Specific Guidance on Individual Questions

Throughout the application form, when you are asked for a date to be written please use the eight digit date format where the first two digits refer to the day of the month, the next two digits refer to the month of the year and the last four digits refer to the year.

| Question Number | Guidance |
|-----------------|--|
| 1 | Please make sure you have read these guidance notes before you start to complete the application. |
| 2 | <p>If you are:</p> <ul style="list-style-type: none">• renewing a licence• applying for the same type of licence you previously held that ceased being valid less than a year ago• applying for the same type of licence you already hold with another licensing authority <p>you must tell us your 9 character tax check code</p> <p>Further information is available at the Government website Changes for taxi, private hire or scrap metal licence applications from April 2022 - GOV.UK (www.gov.uk)</p> |
| 3a | Tell us what type of Licence you are applying for. You can apply for a Licence just to drive Private Hire Vehicles, just to drive Hackney Carriages or you can apply for a Licence to drive both types of vehicle ("Dual"). If you are unsure what type of vehicle you will be driving then you should seek further advice. |
| 3b | Applicants residing outside the Borough of Bedford will be subject to additional checks with other licensing authorities and those applications will incur an additional nominal fee to cover such costs. |
| 4 | If you have previously held a PHD/TXD Licence from Bedford Borough Council you should answer this question 'Yes'. If not, answer it 'No'. Remember that this question is asking whether you have had a previous licence/badge. |
| 4a-4b | These questions are only for those who have held a PHD/TXD Licence from Bedford Borough Council and they ask for some brief details of your previous Licence. |
| 4c-4g | These questions are also only for those with NO current PHD/TXD Licence from Bedford Borough Council. Here we ask you for details of any PHD/TXD Licence you hold (or held) with a Council other than Bedford. This would include Transport for London (TFL) or a PHD/TXD Licensing Authority outside of England. We will contact any Authority which has issued you with a current PHD/TXD licence. |

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| 5-16 | <p>These questions are about your name, any other name you have had and your contact details. Please provide an email address so that we can get in touch with you without delay. It is important that we can confirm your ID and so we will need the details you give us to match other documents you show us - your driving licence, passport etc. If they do not match we will normally ask you to change the one that is wrong. Check these documents before you make your application. Only the following original documents are acceptable as proof of National Insurance Number:</p> <ul style="list-style-type: none"> • National Insurance Card (red and blue style) • A formal document showing National Insurance Number (irrespective of date), eg payslip, P45, P60 HMRC letter benefit letter etc.) <p>If you do not live within the Borough of Bedford, you will need to provide a letter to tell us why you are applying for a Bedford Borough Council Licence.</p> <p>A completed medical form (D4) is required for the following applicants. See General Notes above for further details:</p> <ul style="list-style-type: none"> • new applicant for the grant of private hire/hackney carriage drivers licence (irrespective of age) • at age 45 (a new certificate must be presented every 5 years) until the age of 65 when the medical assessment must be done annually • the applicant/licence holder has a health condition that may impact upon their ability to drive a private hire or hackney carriage vehicle |
| 17-17c | <p>These questions are about your DVLA Licence. We need to check that you hold the right permission to drive a motor vehicle that will be also licensed as a PHV/TXV. You must have held your full DVLA Licence for at least 12 months before we can grant you a Licence. The DVLA check code may be obtained from View or share your driving licence information - GOV.UK (www.gov.uk)</p> |
| 18 | <p>This question requires all applicants to provide evidence of a right to work in the UK. Examples of acceptable documents are as follows:</p> <ul style="list-style-type: none"> • Valid UK passport confirming that the holder is a British Citizen • Full UK Birth / Adoption Certificate together with any of the above National Insurance Number documents listed in guidance note 5-16 • Evidence of EUSS status for EEA passport holders which shows that the holder is allowed to stay in the United Kingdom and undertake paid employment • Home Office online check code for applicants who hold a passport from another country More information is available via the following link taxi licensing guidance (publishing.service.gov.uk) |
| 19-19a | <p>This question does not have to be answered by someone who held a PHD Licence from the Council which expired within the last 6 months.</p> <p>All other applicants are required to pass the Taxi Driver Assessment test mentioned on the form. You can make your booking at www.bluelamptrust.org.uk or by telephoning 0333 700 0157. You should have passed the test by the time you apply to the Council for a PHD Licence and make sure the certificate is submitted with your application form.</p> |

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| 19b-19e | <p>These questions are just for those who do not currently hold a TXD Licence and are applying for this Licence type, or upgrading to a dual driver licence. This will generally be those who do not currently hold a TXD from the Council and have not held such a Licence in the last 6 months.</p> <p>These questions ask whether you have passed the wheelchair element of the Taxi Driver Assessment test or the Passenger Assistant Training Scheme (PATS) including Module B2. All Hackney Carriages in the Borough must be wheelchair accessible so all new TXDs must have passed the wheelchair element of the Taxi Driver Assessment test or, alternatively, passed the Passenger Assistance Training Scheme (PATS). The Blue Lamp Trust now offers the PATS test. You can make your booking at www.bluelamptrust.org.uk or by telephoning 0333 700 0157. The pass certificate should be submitted with the application.</p> |
| 20 | <p>The Council expects all TXD/PHDs to have a basic ability to converse with passengers in English, to read road names, to write receipts and to demonstrate an understanding of Licence conditions. The Council has a new Driver Suitability Assessment that replaces the English and Knowledge tests. The same assessment applies if you have had a gap of 6 months or more since you last held a TXD/PHD Licence from the Council. <i>Only two attempts are permitted.</i></p> <p>Once your application has been reviewed you will be contacted by an Officer to arrange a convenient time to undertake the suitability assessment.</p> |
| 21 | All applicants are required to demonstrate that they have undertaken Safeguarding training as provided by the Blue Lamp Trust. |
| 22-27 | <p>Here you are asked about any medical issue that may be relevant to you holding a TXD/PHD Licence. If you do have a medical condition you should declare it in these questions. The Council may then ask you for a report from your own GP (or a suitable health care professional).</p> <p>If your DVLA driving licence shows a code of 01 on the reverse, this indicates that you must wear corrective eyewear for driving.</p> |
| 28 | This space is for you to tell us of any special reason that you think a TXD/PHD Licence should be granted. You are encouraged to use this space and, particularly, if you have a medical issue, conviction or anything else that might otherwise mean your application should be refused. You are urged to read the Council's <i>Taxi and Private Hire</i> policy to help you identify such reasons. |
| 29 | <p>This question asks you to indicate the fee you are paying with the application. The current fee schedule is available at https://www.bedford.gov.uk/licensing/other-licensing-information</p> <p>This fee is to cover the cost of administering such licences including the DBS application costs, charges for DVLA checks, the English assessments and other costs of the Council. As such, you do not normally receive any refund if an application is withdrawn.</p> <p>The fee must be paid online at the Council's website https://www.bedford.gov.uk/save-time-do-it-online</p> |

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| 30 | The Council understands that you may wish to have someone else contact us about your application. If you do want to let another person have access to details of your application then please give us their details here. We will ask them to confirm this information if they contact us. You do not need to nominate anyone else if you would prefer. We will not discuss your application with anyone on your behalf unless you have given us their details. You can change the nominated person at any time by notifying us by email. It will become effective when we confirm the change to you. |
| 31 | If you have given us a nominee at question 30 you can also authorise that person to have access to your personal details in the event that a Licence is granted to you. Again, you can notify us by email of any change at any time. It will become effective when we confirm the change to you. |
| 32-35 | Here you need to firstly tell us which Private Hire Operator and/or Hackney Carriage Vehicle proprietor you plan to work for. We would contact the Operator to ask them whether they intend to offer you work as a private hire driver when a licence has been granted. As the application form potentially includes details of convictions, cautions and allegations of offences we would want to make sure that you are content for this information to be disclosed to the named Private Hire Operator and/or Hackney Carriage Vehicle proprietor before we do that. We encourage openness between applicants for TXD/PHD Licences and their prospective "employer" so we would hope that you agree to this disclosure. |
| 36 | At this point in the application process we ask you to outline all motoring convictions/endorsements against you. Please refer to your current DVLA Licence to help you complete this section. However, there may also be convictions/endorsements that are not yet printed on your DVLA Licence so make sure you include these as well. |
| 37 | This question asks you about non-motoring convictions and cautions. We are entitled to know about any and all convictions including those committed abroad. So please record the details thoroughly. If you have an old DBS Certificate this may help you complete this section. Anything from abroad or since the DBS Certificate was issued will need to be added to the section as well as convictions such as for illegal plying for hire. |
| 38 | It is important to include in this section details of any alleged offences that you may have been questioned about, arrested for, charged for and/or where there are any future court hearings that you know about. |
| Declarations | <p>You are asked to make two declarations to the Council. The first is that if a Licence is granted you will abide by the requirements set out in law or by the Council concerning such Licences.</p> <p>The second declaration is that you have answered truthfully the questions in the application and if there is a material change that comes to light you will inform the Council immediately.</p> |
| Checklist | To help you, a checklist is provided to ensure that you have completed the form fully and are providing the correct supporting documents. |
| | |

If you are unsure about the form, please contact Licensing via email to seek assistance
licensing@bedford.gov.uk

Whilst you may wish to make reasonable enquiries of the Licensing Authority's staff (and they will endeavour to be helpful in clarifying areas of doubt), you should take care not to act unreasonably towards them. Aggressive, abusive and intimidating behaviour, including persistent shouting, will not be tolerated. Such unreasonable behaviour could be grounds to suspend, revoke or refuse to renew / grant a Licence.

Please submit by post or by hand to:

**Borough Hall
Cauldwell Street
Bedford MK42 9AP**

APPLICATION FOR THE GRANT OF A PRIVATE HIRE/ HACKNEY CARRIAGE DRIVER LICENCE

| For all applicants | | | | | | | | | | | |
|--|--|---|--|--|--|--|--|--|--|--|--|
| 1 | <p>Have you read and understood the guidance notes for this application? <i>Please do not proceed until you can answer 'yes' to this question.</i></p> <p><i>If 'No' please contact Licensing for clarification before submitting an application</i></p> | <p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> | | | | | | | | | |
| 2a | <p>I confirm that I am aware of the content of HMRC guidance relating to my tax registration obligations.</p> | <p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> | | | | | | | | | |
| 2b | <p>What is your 9 character Tax Check Code</p> | <table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 11.11%;"></td> <td style="width: 11.11%;"></td> <td style="width: 11.11%;"></td> <td style="width: 11.11%;"></td> <td style="width: 11.11%;"></td> <td style="width: 11.11%;"></td> <td style="width: 11.11%;"></td> <td style="width: 11.11%;"></td> <td style="width: 11.11%;"></td> </tr> </table> | | | | | | | | | |
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| 3a | <p>What is the application for?</p> <p> <input type="checkbox"/> Private Hire Driver <input type="checkbox"/> Hackney Carriage Driver <input type="checkbox"/> Dual Driver </p> | | | | | | | | | | |
| 3b | <p>Do you live in the Borough of Bedford</p> | <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> | | | | | | | | | |
| 4 | <p>Have you previously held a Bedford Borough Council Private Hire/Hackney Carriage Driver licence</p> | <p>Yes <input type="checkbox"/> <i>Go to question 4a</i></p> <p>No <input type="checkbox"/> <i>Go to question 4c</i></p> | | | | | | | | | |
| For those who previously held a licence from Bedford Borough Council | | | | | | | | | | | |
| 4a | <p>What was your previous licence number?</p> | <table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 11.11%;"></td> <td style="width: 11.11%;"></td> <td style="width: 11.11%;"></td> <td style="width: 11.11%;"></td> <td style="width: 11.11%;"></td> <td style="width: 11.11%;"></td> <td style="width: 11.11%;"></td> <td style="width: 11.11%;"></td> <td style="width: 11.11%;"></td> </tr> </table> | | | | | | | | | |
| | | | | | | | | | | | |
| 4b | <p>When did your previous licence expire?</p> | <table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 11.11%;"></td> <td style="width: 11.11%;"></td> <td style="width: 11.11%;"></td> <td style="width: 11.11%;"></td> <td style="width: 11.11%;"></td> <td style="width: 11.11%;"></td> <td style="width: 11.11%;"></td> <td style="width: 11.11%;"></td> <td style="width: 11.11%;"></td> </tr> </table> | | | | | | | | | |
| | | | | | | | | | | | |
| For those who hold/held a licence from another Council | | | | | | | | | | | |
| 4c | <p>Do you currently hold a PHD/TXD licence issued by a different Council or have you previously held such a licence?</p> | <p>Yes <input type="checkbox"/> <i>Go to question 4d</i></p> <p>No <input type="checkbox"/> <i>Go to question 4e</i></p> | | | | | | | | | |
| 4d | <p>Which Council issued your licence?</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> | | | | | | | | | | |
| 4e | <p>Do you authorise Bedford Borough Council to make enquiries of this Council regarding your private hire/hackney carriage driver record?</p> | <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> | | | | | | | | | |

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| 4f | What is / was your licence reference number with that Council? | | | | | | | | |
| 4g | When does / did your Licence from the other Council expire | D | D | M | M | Y | Y | Y | Y |
| For all applicants | | | | | | | | | |
| 5 | What is your first name? | | | | | | | | |
| 6 | What are your middle names? | | | | | | | | |
| 7 | What is your surname? | | | | | | | | |
| 8 | What is your date of birth? | | | | | | | | |
| | | D | D | M | M | Y | Y | Y | Y |
| 8a | <p>If you are in one of the following categories, you must submit a medical certificate. See guidance notes for link to form.</p> <p><input type="checkbox"/> New applicant for the grant of private hire/hackney carriage drivers licence (irrespective of age)</p> <p><input type="checkbox"/> At age 45 (a new certificate must be presented every 5 years) until the age of 65 when the medical assessment must be done annually</p> <p><input type="checkbox"/> The applicant/licence holder has a health condition that may impact upon their ability to drive a private hire or hackney carriage vehicle.</p> <p>Is your medical certificate attached?</p> | <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> | | | | | | | |
| 9 | What is your National Insurance Number? | | | | | | | | |
| 9a | You need to provide an acceptable document which states your National Insurance Number. Is this attached? | <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> | | | | | | | |
| 10 | Have you attached a recent passport style photograph | <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> | | | | | | | |
| 11 | <p>If you have ever used another name then please record the other name(s) here</p> <div></div> <div></div> | | | | | | | | |
| 12 | What is the full address where you live? | | | | | | | | |
| 13 | What is the postcode of this address? | | | | | | | | |

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| | For applicants needing to pass the Council's driver suitability assessment | |
| 20 | Applicants must pass the Council's driver suitability assessment. Please acknowledge that you are aware of this | Yes <input type="checkbox"/> |
| | For all applicants | |
| 21 | Have you attended the Blue Lamp Trust safeguarding course? | Yes <input type="checkbox"/> |
| 21a | You need to attach your attendance certificate for the Blue Lamp safeguarding course. Is it attached? | Yes <input type="checkbox"/> |
| | | |
| 22 | Do you have any medical condition which would affect your ability to drive? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| | | |
| 23 | Do you have any physical disability which may affect your ability to drive? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| | | |
| 24 | Are you registered disabled, consider yourself disabled or qualify for any travel concession/parking permit (including 'Blue Badge') based on disability? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| | | |
| 25 | Do you hold a medical certificate exempting you from wearing a seat belt? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| | | |
| 26 | Does your DVLA driving licence require you to wear spectacles or corrective eyewear? This is indicated by the code 01 on the reverse of your DVLA driving licence photocard. | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| | | |
| 27 | Please set out details for the above question(s) you answered 'Yes' to: | |
| | | |
| | | |
| 28 | Thinking about your application, what would you like the Council like to take into account when considering it? | |
| | | |
| | | |
| 29 | <p>You must pay the required fee online at https://www.bedford.gov.uk/save-time-do-it-online</p> <p><input type="checkbox"/> Private Hire or Hackney Carriage Driver Licence Fee Is payment submitted?</p> <p><input type="checkbox"/> Dual Driver Licence Fee Is payment submitted?</p> <p><input type="checkbox"/> Driver Suitability Assessment Is payment submitted?</p> | <p>Yes <input type="checkbox"/> <input type="text" value="Enter Amount"/></p> <p>Yes <input type="checkbox"/> <input type="text" value="Enter Amount"/></p> <p>Yes <input type="checkbox"/> <input type="text" value="Enter Amount"/></p> |

| | | | | | | | | |
|----|--|-----------------------------------|-----------------------------|------------------------------------|--|--|--|--|
| 30 | If you want to authorise the Council to discuss this application with someone else please provide <i>their</i> details: | | | | | | | |
| | <i>Name</i> | <i>Relationship to you</i> | <i>Date of birth</i> | <i>Contact telephone no</i> | | | | |
| | | | | | | | | |
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| 31 | If you are granted a licence do you want this person to be able to discuss your licence with the Council? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
|----|---|------------------------------|-----------------------------|

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|---|
| For applicants for Private Hire Driver licences |
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| 32 | Which Private Hire Operator will you be working for? | |
|----|--|--|

| |
|---|
| For applicants for Hackney Carriage Driver licences |
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|-----|--|--|
| 33a | Which Hackney Carriage proprietor will you be working for? | |
|-----|--|--|

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| For Dual Licence applicants |
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| 33b | Are questions 32 <i>and</i> 33a completed? | Yes <input type="checkbox"/> |
|-----|---|------------------------------|

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| For all applicants |
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|----|--|------------------------------|
| 34 | The Council may send a copy of this form to the Operator/Proprietor identified above. Do you acknowledge this? | Yes <input type="checkbox"/> |
|----|--|------------------------------|

| | | |
|----|---|--|
| 35 | The details of motoring and other convictions/cautions and alleged offences (questions 36, 37 and 38) will be sent to the Private Hire Operator unless you tell us not to. If you answer 'yes' the information will be sent and if you answer 'No' it will not be sent. In this case we will tell the Operator that you have told us not to provide it. | Yes <input type="checkbox"/> No <input type="checkbox"/> |
|----|---|--|

| | | |
|----|---|--|
| 36 | Have you any motoring convictions/endorsements? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
|----|---|--|

| | | |
|-----|--|--|
| 36a | Set out <u>all</u> motoring convictions/endorsements and details of any speed awareness courses undertaken as an alternative to points/prosecution. | |
|-----|--|--|

| Court code | Date of conviction | Offence code | Date of offence | Fine | Disqualification period | Penalty points | Speed awareness course date |
|------------|--------------------|--------------|-----------------|------|-------------------------|----------------|-----------------------------|
| | | | | | | | |
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| | | | | | | | |

| | | |
|----|---|--|
| 37 | Have you any other convictions or cautions (other than motoring convictions/endorsements) | Yes <input type="checkbox"/> No <input type="checkbox"/> |
|----|---|--|

| 37a | Set out all other convictions and/or cautions against you. Use an extra sheet if necessary. | | | | |
|------------|--|---------|-----------------|------|---------------------------------|
| Court code | Date of conviction | Offence | Date of offence | Fine | Other penalty (eg imprisonment) |
| | | | | | |
| | | | | | |
| | | | | | |
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| | | |
|----|--|--|
| 38 | To your knowledge, are there any alleged offences that the Police are investigating? | Yes <input type="checkbox"/> Go to question 38a No <input type="checkbox"/> Go to the Declaration |
|----|--|--|

| | | |
|-----|---|-----------------------------|
| 38a | Set out the details of the investigations you are aware of: | |
| | Alleged Offence | Date of hearing/bail |
| | | |
| | | |
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|--------------------------------------|--|--|
| Declaration by all applicants | | |
| | <i>Do you make the following declaration?</i> I am applying to Bedford Borough Council for a licence to drive a Private Hire and/or Hackney Carriage Vehicle (as indicated in question 3a) and, if the same is granted, I undertake to comply with all statutory provisions, byelaws and conditions relating to the licence and accept that if I infringe or neglect to comply with any of these provisions, byelaws and conditions subject to which the licence is held, the licence shall be liable to being suspended, revoked or not renewed by the Council. | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| | <i>Do you make the following declaration?</i> I further declare that all information I have given in applying for this licence is correct to the best of my knowledge and belief and I undertake to inform the Council's Chief Officer with delegated responsibility for licensing matters immediately of any changes that come about or which come to my knowledge while my application is being processed and, should the licence be granted, during the licence period. | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| | | |

Signed

Print name

Date of signature