



## **HACKNEY CARRIAGE AND PRIVATE HIRE VEHICLE DRIVER'S LICENCE APPLICATION FOR GRANT OR RENEWAL**

Town Police Clauses Act 1847;  
Local Government (Miscellaneous Provisions) Act 1976 Part II

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Community Services, St Albans City and District Council, Civic Centre,  
St Peters Street, St Albans, Hertfordshire, AL1 3JE

Any person who wants to drive a hackney carriage or private hire vehicle must be licensed.

### **Criteria**

All new applicants must:

- be at least 21
- have held a full UK or EEA driving licence for at least 36 months
- provide evidence of an English language qualification (see policy for more information)
- pass the council's knowledge test
- provide certificate for the completion of the Driver Training Day
- take a group 2 medical with their GP.

### **Knowledge test**

Through the written knowledge test assessment you will be tested on your knowledge of the local area. In addition, you will be tested on routes; Policy; related law; maths based questions; and elements of the Highway Code. The knowledge test is booked through the Licensing team. A pass on the test is valid for six months.

### **Medical**

A medical certificate must be submitted at first application, every 6 years up to 60 years of age, every 3 years up to 70 years of age, and annually thereafter on the anniversary of the grant of the most recent licence. You will need to book your medical with your GP. Take along the medical to your appointment for your GP to complete.

### **Right to work**

The council has a duty to ensure that only those persons who are entitled to work in the UK are issued a licence to drive a licensed vehicle. For this reason all applicants must provide evidence to show that they are entitled to work in the UK, and that there are no restrictions on the work that you can do. You must produce proof of your right to work during your appointment.

If you are on a time limited visa, any licence which may be issued will expire when your visa expires. If, at any time, your entitlement to work in the UK is removed, your licence will be revoked.

### **What is required for a valid application**

You will need to supply your completed application form, certificate for completion of Safeguarding and Equality Act training and medical (if applicable).

### **Disclosure and Barring Service (DBS)**

You must also provide three forms of identification for a criminal records check. This appointment will be held in person. A driving licence, passport, and a utility bill or bank statement (less than three months old) are acceptable. Further information on what documents are acceptable for the criminal records check can be found below, and also on the website for the Disclosure and Barring Service. If you can't provide at least three acceptable documents, please contact the licensing team.

## **DBS Update Service**

Once you have received your certificate you are required to sign up to the DBS update service.

## **Documents accept for a DBS check**

In order to complete a DBS check you will be required to provide your Passport, Driving licence and Proof of National Insurance Number .One other form of identification which must state your full name and address, and must have been sent to you through the post. We cannot accept printed online statements or bills, or statements printed within bank or building society branches (see below):

- Mortgage statement (no more than 12 months old)
- Bank/building society statement (no more than 3 months old)
- Credit card statement (no more than 3 months old)
- P45 or P60 statement (no more than 12 months old)
- Utility bill, but not a mobile phone bill (no more than 3 months old)
- Financial statement – e.g. pension, ISA etc (no more than 12 months old)
- Council tax statement (no more than 12 months old)
- Benefits statement – e.g. tax credits, pension etc (no more than 3 months old)

## **Renewing your licence**

If you are applying to renew your licence please do so as least eight weeks before it expires. You cannot continue to drive if your licence has expired. We are not responsible for delays due to the actions of external bodies such as the Disclosure and Barring Service (DBS). The criminal records check can take up to eight weeks. You can only start working once we have granted you a licence.

## **Licensee's responsibilities**

Drivers are required to comply with the conditions of their licences. Hackney carriage drivers also need to comply with our hackney carriage byelaws. All licence drivers must comply with the Code of Conduct. The conditions, bylaws and Code of Conduct can all be found within in the Hackney Carriage and Private Hire Licensing Policy : <https://www.stalbans.gov.uk/licences-and-permits>

## **Hackney Carriage and Private Hire Licensing Fees**

| <b>Total fees</b>   | <b>Resident</b> | <b>Non-resident</b> |
|---|-----------------|---------------------|
| Renewing driver licence (Total)   | £245.50         | £295.50             |
| Grant of Driver Licence (Total)   | £405.50         | £455.50             |
| 3 Year Driver Licence   | £200            | £250                |
| 1 Year Driver Licence for applicants over 70(costs pro rata from 67-70) | £32             | £37                 |
| Badge   | £10             |                     |
| Duplicate paper licence   | £10.50          |                     |
| Replacement clip for badge  | £0.50           |                     |
| DVLA check  | £5.50           |                     |
| DBS check   | £30.00          |                     |
| Knowledge test  | £95             |                     |
| Knowledge test re-take  | £64             |                     |
| Driver Training Day   | £65             |                     |

Please note that we can only accept payment by cheque, credit card or debit card.

You can make payment online: <https://www.stalbans.gov.uk/pay-online-taxi-licensing>

## **Hackney Carriage and Private Hire Licencing Policy**

The Department for Transport issued “Statutory Taxi and Private Hire Vehicle Standards” on 21 July 2020. As an authority that issues both hackney carriage and private hire licences St Albans Council “must have regard” to the document when exercising our functions and formulating policy.

Our Hackney Carriage and Private Hire Licencing Policy brings all our existing guidelines, standards, licensee requirements and information together in one place, as well as updating our approach as a result of changes to national guidance; the DFT Statutory Taxi & Private Hire Vehicle Standards.

At the Licensing & Regulatory Committee, it was agreed that the policy would be adopted. This came into effect the day after, on 26th January 2021. You can view the adopted at the link below;

<https://www.stalbans.gov.uk/licences-and-permits>

If you require a paper copy please email [licensing@stalbans.gov.uk](mailto:licensing@stalbans.gov.uk).

## **Conviction Policy for Hackney Carriage and Private Hire Trade**

How we treat convictions and cautions when we consider granting, renewing, suspending or revoking a hackney carriage licence or private hire licence, or a vehicle operator or proprietor.

Convictions will not necessarily stop you getting or keeping a hackney carriage or private hire licence. If a conviction means you have to wait for a while before we will accept your licence application, we believe you are more likely to value your licence and act accordingly. However, we regard some offences as so serious they will usually prevent you getting or keeping a licence for ever.

Our policy is to consider the safety, protection and well-being of the public by ensuring all licensed drivers are safe, competent drivers who maintain their vehicles to an acceptable standard. Our main aim is to ensure public safety, not punish applicants or licence holders.

We want to keep up the high standard of hackney carriage and private hire drivers, operators and proprietors in St Albans. This will maintain the taxi industry’s good reputation, as well as giving the public a high quality of service.

## **Policy on the Relevance of Convictions and Cautions**

At the Licensing & Regulatory Committee on 29<sup>th</sup> January 2019, it was agreed that the revised policy would be adopted. This came into effect the day after, on 30th January 2019. You can view the adopted policy within the Hackney Carriage and Private Hire Licencing Policy document at the link below;

<https://www.stalbans.gov.uk/licences-and-permits>

If you require a paper copy please email [licensing@stalbans.gov.uk](mailto:licensing@stalbans.gov.uk).

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**HACKNEY CARRIAGE AND PRIVATE HIRE VEHICLE DRIVER'S LICENCE  
APPLICATION FOR GRANT OR RENEWAL**

Town Police Clauses Act 1847;  
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Community Services, St Albans City and District Council, Civic Centre,  
St Peters Street, St Albans, Hertfordshire, AL1 3JE

|  |                          |
|--|--------------------------|
| <b>APPLICATION TYPE</b> (please tick the relevant box)                             |                          |
| Grant of a three year <b>Hackney Carriage driver's licence</b>                     | <input type="checkbox"/> |
| Grant of a three year <b>Private Hire driver's licence</b>                         | <input type="checkbox"/> |
| Licence renewal of <b>Hackney Carriage driver's licence</b><br>Badge number: ..... | <input type="checkbox"/> |
| Licence renewal of <b>Private Hire driver's licence</b><br>Badge number: .....     | <input type="checkbox"/> |

*Please tick the appropriate box above*

**If you are applying to renew your licence please do so as least eight weeks before it expires. You cannot continue to drive if your licence has expired.**

**Answer all the questions in ink using CAPITAL letters, either ticking  $\surd$ , or writing "None" where appropriate. Please answer all questions below, failure to do so will invalidate your application.**

|  |   |                    |    |  |
|--|---|--------------------|----|--|
| <b>PLEASE COMPLETE IN BLOCK CAPITALS</b> |   |                    |    |  |
| 1.                                       | Surname: .....  | Forename(s): ..... |    |  |
|  |   | <i>(in full)</i>   |    |  |
|  | Any Previous Surname(s):<br>.....<br>.....  |                    |    |  |
| 2.                                       | Date of birth: (you must be over 21 years of age)<br>.....<br>Place of Birth: ..... |                    |    |  |
| 3.                                       | Please give your National Insurance number:   |                    |    |  |
| 4.                                       | Do you have the right to work in the UK?  | Yes                | No |  |

|     |  |     |  |    |  |
|-----|--|-----|--|----|--|
|     | <p>You will need to provide evidence of your entitlement to work in the United Kingdom, this can be provided by either: (1) producing your UK or EU passport, or (2) by providing your passport from another country or Biometric Residence Permit containing an endorsement detailing that you are entitled to remain and work in the United Kingdom.</p> |     |  |    |  |
| 5.  | <p>What evidence are you providing to show that you have full (unrestricted) entitlement to work in the UK?</p> <p>.....</p>   |     |  |    |  |
| 6.  | <p><b><i>If YES, are there any restrictions on you working in this country or by immigration?</i></b></p>  | Yes |  | No |  |
|     | <p><b><i>Please detail these restrictions if you have ticked YES</i></b></p> <p>.....</p> <p>.....</p>   |     |  |    |  |
| 7.  | <p><b><i>If you are not a British Citizen, and are working in the UK on a visa, do you have recourse to public funds? (i.e. eligibility to claim benefits etc)</i></b></p>   | Yes |  | No |  |
| 8.  | <p><b>Present address:</b></p> <p>.....</p> <p>.....<b>POSTCODE:</b> .....</p>   |     |  |    |  |
| 9.  | <p><b>At this address since (Date/Month/Year)</b></p>  |     |  |    |  |
| 10. | <p><b>Are you registered on the electoral role/voters register at this address?</b></p>  | Yes |  | No |  |

|     |  |     |  |    |  |
|-----|--|-----|--|----|--|
| 11. | <p><b>Have you lived in the United Kingdom for the last five consecutive years?</b></p>  | Yes |  | No |  |
|     | <p><b>If you have not lived in the United Kingdom continually for the last 5 years you must submit a Certificate of Good Conduct from the appropriate Embassy or High Commission of the Country where you have lived. The certificate must be written in English and should be submitted with your application.</b></p>        |     |  |    |  |
| 12. | <p><b>Previous Addresses in the Last 5 years:</b><br/>(Please continue on a separate sheet if necessary)</p> <p><b>1. Dates From and To:                      Address:</b></p> <p>.....</p> <p>.....</p> <p>.....</p> <p><b>2. Dates From and To:                      Address:</b></p> <p>.....</p> <p>.....</p> <p>.....</p> |     |  |    |  |

|                |  |   |  |     |  |    |  |
|----------------|--|---|--|-----|--|----|--|
| 13.            | <b>Home Tel No:</b>  | <b>Mobile No:</b>   |  |     |  |    |  |
| 14.            | <b>Email :</b> <i>By providing an email address, you agree to us communicating with you by email, including sending reminder letters and licences. For further details of your personal data rights see: <a href="http://www.stalbans.gov.uk/council-and-democracy/departmentsPoliciesPlans/data-protection/default.aspx">http://www.stalbans.gov.uk/council-and-democracy/departmentsPoliciesPlans/data-protection/default.aspx</a></i><br>.....<br>..... |   |  |     |  |    |  |
| 15.            | <b>What evidence are you providing to show you are competent written and oral comprehension of the English Language i.e. GCSE English? (Answer this question only if you are a NEW applicant)</b><br>.....<br>.....  |   |  |     |  |    |  |
| 16.            | <b>Have you ever had a Hackney Carriage or Private Hire Drivers licence?</b><br><i>IF YES, when and with which Authority?</i>  | <table border="1"> <tr> <td data-bbox="967 595 1078 640">Yes</td> <td data-bbox="1078 595 1190 640"></td> <td data-bbox="1190 595 1302 640">No</td> <td data-bbox="1302 595 1414 640"></td> </tr> </table>                        |  | Yes |  | No |  |
| Yes            |  | No  |  |     |  |    |  |
| .....<br>..... |  |   |  |     |  |    |  |
| 17.            | <b>Have you ever had a Private Hire or Hackney Carriage Driver's licence refused, revoked or suspended by St Albans City and District Council?</b><br><i>If YES please provide details and the date and reason for suspension or revocation.</i>   | <table border="1"> <tr> <td data-bbox="967 913 1078 958">Yes</td> <td data-bbox="1078 913 1190 958"></td> <td data-bbox="1190 913 1302 958">No</td> <td data-bbox="1302 913 1414 958"></td> </tr> </table>                        |  | Yes |  | No |  |
| Yes            |  | No  |  |     |  |    |  |
| .....<br>..... |  |   |  |     |  |    |  |
| 18.            | <b>Have you ever held another Private Hire or Hackney Carriage driver licence in another area which has been refused, suspended or revoked at any time.</b><br><i>If YES please provide details of issuing authority and the date and reason for suspension or revocation.</i>   | <table border="1"> <tr> <td data-bbox="967 1294 1078 1339">Yes</td> <td data-bbox="1078 1294 1190 1339"></td> <td data-bbox="1190 1294 1302 1339">No</td> <td data-bbox="1302 1294 1414 1339"></td> </tr> </table>                |  | Yes |  | No |  |
| Yes            |  | No  |  |     |  |    |  |
| .....<br>..... |  |   |  |     |  |    |  |
| 19.            | <b>Do you hold a current DVLA driver's licence?</b><br><i>If YES, when you were first fully licensed to drive?</i>   | <table border="1"> <tr> <td data-bbox="890 1697 1002 1742">Yes</td> <td data-bbox="1002 1697 1114 1742"></td> <td data-bbox="1114 1697 1225 1742">No</td> <td data-bbox="1225 1697 1337 1742"></td> </tr> </table> .....<br>..... |  | Yes |  | No |  |
| Yes            |  | No  |  |     |  |    |  |
| 20.            | <b>If you do not hold a current DVLA driver's licence do you hold an EU drivers licence?</b><br><i>If YES when were you first licensed to drive?</i>   | <table border="1"> <tr> <td data-bbox="890 1937 1002 1982">Yes</td> <td data-bbox="1002 1937 1114 1982"></td> <td data-bbox="1114 1937 1225 1982">No</td> <td data-bbox="1225 1937 1337 1982"></td> </tr> </table> .....<br>..... |  | Yes |  | No |  |
| Yes            |  | No  |  |     |  |    |  |

|     |   |                |  |    |  |
|-----|---|----------------|--|----|--|
| 21. | <b>Do you hold a driving licence in another other country?</b><br><br><i>If YES, when were you first licensed to drive?</i> |                |  |    |  |
|     |   | Yes            |  | No |  |
|     |   | .....<br>..... |  |    |  |

|     |   |     |  |    |  |
|-----|---|-----|--|----|--|
| 22. | <b>Have you ever been convicted of an offence, bound over, had a conditional or unconditional discharge, been arrested or charged by the Police for any offence or been cautioned or had a reprimand or warning issued?</b> |     |  |    |  |
|     |   | Yes |  | No |  |

**You must declare, in the appropriate following sections, ALL previous convictions, bind overs, conditional or unconditional discharges, arrests, police charges, cautions, reprimands and warnings: criminal and non-criminal, motoring offences, fixed penalties, whether spent or unspent, no matter how long ago they occurred and no matter whether they have been declared on a previous application.**

|     |   |     |  |    |  |
|-----|---|-----|--|----|--|
| 23. | <b>Have you ever had a civil injunction or Non molestation order taken out against you?</b><br><br><i>If yes please give details below:</i> |     |  |    |  |
|     |   | Yes |  | No |  |

.....  
 .....

|     |  |     |  |    |  |
|-----|--|-----|--|----|--|
| 24. | <b>Are you currently on bail for any offence?</b><br><br><i>If yes, what are your bail conditions:</i> |     |  |    |  |
|     |  | Yes |  | No |  |

.....  
 .....

|     |   |             |                |                |
|-----|---|-------------|----------------|----------------|
| 25. | <b>Please list all DVLA driving licence endorsements or convictions including fixed penalty notices whether spent or unspent.</b> Please continue on a separate sheet if necessary. |             |                |                |
|     | <i>Give particulars, including name of Court, date of conviction/endorsement, length of any suspension or disqualification and fine (if any)</i>                                    |             |                |                |
|     | <u>Court</u>  | <u>Date</u> | <u>Offence</u> | <u>Penalty</u> |
|     |   |             |                |                |
|     |   |             |                |                |
|     |   |             |                |                |
|     |   |             |                |                |
|     |   |             |                |                |



26. Please list all spent and unspent non-motoring convictions, arrests, charges, cautions, reprimands and warnings. Please continue on a separate sheet if necessary.

| <u>Court</u> | <u>Date</u> | <u>Offence</u> | <u>Penalty</u> |
|--------------|-------------|----------------|----------------|
|              |             |                |                |
|              |             |                |                |
|              |             |                |                |
|              |             |                |                |
|              |             |                |                |
|              |             |                |                |

27. Please list all spent and unspent (motoring and non-motoring) convictions, bind overs, conditional or unconditional discharges arrests, charges, cautions, reprimands and warnings occurring outside of the United Kingdom. Please continue on a separate sheet if necessary.

| <u>Court</u> | <u>Date</u> | <u>Offence</u> | <u>Penalty</u> |
|--------------|-------------|----------------|----------------|
|              |             |                |                |
|              |             |                |                |
|              |             |                |                |
|              |             |                |                |
|              |             |                |                |
|              |             |                |                |

28. Do you suffer from epilepsy, drugs or alcohol dependency or have any injury, Disability or Deformity or condition which might affect your driving?

|     |  |    |  |
|-----|--|----|--|
| Yes |  | No |  |
|-----|--|----|--|

*If YES please specify:*

.....  
 .....

29. Have you suffered any medical condition or physical or mental impairment in the last THREE YEARS that could affect your ability to drive? (Please consider the DVLA group two medical criteria in answering)

|     |  |    |  |
|-----|--|----|--|
| Yes |  | No |  |
|-----|--|----|--|

*If YES please specify:*

.....  
 .....

30. Name and Address of Operator:

.....  
 .....  
 .....

## **DECLARATION**

**IF ANY PERSON KNOWINGLY OR RECKLESSLY MAKES A FALSE STATEMENT OR OMITTS ANY MATERIAL PARTICULAR IN GIVING THIS INFORMATION UNDER THIS SECTION, THAT PERSON WILL BE GUILTY OF AN OFFENCE.**

I the undersigned, hereby apply for a licence to act as a driver of Hackney Carriage/Private Hire Vehicles in the District of St Albans and I declare that my answers and statements to the questions in this application are true, to the best of my/our knowledge and belief, and acknowledge that, if there are any omissions, false or incorrect statements of a serious nature, this may result in the application being refused without further consideration or, if a licence has been issued, it may be liable to suspension or revocation. I also confirm that I have read and understood and agree to abide by all relevant legislation, requirements, conditions/bylaws contained within the Hackney Carriage and Private Hire Licensing Policy, and the information contained in this document in regard to being a licensed driver within the St Albans District.

I understand that in making this application, I am consenting to St Albans City and District Council Licensing Authority making any enquiry as deemed appropriate in relation to my application. I therefore acknowledge and consent to St Albans making enquiries with the police and fraud team and any other agency as required in relation to any investigations, arrests, non-convictions, orders or other offences or issues relating to myself and my application in order to determine my fitness to hold a licence. I understand I will not be entitled to a refund once my application has been submitted.

### **Privacy Policy for the Disclosure & Barring Service (DBS): This tells you what the DBS will do with your data**

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

## **PRIVACY NOTICE**

This privacy notice explains how St Albans City & District Council (the Data Controller) will use any personal information we collect about you when you use our services.

We will use your information for the purposes we have set out; keep it securely; destroy it when we no longer need it; tell you the rights applicable to this personal information and how to exercise them; tell you who to complain to.

All this information is set out in full on the privacy notice with this form. Please read and retain the privacy notice for more details.

## **CONSENT**

By completing this form you are giving consent for us to process your criminal conviction information and special category information, i.e. medical information and criminal records, for the purposes outlined in the privacy notice with the form.

You have a right to withdraw your consent at any time by emailing [licensing@stalbans.gov.uk](mailto:licensing@stalbans.gov.uk) or calling the Council on 01727 819264. If you withdraw consent we will not be able to process your application.

I agree to give consent for you to use my personal information as set out above

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

| <b>For Office Use Only</b>  |            |            |      |             |
|---|------------|------------|------|-------------|
|   | HC         | PH         | Date | Receipt No. |
| £200 / £250 Licence fee receipt number<br>Over 70yrs: £32 / £37<br>(Pro-rata charge 67-70yrs) | 1580803251 | 1580803253 |      |             |
| £10 Badge fee receipt number  | 1580803257 | 1580803258 |      |             |
| £5.50 DVLA check fee receipt number   | 1580803255 | 1580803255 |      |             |
| £30 DBS   | 1580803259 | 1580803259 |      |             |

|                         |            |            |  |  |
|-------------------------|------------|------------|--|--|
| £65 Driver Training Day | 1580803243 | 1580803243 |  |  |
|-------------------------|------------|------------|--|--|

|  |            |     |  |  |
|--|------------|-----|--|--|
| Knowledge test<br>(£95 first attempt, £64 retakes) | 1580803256 | £95 |  |  |
|  | 1580803256 | £64 |  |  |

|  | Resident | Non-resident |
|--|----------|--------------|
| Total fees for renewing driver licence     | £245.50  | £295.50      |
| Total fees for new drivers licence         | £405.50  | £455.50      |
| Over 70 yrs with DBS & DVLA check          | £77.50   | £82.50       |
| Over 70yrs application and badge fees only | £42.00   | £47.00       |

|  |          |                                  |                 |
|--|----------|----------------------------------|-----------------|
| DBS                                    | Ref:     | Date:                            | Trace? Yes / No |
| 1 x passport size photographs supplied |          | Yes / No                         |                 |
| DVLA                                   | Date:    | Endorsements? Yes / No           |                 |
| Medical certificate                    |          | Date:                            |                 |
| Entitled to work in the UK             | Yes / No | Documents seen: (Passport, Visa) |                 |

|  |  |
|--|--|
| <b>New Applicants:</b> Attended Training Day                                       |  |
| <b>New Applicants:</b> Passed knowledge test                                       |  |
| <b>New Applicants:</b> Evidence of English Proficiency                             |  |
| <b>Renewing Applicants :</b> Completed Safeguarding and Equality Act 2010 Training |  |

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## **Privacy Notice**

This privacy notice explains how St Albans City & District Council (the Data Controller) will use any personal information we collect about you when you use our services.

### **What information do we collect about you?**

The information that the Council will collect varies depending on how you use the Council's Services. We are using the information provided in this case because we have a legal obligation [Art. 6(1)(c) of UK General Data Protection Regulation ("UK GDPR")]. This means we collect your personal information from you so that we can carry out a function we are required by law to carry out. In this case we are collecting personal information for the purposes of Taxi Licensing.

If you're providing us with special category personal information (such as details about your health) we will be processing this under Art. 9(2) UK GDPR. If you're providing us with criminal conviction personal information we will be processing this under Art.10 UK GDPR.

### **How will we use the information about you?**

We use the information to process your hackney carriage/private hire driver licence application. We may share the information with other departments at the Council to enable us to deal with your application. We will only share the information to enable us to deal with this matter.

We will not share the personal information we hold with any external organisations except for partner organisations. By partner organisations we mean Local Authorities, your Doctor, your Insurance company or other statutory authorities, such as Her Majesty's Revenue and Customs (HMRC), NAFN for the use of NR3, Cabinet Office, Home Office, Audit Commission, Department for Transport, DVLA, Police or similar agency, where sharing your data is necessary to deal with your matter. We will also share contact details with Unified Transport and Versant for training purposes. We may be required to share your personal information with the Police, or similar agency, or another Council for the purposes of preventing and detecting fraud.

We will ensure that all personal information is kept securely.

### **How long will we keep this information?**

We will destroy this personal information in accordance with our Disposal Schedules. To determine how long we should keep information, we consider what the legislation states and what is good practice. This means we will securely destroy the information once we no longer need it. If you would like to know the specific period of time that relates to your personal information please contact

[GDPR@stalbans.gov.uk](mailto:GDPR@stalbans.gov.uk)

### **Individuals' Rights**

You have a right to request a copy of the personal information that we hold about you. If you would like a copy of some or all of your information, please contact [foi@stalbans.gov.uk](mailto:foi@stalbans.gov.uk) and ask for a subject access request.

If you consider we hold inaccurate personal information about you, you can contact us to ask for this information to be corrected. We will consider your request and respond within one month. Please contact [GDPR@stalbans.gov.uk](mailto:GDPR@stalbans.gov.uk).

The other rights you have will depend on why we have collected the information -we will tell you in the specific privacy notice relating to that application or process. You can find out more about your individual rights:

<https://www.stalbans.gov.uk/sites/default/files/documents/publications/privacy-notices/Individual%20Rights%20GDPR%20Website%20Notice.pdf>

### **Cookies**

Cookies are text files placed on your computer to collect standard internet log information and visitor behaviour information. This information is used to make your use of the internet better. For further information on how we use these and how you can control it, please visit <https://www.stalbans.gov.uk/cookies>

### **Changes to our Data Protection Policy**

We have a Data Protection Policy in place and this can be found here:

<https://www.stalbans.gov.uk/sites/default/files/documents/publications/privacy-notices/GDPR%20Personal%20Data%20Policy.pdf>

### **Data Protection Officer**

Our Data Protection Officer for the purposes of Articles 37 to 39 of the UK General Data Protection Regulation is Charles Turner, Solicitor to the Council. He can be contacted by emailing [GDPR@stalbans.gov.uk](mailto:GDPR@stalbans.gov.uk) or calling 01727 819209 for our Complaints Team.

### **How to contact us**

Please contact us if you have any questions about our Data Protection Policy, or concerns about how we handle your information: by emailing [foi@stalbans.gov.uk](mailto:foi@stalbans.gov.uk) or write to us at: FOI Team, St Albans City & District Council, St Peter's Street, St Albans, AL1 3JE.

### **Complaints**

You have a right to complain to the Information Commissioner if you are unhappy with how we process your personal information. You can do so through their website: <https://ico.org.uk/concerns/> or by emailing: [casework@ico.org.uk](mailto:casework@ico.org.uk) or calling their helpline on 0303 123 1113.

## Report of Medical Examination

In support of an application for a Hackney Carriage/ Private Hire Driver's Licence

|                          |                 |
|--------------------------|-----------------|
| Name of Applicant        | First Name (s): |
|                          | Surname:        |
| Applicants Telephone No: |                 |
| Applicants e-mail:       |                 |
| Date Of Birth:           |                 |
| Address of Applicant:    |                 |
| Date of Examination:     |                 |

### Guidance for Medical Practitioner

- NOTE (1) This form must be completed and signed in the presence of both parties.
- NOTE (2) St Albans District Council requires that drivers of Hackney Carriage and Private Hire Vehicles achieve a higher stand of medical fitness than car drivers. The standard required by the Council is the same standard applied by the DVLA to the grant of Public Service and Heavy Goods Vehicle Licences and is known as a 'Group 2' level of medical fitness. In order to complete this medical you should be familiar with the requirements of Group 2 Standards. For further details please refer to the document 'Assessing fitness to drive – a guide for medical professionals' which can be found at: [www.gov.uk/government/publications/assessing-fitness-to-drive-a-guide-for-medical-professionals](http://www.gov.uk/government/publications/assessing-fitness-to-drive-a-guide-for-medical-professionals).
- NOTE (3) Any fee charged for this report is payable by the applicant to the Medical Practitioner.
- NOTE (4) Drivers must have a visual acuity, using corrective lenses if necessary, of at least Snellen 6/7.5 (Snellen decimal 0.8) in the better eye and at least Snellen 6/60 (Snellen decimal 0.1) in the other eye. Where glasses are worn to meet the minimum standards, they should have a corrective power  $\leq +8$  dioptres in any meridian of either lens.
- NOTE (5) When considering whether the applicant is fit for the role of a hackney carriage or private hire vehicle driver, you must consider not only their ability to drive, but also additional duties such as the loading of a wheelchair up a ramp into the vehicle or the provision of reasonable assistance to a passenger with luggage or shopping.
- NOTE (6) A medical certificate must be supplied upon first application for a licence, and subsequently on attaining every 6 years between the ages of 21-60, every 3 years 60-70 and annually for 70+. A further certificate must be supplied at any other time that the Council's Licensing Team shall direct.
- NOTE (7) You would be expected to have access to the applicant's full medical history, typically because you are the applicant's GP or another doctor at the same surgery. If you do not have access to the applicant's full medical history, you must provide reasons. Where the reasons given are not held to be satisfactory to the council, the council reserves the right to request a further medical from the applicant.

### Neurological disorders

|   |                                      |
|---|--------------------------------------|
| 1. Is this applicant, to the best of your judgement, subject to epilepsy, seizures, vertigo, loss of consciousness, stroke/TIA, encephalitis, amnesia, serious head injury, sleep disorder, fainting or any other neurological disorder or defect likely to affect his/her efficiency as a driver of a hackney carriage or private hire vehicle? If yes, please provide explanation as appropriate. | <b>Yes/No</b><br><br><b>Details:</b> |
|---|--------------------------------------|

### Cardiovascular disorders

|  |                                      |
|--|--------------------------------------|
| 2. Is this applicant, to the best of your judgement, subject to angina, acute coronary syndromes, arrhythmia, hypertension, coronary thrombosis, hypertrophic cardiomyopathy, heart failure or any other cardiovascular disorder or defect likely to affect his/her efficiency as a driver of a hackney carriage or private hire vehicle? If yes, please provide explanation as appropriate. | <b>Yes/No</b><br><br><b>Details:</b> |
|--|--------------------------------------|

|   |                                      |
|---|--------------------------------------|
| 3. Has the applicant, to the best of your knowledge, undergone catheter ablation, pacemaker implant, cardiovascular defibrillator implant or any other cardiovascular procedure? If yes, please provide explanation as appropriate. | <b>Yes/No</b><br><br><b>Details:</b> |
|---|--------------------------------------|

|   |                                      |
|---|--------------------------------------|
| 4. Are the applicant's blood pressure readings within a normal range? If no, do you consider that the abnormal blood pressure would be likely to affect his/her competence as a hackney carriage or private hire vehicle driver, please give details. | <b>Yes/No</b><br><br><b>Details:</b> |
|---|--------------------------------------|

### Diabetes

|  |                                      |
|--|--------------------------------------|
| 5. Does the applicant suffer from diabetes? If yes, please confirm the type and if the applicant is treated using tablets, insulin, diet or any other method. If no, please proceed to Q8. | <b>Yes/No</b><br><br><b>Details:</b> |
|--|--------------------------------------|

|   |                                      |
|---|--------------------------------------|
| 6. Has the applicant suffered from any hypoglycaemic episodes requiring the assistance of another person within the last 12 months? | <b>Yes/No</b><br><br><b>Details:</b> |
|---|--------------------------------------|

|   |                                      |
|---|--------------------------------------|
| 7. Does the applicant suffer from any other debarring complications of diabetes such as a visual field defect, renal disorder or limb disability? If yes, please provide explanation as appropriate | <b>Yes/No</b><br><br><b>Details:</b> |
|---|--------------------------------------|



**Psychiatric disorders**

|  |                                      |
|--|--------------------------------------|
| 8. Is this applicant, to the best of your judgment, subject to anxiety, depression, mania, schizophrenia or any other psychiatric disorder or defect likely to affect his/her efficiency as a driver of a hackney carriage or private hire vehicle? If yes, please provide explanation as appropriate. | <b>Yes/No</b><br><br><b>Details:</b> |
|--|--------------------------------------|

**Drugs & Alcohol**

|  |                                      |
|--|--------------------------------------|
| 9. Is this applicant, to the best of your judgment, subject to dependency or misuse of drugs (including tobacco) or alcohol? Or subject to any drug or alcohol related condition, such as cirrhosis or seizure? If yes, please provide explanation as appropriate. | <b>Yes/No</b><br><br><b>Details:</b> |
|--|--------------------------------------|

**Visual acuity & hearing**

|  |  |   |
|--|--|---|
| 10. Please provide visual acuity readings for both eyes, with glasses if applicable. Please provide readings as a fraction e.g 6/7.5. If you are unable to accurately measure visual activity, the applicant must be sent to an optometrist. | <b>Without glasses:</b><br><br><b>Right eye: .....</b><br><br><b>Left eye: .....</b> | <b>With glasses: (if applicable)</b><br><br><b>Right eye: .....</b><br><br><b>Left eye: .....</b> |
|--|--|---|

|  |                                      |
|--|--------------------------------------|
| 11. Do this applicant's visual acuity readings meet the minimum standards as outlined in note 4 above (with or without glasses)? If you consider that the applicant should wear glasses when driving, please confirm this. | <b>Yes/No</b><br><br><b>Details:</b> |
|--|--------------------------------------|

|   |                                      |
|---|--------------------------------------|
| 12. Is there any defect of vision or hearing not already mentioned? If yes, please give details, including whether you consider that said defect would interfere with the efficient performance of the applicant's duties as a hackney carriage or private hire vehicle driver. | <b>Yes/No</b><br><br><b>Details:</b> |
|---|--------------------------------------|

**Other:**

|   |                                      |
|---|--------------------------------------|
| 13. Does the applicant have any deformity, loss of limb or mobility impairment? If yes, could this interfere with the efficient performance of his/her duties as a hackney carriage or private hire vehicle driver, please give details. (See note 5) | <b>Yes/No</b><br><br><b>Details:</b> |
|---|--------------------------------------|

|  |                                      |
|--|--------------------------------------|
| 14. Is there any abnormality present that is not included in the above questions; such as any evidence of poor personal hygiene or aggression, that may interfere with the efficient performance of his/her duties as a hackney carriage or private hire vehicle driver? | <b>Yes/No</b><br><br><b>Details:</b> |
|--|--------------------------------------|

|   |                                      |
|---|--------------------------------------|
| 15. Is the applicant, in your opinion, generally fit as regards to, (a) bodily health and (b) temperament, for the duties of a hackney carriage or private hire vehicle driver? | <b>Yes/No</b><br><br><b>Details:</b> |
|---|--------------------------------------|

|  |                                      |
|--|--------------------------------------|
| 16. Do you consider further examination necessary? If so in what period of time?<br>(See note 6) | <b>Yes/No</b><br><br><b>Details:</b> |
|--|--------------------------------------|

|  |                                      |
|--|--------------------------------------|
| 17. At the time of examination and completion of this medical form, did you have possession of the applicant's complete medical history? (please see note 7) | <b>Yes/No</b><br><br><b>Details:</b> |
|--|--------------------------------------|

**Applicant statement**

I hereby consent to the Licensing Authority receiving reports from the Medical Examiner about my medical condition.

I declare that the answers to the foregoing questions are honest and represent accurately my present medical condition and history. I am not aware of any physical or mental condition or disability not otherwise mentioned, and agree to notify the Licensing Authority of any change in my medical circumstances as soon as I become aware of these.

Applicant's Signature:.....

Date: .....

Must be signed in the presence of the medical practitioner who signs this report (see note 1)

**Declaration of Medical Practitioner**

I hereby certify that I have today assessed and examined the above named person in accordance with the Driver and Vehicle Licensing Agency Group 2 Standards of Medical Fitness and to the best of my knowledge and belief, the answers to the foregoing questions are true and correct.

In my judgement, on the basis of this assessment and examination the above named person:

- **Meets the dvla group 2 medical fitness standard and is or fit to act as the driver of a hackney Carriage/Private hire vehicle licence ; or**
  - **does not meet the DVLA group 2 medical fitness standard and is unfit to act as the driver of a hackney carriage/private hire vehicle licence**

**Signed:** .....

*(Must be signed in the presence of the applicant – see note 1)*

**Print Name:** .....

**Surgery's Address :** .....

.....

.....

**Date:** .....

|                |
|----------------|
| Surgery Stamp: |
|----------------|

*This medical report should be returned to the applicant to submit, or be sent to:*

*Licensing, St Albans City and District Council, Civic Centre, St Peter's Street, St Albans, Hertfordshire, AL1 3JE*

*Email: [licensing@stalbans.co.uk](mailto:licensing@stalbans.co.uk) Telephone: (0)1727 866100*



## Guidance notes for the driver – please read these notes before you fill in this form

- 1 DVLA handles your personal data in accordance with road traffic law and data protection laws. The law allows us to release your data to the police and other enforcement bodies. We also provide data to other parties where the law allows it. For further information about how we process your data, your rights and who to contact, see our privacy notice at [www.gov.uk/dvla/privacy-policy](http://www.gov.uk/dvla/privacy-policy) or request a written copy by phoning 0300 790 6106.
- 2 You should only fill in this form if you have read and understood how your driving licence information will be processed by the company or companies in Section 1. The company making the enquiry must first fill in Sections 1 and 2. You must then fill in Section 3 and sign and date the declaration in Section 4. DVLA will not accept forms if they haven't been signed and dated by you. If you change any information on this form, you must initial and date these changes.
- 3 In some instances, the company asking for information from your driving licence record (the 'enquirer') may be requesting for the company you are connected to. The enquirer should fill in details of all the companies who will process this information in Section 1.
- 4 If your connection with the company or companies named in Section 1 stops, you have the right for your information not to be requested or processed by them. Please refer to the fair processing information and privacy policy for the named company or companies in Section 1.
- 5 You can also view or share your driving licence information online at [www.gov.uk/view-driving-licence](http://www.gov.uk/view-driving-licence)
- 6 If the details on your driving licence are not up to date, return it to DVLA and tell us about the changes we need to make. By law, you must tell us immediately if you change your permanent address or name. You could be fined up to £1,000 if you do not tell us about these changes.
- 7 If your licence has been lost, stolen or destroyed you will need to apply for a replacement. You can find out how to do this online at [www.gov.uk/apply-online-to-replace-a-driving-licence](http://www.gov.uk/apply-online-to-replace-a-driving-licence) Or, as long as you have not changed the details on your photocard licence, you can apply for a replacement licence using a debit card or credit card by phoning 0300 790 6801 between 8am and 7pm Monday to Friday, and between 8am and 2pm on Saturdays.

## Guidance notes for the company

- 1 You must fill in Sections 1 and 2 before the driver signs the declaration in Section 4.
- 2 If you require Certificate of Professional Competence (CPC) or Digital Tachograph Card information or both, please contact the Driving & Vehicle Standards Agency ([www.gov.uk/government/organisations/driver-and-vehicle-standards-agency](http://www.gov.uk/government/organisations/driver-and-vehicle-standards-agency)).  
Please note this D906 form should not be submitted to DVSA. You can check full Driver Qualification Card (DQC) information and periodical training information at [www.gov.uk/check-your-driver-cpc-periodic-training-hours](http://www.gov.uk/check-your-driver-cpc-periodic-training-hours)
- 3 You must tell DVLA the reason for requesting the driving licence information in Section 2. You must only use this information for this reason. If you do not provide enough information or do not make sure this form is signed by the driver, it will become invalid and will be rejected. We will carry out checks to verify the information you provide.
- 4 DVLA has a duty under data protection law to protect personal information. To ensure adequate protection, DVLA requires that the driver (the data subject) is informed and understands how their driving licence information will be processed.
- 5 DVLA will only release driving licence information to confirm entitlement to drive and holds it in accordance with data protection law. Data controllers must comply with any notification requirements under data protection law. Driving licence information must be requested and processed in accordance with the terms and conditions provided by DVLA.
- 6 It is an offence to unlawfully obtain personal data which is contrary to data protection law. The penalties for these offences are fines issued in the magistrates' court or Crown Court.
- 7 If we receive a legitimate complaint about information obtained unlawfully, we may pass it on to the Information Commissioner. If we have evidence that information has been obtained or used inappropriately, we can refuse all future requests.

*Buying a vehicle?*

The tax is no longer transferable so you must tax it before you use it.

[www.gov.uk/vehicletaxrules](http://www.gov.uk/vehicletaxrules)

**IMPORTANT:** Please read the notes over the page before filling in this form and write clearly in **black ink** using CAPITAL LETTERS.

### 1. Company details (to be filled in by the company making the enquiry before driver fills in Sections 3 and 4):

Company name and address (the company):

St Albans City and District Council  
Civic Centre, St Peters Street,  
St Albans,  
Hertfordshire

Postcode: AL1 3JE

Account number: 4611

Reference number:

Are you making an enquiry  
on behalf of another company? Yes  No

If yes, please give the company name below:

### 2. Reason for processing information (to be filled in by the company making the enquiry before driver fills in Sections 3 and 4):

Taxi Licensing

### 3. Driver details (to be filled in by the driver):

Surname: \_\_\_\_\_

First name: \_\_\_\_\_

Middle name(s): \_\_\_\_\_

Date of birth:

Current address:

Address on licence (if different):\*

Line 1 \_\_\_\_\_

Line 1 \_\_\_\_\_

Line 2 \_\_\_\_\_

Line 2 \_\_\_\_\_

Line 3 \_\_\_\_\_

Line 3 \_\_\_\_\_

Post town \_\_\_\_\_

Post town \_\_\_\_\_

Postcode:

Postcode:

\* You must tell DVLA about any changes to your address.  
If you don't, you could be fined up to £1,000.

Driver licence number:

### 4. Driver information fair processing declaration (to be filled in by the driver):

**IMPORTANT:** Please read the notes over the page before signing this form. Do not sign if Sections 1 and 2 are not filled in.

#### Declaration:

I am the person referred to in Section 3. I understand the company or companies listed in Section 1 will ask DVLA for my driver record information, as and when they require, for the purpose set out in Section 2.

I understand DVLA will disclose to the company or companies in Section 1 all relevant information held in the computerised register of drivers maintained by DVLA. This includes personal details, driving entitlements, valid endorsements and disqualifications (if relevant) and photo images.

This declaration will expire when I stop driving in connection with the company or in any case, three years from the date of my signature.

SIGNATURE: \_\_\_\_\_

DATE: