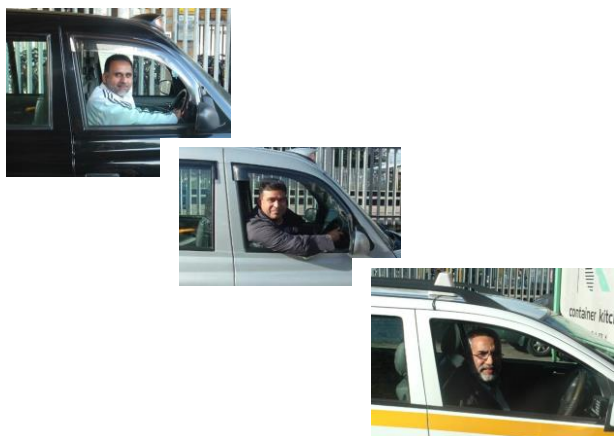


## Hackney Carriage and Private Hire Driver Application



In this document you will find:

- The procedure for submitting an application
- A guide for completing the DBS (Disclosure and Barring Service) application
- Information regarding the knowledge test
- Bylaws relating to hackney carriages
- Conditions for Private Hire
- Fees and charges
- Application form
- Medical Certificate

### Procedure for Submitting an Application to Renew/Grant a Licence to Drive a Hackney Carriage or Private Hire Vehicle.

**It is important that you read this application pack in full before applying for a Hackney Carriage or Private Hire Drivers Badge. This application pack should be kept for future reference so that you are fully aware of the conditions of licensing.**

The grant/renewal of a licence is subject to a DBS check. In addition, a check will be made with the DVLA in respect of driving convictions. We may get information about you from certain third parties, or give information to them to check the accuracy of information, to prevent or detect crime, or to protect public funds in other ways, as permitted by law. These third parties include other local authorities and government departments.

#### Licence

Licences will be issued for varying periods according to the following age groups:

- |     |                      |   |
|-----|----------------------|---|
| (a) | 21-67 years of age   | 3 years licence                               |
| (b) | 68-70 years of age   | licence expiring on 70 <sup>th</sup> birthday |
| (c) | 70 years and onwards | annually                                      |

#### Medical Certificate

Before a licence can be issued, the applicant will also need to be certified fit by their medical practitioner to be licensed as a Hackney Carriage/Private Hire Driver. The approved form to be used for this purpose is included in this pack. The fee for this examination is to be borne by the applicant.

Applicants will be required to undergo a medical examination for periods according to the following age groups:

- |     |                    |                          |
|-----|--------------------|--------------------------|
| (a) | 21-60 years of age | every 6 years            |
| (b) | 60-70 years of age | at every licence renewal |

- |     |                      |          |
|-----|----------------------|----------|
| (c) | 70 years and onwards | annually |
|-----|----------------------|----------|

#### Driver Training Day

New applicants are required to attend a Driver Training Day. The training day will cover Rules and Regulations, Disability Awareness, Safeguarding, and Customer Service. The cost of the course for new applicants is £65.

#### Ability to Work in the UK

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 (new and those applying to renew their existing licence) must provide evidence to show that they are entitled to work in the UK (without restriction; those persons who have restricted ability to work in the UK will NOT be granted a licence). If you are granted full entitlement to work for 12 months at a time, you will be required to resubmit your documents every 12 months to show that your entitlement has been renewed/extended. If, at any time, your entitlement is removed, your licence to drive a licensed vehicle will immediately lapse. Further information regarding what documents you can submit with your application to show your entitlement are given later in this document, 'Prevention of Illegal Working', and can be obtained from the following website: <http://www.bia.homeoffice.gov.uk/>

#### NEW applicants

First time applicants must at the time of application be:

- 21 years of age
- Have held a current licence to drive a motor vehicle (not being a provisioning license) issued in accordance with the Road Traffic Act 1972, for a period of not less than 12 months prior to the date of application.
- On 2nd March 2006 the Licensing and General Purposes Committee resolved the following: That the existing pre-licensing requisite requirements be amended to include a condition that applicants are required to demonstrate competency in written and oral comprehension of the English Language before the grant of a Hackney Carriage or Private Hire Driver's Licence.

#### What if I haven't got proof of my understanding of English?

You can be assessed at the St Albans School of Languages, 35 Market Place St Albans, Herts AL3 5DL 01727 838980. There will be a charge for the assessment.

#### What happens if my licence hasn't been issued 6 months after I apply?

You will have to have another DBS and DVLA check.

#### What happens if my licence hasn't been issued 12 months after I apply?

Your application will be null and void and you will need to reapply.

#### Appointments

To submit your application an appointment will need to be made with a licensing officer, this can be arranged by ringing 01727 819264.

#### Renewal of Licence

It is the responsibility of the licence holder to apply for the renewal of the licence at the appropriate time. Licence renewals will not be granted until all the relevant checks have been completed. To avoid delay, applicants are advised to submit an application **2 months** before the expiration of the current licence.

#### Issuing/Suspending/Revoking/Withdrawing or Refusing to Renew a Licence

It must be clearly understood that the hackney carriage/private hire drivers licence are issued in good faith, and should any information supplied by the applicant prove to be false or misleading, the licence may be withdrawn. The licence will also be withdrawn if the drivers Department of Transport driving license is suspended or revoked by a Court of Summary Jurisdiction. That any conviction or pending prosecution of any nature must be reported to the Licensing Officer regardless of nature, penalty or outcome immediately.

The attention of drivers and applicants for Driving Licences is drawn to Section 61 of the Local Government (Miscellaneous Provisions) Act 1976, whereby a District Council may suspend, revoke, or refuse the

renewal of a licence where the driver has been convicted of any offence involving dishonesty, indecency, violence or any other reasonable cause.

### Completing Your Application

- Make an appointment with the Licensing Officer to submit the application. Telephone: 01727 296164
  - ◆ Bring to the appointment pre-completed :
    - The necessary documents to complete the DBS check
      - Passport
      - DVLA licence
      - National Insurance number card or other document
      - 2 proofs of address
    - Proof that you understand written and spoken English (new applicants)
    - The completed application form
    - The completed DBS form
    - The completed DVLA form
    - The completed medical certificate (if applicable) (The medical certificate can be one of the last documents you provide with reference to your application. It does not have to be submitted on the day of application but in the case of a new applicant would be required before a licence could be issued and in the case of a renewal of an existing licence, would be required before the current licence expired.)
    - 1 passport photograph
    - Evidence that you are entitled to work in the UK (unrestricted) usually passport or visa
    - Payment for the application (card or cheque, cash will not be accepted).

No licences can be issued until all checks have been completed. Licences allowed to lapse will be treated as new applications not renewals.

If you arrive late for your appointment you will not be seen and you will need to make another appointment.

Any queries regarding licensing should be directed to: Licensing Section, Environment and Health Department, St Albans District Council, Civic Centre, St Albans, Herts, AL1 3JE Tel: 01727 819264

**Nothing in this document shall be interpreted as over-riding the provisions of either the Town Police Clauses Act 1847 or the Local Government (Miscellaneous Provisions) Act 1976.**

### Fees

Fees once paid will on no account be refunded, and fees may also be amended from time to time to meet the reasonable cost of issue and administration.

### Taxi Fees

	Resident	Non-resident
Total fees for renewing driver licence	£245.50	£295.50
Total fees for a new drivers licence	£405.50	£455.50
Vehicle 1yr	£300*	£360

- vehicle 1 yr licence fee reduced by £60 at the present time for authorised low emission CO<sub>2</sub> vehicles.

Plate deposit			£102
Transfers			£108
External plate replacement			£21
Internal plate replacement			£8
Bracket			£10
Duplicate paper licence			£1
Illuminous Fare Chart			£10
Livery	Shield	£4 each	
	Number	£1 each	
	Stripes	£41	
	Total	£51	

	Resident	Non-resident
Driver 3yrs	£200	£250
Driver over 70 1yr (costs pro rata from 67-70)	£32	£37
Duplicate paper licence		50p
Replacement clip for badge		50p
Badge		£10

DVLA check	£5.50
DBS check	£30
Knowledge test	£95
Knowledge test re-take	£64
Driver Training Day	£65

Operator	£700
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### DBS – An applicant's guide to completing the disclosure application form

The DBS form will need to be completed prior to your appointment, if you have any queries, to raise this at your appointment.

### Confirming your identity

Your identity needs to be confirmed. You need to provide original documentation (no photocopies or print outs) to the Licensing Officer at St Albans Council. The list below gives the documents that can be accepted.

### Which documents do you need to provide?

You must bring to the appointment documents (from the list below) to verify:

- Your name
- Date of birth
- National insurance number
- Driving licence number
- Passport number
- Current address2

### List of Valid Identity Documents

<p><b>Group 1</b></p> <p><b>Primary Trusted Identity Credentials</b></p> <ul style="list-style-type: none"> <li>• Current valid passport (any nationality)</li> <li>• Biometric residence permit (UK)</li> <li>• Current Driving Licence UK (photo card)</li> <li>• Original UK Birth Certificate (issued within 12 months of birth) (full or short form acceptable)</li> <li>• Adoption Certificate (UK and Channel Islands)</li> </ul>
<p><b>Group 2a</b></p> <p><b>Trusted Government/State Issued Documents</b></p> <ul style="list-style-type: none"> <li>• Current UK driving licence (old style paper version if issued before 1998)</li> <li>• Current driving licence photocard (all countries outside EU excluding Isle of Man and Channel Islands)</li> <li>• Birth certificate (UK and Channel Islands) issued after the time of birth by the General Registrar Office/relevant authority.</li> <li>• Marriage/Civil Partnership Certificate (UK and Channel Islands)</li> <li>• HM Forces ID Card (UK)</li> <li>• Fire Arms Licence (UK and Channel Islands)</li> </ul>
<p><b>Group 2b</b></p> <p><b>Financial/Social History Documents</b></p> <ul style="list-style-type: none"> <li>• Mortgage Statement (UK or EEA)**</li> <li>• Bank or building society statement (UK and Channel Islands or EEA)*</li> <li>• Bank or building society account opening confirmation letter (UK)*</li> <li>• Credit card statement (UK or EEA)*</li> <li>• Financial statement (UK)** eg, pension or endowment</li> <li>• P45 or P60 statement (UK and Channel Islands)**</li> <li>• Council Tax statement (UK and Channel Islands)**</li> <li>• Work permit or visa (UK) (valid until expiry)</li> <li>• Utility bill (UK)* - Not Mobile Phone Bill</li> <li>• Benefit statement (UK)* eg, Child Benefit, Pension</li> <li>• Central or local government, government agency, or local council document giving entitlement, for example from the Department for Work and Pensions, the Employment Service, HMRC (UK and Channel Islands)*</li> <li>• EU National ID card</li> <li>• Cards carrying the PASS accreditation logo (UK and Channel Islands)</li> </ul> <p>*less than 3 months old **issued within past 12 months</p>

Please note that these documents must be from different sources e.g. one bank statement and one Council Tax Bill, not, one bank statement and one credit card bill from the same bank.

If external verification is required this will be at the applicant's cost and additional to any fees indicated in this document.

There are three routes to establishing an applicant's identity. All applicants will be considered via routes 1, 2 or 3 in that order.

It is expected that the majority of applicants will be able to fulfil the Route 1 criteria. However, all of validation Routes, and the documentation required to complete them, is listed below

### Route 1

You will need to produce one document from Group 1 and 2 further documents from Group 1, 2a or 2b. (One of which must verify your address)

### Route 2

If the applicant doesn't have any of the documents in group 1, then they must be able to show the following:  
You will need to produce three documents from Group 2 comprising of:  
1 document from Group 2a  
2 further documents from Group 2a or 2b, one of which must verify your current address

### And

A validation check (at a cost to you) will be undertaken to check your name and history.

### Route 3

This route is only to be used if it's impossible to process the application through route 1 or 2.

You will need to produce the following documents

- Birth Certificate (UK and Channel Islands)

### And

1 document from Group 2a

3 further documents from Group 2a or 2b one of which must verify your current address

If you are unable to produce the documentation required in Route 3 then you will be asked to attend a Police Station for fingerprint identification.

## The Knowledge Test

- The knowledge test is normally held on the first Thursday of the month. However, this can be subject to change.
- You have 12 months to complete your application (including passing the test.)
- £95 for the first attempt and then £64 for any re-take.
- A complete application must be submitted before the knowledge test can be taken.
- All fees must be paid at least 1 day before the test.
- The fee is non-refundable.
- If you fail to attend the test for whatever reason the fee will not be refunded or transferred to another test date.

### Hackney Carriage

The test will consist of 40 questions, sight unseen relating to the District of St Albans only, and will include roads, public houses, churches, schools, office complexes and tourist landmarks. There will be 30 questions based on routes, 10 questions relating to hackney carriage law. You must get 30 out of 40 to pass the Hackney Carriage knowledge test. During the test you must:

- Not miss any roads or places from any route as this will automatically invalidate your answer and it will be marked wrong
- Take the shortest and most direct route (miles).
- Give the roads taken on the route only. It is not necessary to put 'left at the traffic lights' etc.
- Not talk or cause disruption

Failure to answer at least 30 questions will mean that the paper will not be marked. You will be informed of the results as quickly as possible, therefore, please do not contact the department as this will slow the marking process. Detailed information regarding the outcome of the test cannot be given and your test paper will not be returned to you.

### Private Hire

The private hire knowledge test will be on 12 routes randomly selected from the routes below. You must get 10 out of 12 correct to pass the test.

During the test you must:

- Not miss any roads or places from any route as this will automatically invalidate your answer and it will be marked wrong
- Take the shortest and most direct route (Miles)
- Give the roads taken on the route only. It is not necessary to put 'left at the traffic lights' etc.
- Not talk or cause disruption

Failure to answer at least 10 questions will mean that the paper will not be marked. You will be informed of the results as quickly as possible, therefore, please do not contact the department as this will slow the marking process. Detailed information regarding the outcome of the test cannot be given and your test paper will not be returned to you.

Please state the most direct and quickest route to the following:

1. The Willows, St Albans to Upper Heath Road, St Albans
2. Partridge Road, St Albans to Ramsbury Road, St. Albans
3. St Julians Road, St Albans to Firwood Avenue, St Albans
4. Warren Road, St Albans to the Park, St Albans
5. Dubrae Close, St Albans to Cape Road, St Albans
6. "The Goat" Public House, St Albans to Harptree Way, St Albans
7. British Legion, St Albans, to Glenlyn Avenue, St Albans
8. Park Avenue, St Albans to Netherway, St Albans
9. Oswald Road, St Albans to Villiers Crescent, St Albans
10. St Albans Abbey Station to Lawrance Road, St Albans
11. Meadowcroft, St Albans to Ladysmith Road, St Albans
12. Nelson Avenue, St Albans to Kimberly Road, St Albans
13. Rowlatt Drive, St Albans, to Pondfield Crescent, St Albans
14. Kings Road, St Albans to Hughenden Road, St Albans
15. Heathlands Drive, St Albans to Trumpington Drive, St Albans
16. Tithe Barn Close, St Albans to Becketts Avenue, St Albans
17. Wynchlands Crescent, St Albans to Butt Field View, St Albans
18. Marshall Avenue, St Albans to Springfield Road, St Albans
19. Chiltern Road, St Albans to Praetorian Court, St Albans
20. Shirley Road, St Albans to Holyrood Crescent, St Albans
21. Welclose Street, St Albans to Aldwick, St Albans
22. Churchill Road, St Albans to Upton Avenue, St Albans
23. Lindum Place, St Albans to The Dell, St Albans
24. Burnham Road St Albans to Birchmead Close, St Albans
25. Althorpe Road, St Albans to the Lawns, St Albans
26. Manor Road, London Colney to Hazel Road, How Wood
27. Barnet Road, London Colney to Burydell Lane, Park Street
28. Mansdale Road, Redbourn to Wordsworth Road, Harpenden
29. Harpenden Central Station to Cavan Road, Redbourn
30. Roundwood Lane, Harpenden to East Lane, Wheathampstead
31. Lattimore Road, Wheathampstead to Summerfield Close, London Colney
32. West Way, Harpenden to Down Edge, Redbourn
33. Harvey Road, London Colney, to Colne Gardens, London Colney
34. Common Lane, Harpenden to Willoughby Road, Harpenden
35. Wildwood Avenue, Bricketwood to Barnfield Road, Harpenden
36. East Lane, Wheathampstead, to Hartwell Gardens, Harpenden
37. Dalkeith Road, Harpenden to Hawsley Road, Harpenden
38. Moorland Road, Harpenden to Aldwick Road, Harpenden
39. Saberton Close, Redbourn to Paddock Wood, Harpenden
40. Wood End Hill, Harpenden to Pipers Avenue, Harpenden
41. Dellcroft Way, Harpenden to St James Road, Harpenden
42. Southview Road, Batford to Coleswood Road, Harpenden
43. Waldegrave Park, Harpenden to Kinsbourne Close, Harpenden
44. Harperbury Hospital – St Albans School
45. Townsend School, St Albans – Sopwell House Hotel
46. Samuel Ryder Academy, St Albans – Hanover International Hotel, Harpenden
47. Police Station Harpenden – City Museum, St Albans
48. Roland Street, St Albans to Lyndon Mead, Sandridge
49. Everlasting Lane, St Albans to Abbots Avenue West, St Albans
50. Tyttenhanger Green, St Albans to Mentmore Road, St Albans
51. Ashley Gardens, Harpenden to George Street, St Albans
52. Medlows, Harpenden to Queen Street, St Albans
53. Wood End Hill, Harpenden to Battleview, Wheathampstead



54. Glemsford Drive, Harpenden to Granary Close, Wheathampstead
55. Sun Lane, Harpenden to Offas Way, Wheathampstead
56. Cross Lane, Harpenden to Hunters Ride, Bricket Wood
57. Netherfield Road, Harpenden to Stratford Way, Bricket Wood
58. West Common Close, Harpenden to North Close, Chiswell Green
59. Furzedown Court, Harpenden to Tanners Close, St Albans
60. Old Rectory Close, Harpenden to St Yon Court, St Albans
61. Victoria Road, Harpenden to Folly Lane, St Albans
62. Halsey Park, London Colney to The Hollies, St Albans
63. Tovey Close, London Colney to Jennings Road, St Albans
64. Wheatleys, St Albans to Wilkins Green, Smallford
65. Burston Drive, Park Street to Beeching Close, Harpenden
66. Park Street Lane, Park Street to Molescroft, Harpenden
67. Beaumont Hall Lane, Redbourn to Wood End Road, Harpenden

### Prevention of Illegal Working

The Council has a duty to ensure that all those individuals it grants a licence to is entitled to work in the UK. For this reason the following documentation must be provided.

#### List A – documents which show an ongoing right to work

If you can provide documents from list A, you do NOT need to

provide any from list B.

1. A passport showing that the holder is a British citizen
2. A passport showing that the holder is a citizen of the UK and Colonies having the right to abode in the UK – passport has a 'certificate of entitlement to the right of abode' in it.
3. A passport showing that the holder is a national of a European Economic Area (EEA) country or Switzerland
4. A residence permit, registration certificate or document certifying or indicating permanent residence issued by the Home Office (HO), the Border and Immigration Agency (BIA), a national of a EEA or Switzerland
5. A permanent residence card issued by the HO or BIA to the family member of a national of EEA or Switzerland
6. A Biometric Immigration Document issued by the BIA to the holder which indicates that the person named in it is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK
7. A valid passport or other travel document endorsed to show that the holder is allowed to stay indefinitely in the UK, has the right of abode in the UK or has no time limit to their stay in the UK

#### Document combinations – one of the following:

8. An official document issued by a previous employer or Government agency i.e. HM Revenue and Customs, Department for Work and Pensions, Jobcentre Plus, the Employment Service, the Training and Employment Agency (Northern Ireland) or the Northern Ireland Social Security Agency, which contains the permanent National Insurance number and name of the person

Plus:

- a. An immigration Status Document issued by the HO or the BIA to the holder with an endorsement indicating that the person named in it is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK

Or:

- b. A full birth certificate/full adoption certificate issued in the UK which includes the name(s) of at least one of the holder's parents

Or:

- c. A birth certificate/adoption certificate issued in the Channel Islands, the Isle of Man or Ireland

Or:

- d. A certificate of registration or naturalisation as a British citizen

Or:

- e. A letter issued by the HO or the BIA to the holder which indicates that the person named in it is allowed to stay indefinitely in the UK

**List B – Documents which show a right to work for up to 12 months (where this is applicable the applicant will have to prove their right to work annually otherwise their licence will be revoked) (If you can provide documents from list B, you do NOT need to provide any from list A). You will need to provide either 1 or 2, with a combination of the following i.e. 3 + a or 3 + b; 4 or 5; 6; 7 or 8.:**

1. A passport or travel document endorsed to show that the holder is allowed to stay in the UK and is allowed to do the type of work in question, provided that it does not require the issue of a work permit
2. A Biometric Immigration Document issued by the BIA to the holder which indicates that the person named in it can stay in the UK and is allowed to do the work in question.

#### Document combinations – first combination:

3. A work permit or other approval to take employment issued by the HO or BIA with:
  - a. A passport or another travel document endorsed to show the holder is allowed to stay in the UK and is allowed to do the work in question

Or:

- b. A letter issued by the HO or the BIA to the holder or the employer or prospective employer confirming the same

#### Second combination – must be checked by the BIA Employer Checking Service:

4. A certificate of application issued by the HO or the BIA to or for a family member of a national of a EEA country or Switzerland stating that the holder is permitted to take employment which is less than 6 months old

Or:

5. An application registration card issued by the HO or the BIA stating that the holder is permitted to take employment

#### Third combination:

6. A document issued by a previous employer or Government agency e.g. HM Revenue and Customs, the Department for Work and Pensions, Jobcentre Plus, the Employment Service, the Training and Employment Agency (Northern Ireland) or the Northern Ireland Social Security Agency, which contains the National Insurance number and name of the holder

#### One of the following must be provided, if a document showing your National Insurance number has previously been provided:

7. An Immigration Status Document issued by the HO or the BIA to the holder with an endorsement indicating that the person named in it can stay in the UK and is allowed to do the type of work in question

Or:

8. A letter issued by the HO or BIA to the holder or the employer or prospective employer, which indicates that the person named in it can stay in the UK and is allowed to do the work in question

## Bylaws Relating to Hackney Carriage

Bylaws made under Section 68 of the Town Police Clauses Act, 1847 Section 171 of the Public Health Act 1875 by the Mayor and Citizens of the District of St Albans acting by the Council of the District of St Albans with respect to Hackney Carriages in the District of St Albans. Certified as a true copy Solicitor to the Council

### Interpretation

1. Throughout the Bylaws, "the Council" means the Council of the District of St Albans and "the district" means the District of St Albans.

Provisions regulating the manner in which the number of each Hackney carriage, corresponding with the number of its licence, shall be displayed.

2. The proprietor of a Hackney carriage shall cause the number of the licence granted to him in respect of the carriage to be legibly marked on the outside and inside respectively of the carriage on plates provided by the Council in the positions indicated by the Council.

A proprietor or driver of a Hackney Carriage shall:-

- a) not wilfully or negligently cause or suffer any such number to be concealed from public view while the carriage is standing or plying for hire.
- b) Not cause or permit the carriage to ply for hire with any such plate so defaced that any figure or material particular is illegible.

Provisions regulating how Hackney Carriages are to be furnished or provided

3. The proprietor of a Hackney Carriage shall:-

- a) provide sufficient means by which any person in the carriage may communicate with the driver.
- b) cause the roof or covering to be kept watertight
- c) provide any necessary windows and a means of opening and closing not less than one window on each side, such windows and other glass fitted shall be of toughened glass in accordance with the latest British Standard Specification for such material.
- d) cause the seats to be properly cushioned or covered.
- e) cause the floor to be provided with a proper carpet, mat or other suitable covering.
- f) cause the carriage with its fittings and furniture to be kept in a clean condition well maintained and in every way fit for public service.
- g) provide means for securing luggage if the carriage is so constructed as to carry luggage.
- h) Provide an efficient fire extinguisher which shall be carried in such a position as to be readily available for use and which must comply with British Standard Specification No. 1721.
- i) Provide at least two (2) doors for the use of persons conveyed in such carriage and a separate means of ingress and egress for the driver.
- j) Provide equal internal lighting within the carriage.

4. The proprietor of a Hackney carriage shall cause any taximeter with which the carriage is provided to be so constructed, attached and maintained as to comply with the following requirements, that is to say:-

- a) the taximeter shall be fitted with a key, flag or other device, the turning of which will bring the machinery of the taximeter into action and cause the word "HIRED" to appear on the face of the taximeter.
- b) Such key, flag or other device shall be capable of being locked in such a position that the machinery of the taximeter is not in action and that no fare is recorded on the face of the taximeter.
- c) When the machinery of the taximeter is in action there shall be recorded on the face of the taximeter in clearly legible figures a fare not exceeding the rate of fare which the proprietor or driver is entitled to demand and take for the hire of carriage by distance in pursuance of the bylaw in that behalf.
- d) The word "FARE" shall be printed on the face of the taximeter in plain letters so as clearly to apply to the fare recorded thereon.
- e) The taximeter shall be so placed that all letters and figures on the face thereof are at all times plainly visible to any person being conveyed in the carriage, and for that purpose the letters and figures shall be capable of being suitably illuminated during any period of hiring.
- f) The taximeter and all the fittings thereof shall be so affixed to the carriage with the seals or other appliances that it shall not be practicable for any person to tamper with them except by breaking, damaging or permanently displacing the seals or other appliances.

Provision regulating the conduct of the proprietors and drivers of hackney carriages plying within the district in their several employment's and determining whether such drivers shall wear any and what badges.

5. The driver of a Hackney Carriage provided with a taximeter shall:
- a) when standing or plying for hire, keep the key, flag or other device fitted in pursuance of the bylaw in that behalf locked in the position in which no fare is recorded on the face of the taximeter;
  - b) as soon as the carriage is hired by distance, and before beginning the journey, bring the machinery of the taximeter into action by moving the said key, flag or other device, so that the word "HIRED" is legible on the face of the taximeter and keep the machinery of the taximeter in action until the termination of hiring;
  - c) cause the dial of the taximeter to be kept properly illuminated throughout any part of hiring which is during the hours of darkness as defined for the purposes of the Road Traffic Act 1972, and also at any other time at the request of the hirer.

6. A proprietor or driver of a Hackney Carriage shall not tamper with or permit any person to tamper with any taximeter with which the carriage is provided, with the fittings thereof, or with the seals affixed thereto.

7. The driver of a Hackney Carriage for which stands are fixed by any bylaw in that behalf shall, when plying for hire in any street and not actually hired:-

- a) proceed with reasonable speed to an station the carriage on one of such stands
- b) if a stand, at the time of his arrival is occupied by the full number of carriages authorised to occupy it, station the carriage immediately behind the carriage or carriages on the stand and so as to face in the same direction
- c) on arriving at a stand not already occupied by the full number of carriages authorised to occupy it, station the carriage immediately behind the carriage or carriages on the stand and so as to face in the same direction;
- d) from time to time when any other carriage immediately in front is driven off or moved forward cause his carriage to be moved forward so as to fill the place previously occupied by the carriage driven off or moved away.

8. The drivers of the first two Hackney Carriages standing upon a stand appointed by the Council shall be in constant attendance in, or within the immediate vicinity of, their carriages.

9. The proprietor or driver of a Hackney carriage, when standing or plying for hire, shall not by calling out or otherwise, importune any person to hire such carriage and shall not make use of the services of any other person for the purpose.

10. The driver of a Hackney Carriage shall behave in a civil and orderly manner and shall take all reasonable precautions to ensure the safety of persons conveyed in or entering or alighting from the vehicle.

11. The driver of a Hackney Carriage, when attendant upon such a carriage shall be clean and tidy.

12. The proprietor or driver of a Hackney Carriage who has agreed or has been hired to be in attendance with the carriage at an appointed time and place shall, unless delayed or prevented by some sufficient cause, punctually attend with such carriage at such appointed time or place.

13. If a badge has been provided by the Council and delivered to the driver of a Hackney Carriage, he shall, when standing or plying for hire, and when hired, wear the badge in such a position and manner as to be plainly visible.

14. The driver of a Hackney Carriage so constructed as to carry luggage shall when requested by any person hiring or seeking to hire the carriage:-

- a) convey a reasonable quantity of luggage
- b) afford reasonable assistance in loading and unloading
- c) afford reasonable assistance in removing it to or from the entrance of any building, station or place at which he may take up or set down such person.

15. The driver of a Hackney Carriage when hired to drive any particular destination shall, subject to any directions given by the hirer, proceed to that destination by the shortest available route.

16. A proprietor or driver of a Hackney Carriage shall not convey or permit to be conveyed in such carriage any greater number of persons than the number specified on the plate affixed to the outside of the carriage. Provided that for the purposes of this bylaw, 2 children under the age of 12 years shall be regarded as one person and children under the age of 3 years shall not be reckoned.

17. The proprietor of a Hackney Carriage shall cause a statement of the fares to be fixed by the bylaw in that behalf to be exhibited inside the carriage in clearly distinguishable letters and figures.

The proprietor or driver of a Hackney Carriage bearing a statement of fares in accordance with this bylaw shall not wilfully or negligently cause or suffer the letters or figures in the Statement to be concealed or rendered illegible at any time while the carriage is plying or being used for hire.

Provisions securing the safe custody and re-delivery of any property accidentally left in hackney carriages, and fixing the charges made in respect thereof.

18. The proprietor or driver of a Hackney carriage shall, immediately after the termination of any hiring, or as soon as practicable thereafter carefully search the carriage for any property which may have been accidentally left therein.



19. The proprietor or driver of a Hackney Carriage shall, if any property accidentally left therein by any person who may have been conveyed in the carriage be found by or handed to him:
- carry it as soon as possible and in any event within 48 hours if not sooner claimed by or on behalf of its owner, to the County Police Officer, Victoria Street, St Albans and leave it in the custody of the officer in charge of the office on his giving a receipt for it.
  - Be entitled to receive from any person to whom the property shall be re-delivered an amount equal to five pence in the pound of its estimated value (or the fare for the distance from the place of finding to the County Police Office, Victoria Street, St Albans whichever be the greater, but not more than five pounds.

#### Penalties

20. Every person who shall offend against any of these bylaws shall be liable on summary conviction to a fine not exceeding £20 and in the case of a continuing offence to further fine not exceeding £5 for each during which the offence continues after conviction thereof.

#### Repeal Of Bylaws

21. The bylaws with respect to Hackney Carriages which were made by the former St Albans City Council on the 17<sup>th</sup> day of March 1972 and confirmed by one of Her Majesty's Assistant Under Secretaries of State on the 22<sup>nd</sup> day of May 1972 as amended by the bylaws made by the Council on the 23<sup>rd</sup> day of May 1974 and confirmed by one of the said Assistant Under Secretaries of State on the 2<sup>nd</sup> day of April 1976 and the amendment to the bylaws made by the Council in pursuance of the Hackney Carriage Fares (amendment of bylaws) Order 1974 made on the 23<sup>rd</sup> day of January 1975 are hereby repealed.

THE COMMON SEAL OF THE COUNCIL OF THE DISTRICT OF ST ALBANS was hereto affixed this 10<sup>th</sup> day of May 1976 in the presence of: E.L. Hewitt, Mayor and R.H. Braddon, Chief Executive Officer

The Secretary of State this day confirmed the foregoing bylaws and fixed the date on which they are to come into operation as the 23<sup>rd</sup> day of July 1976. R.F.D. Shuffrey, An Assistant Under Secretary of State

THE COMMON SEAL OF THE COUNCIL OF THE DISTRICT OF ST ALBANS Was hereto affixed this 4<sup>th</sup> day of February 1977 in the presence of Kenneth S. Hill, Mayor and R.H. Braddon, Chief Executive Officer

The Secretary of State this day confirmed the foregoing bylaw and fixed the date on which it came into operation as the 1<sup>st</sup> day of April 1977. R.F.D. Shuffrey An Assistant Under Secretary of State Signed by authority of the Secretary of State 25<sup>th</sup> March 1977. Home Office, Whitehall

Bylaw 17 of the series of Bylaws relating to Hackney Carriages made by the Mayor and Citizens of the District of St Albans, acting by the Council on the 10<sup>th</sup> day of May 1976 and confirmed by one of Her Majesty's Principal Under Secretaries of State on the 23<sup>rd</sup> July 1976, is hereby repealed and replaced by the following Bylaws which shall be read and construed as one with the series aforesaid:-

### Provision Fixing the Stands of Hackney Carriages No. 17

Places specified below shall be stands of such number of Hackney Carriages as specified:-

St. Peters Street St Albans	6 vehicles	on the west side of the service road outside number 38 commencing 4'6" (1.37 m) from the Municipal Gardens exit and extending for a distance of 95'3" (29.3 m) the vehicles facing a southerly direction
Ringway Road How Wood St Albans	2 vehicles	On the north east side of Ringway Road, south of the shop commencing from a point 7 metres from the junction line with How Wood and extending for a distance of 11 metres, and the vehicles to stand facing a south easterly direction.

High Street London Colney	2 vehicles	On the east side of High Street, London Colney, commencing from a point 21 metres from the junction line of Alexander Road and extending for a distance of 11 metres in a southerly direction, the vehicles to stand facing in a southerly direction.
Granary Close Wheathampstead	2 vehicles	On the south side of Granary Close commencing from a point 10 metres from the junction line of High Street, Wheathampstead, and extending for a distance of 11 metres in an easterly direction, vehicles to face in a westerly direction.
Hughenden Road Marshalswick	2 vehicles	On the south side of Hughenden Road, commencing from a point 17 metres from the junction line of Sherwood Avenue extending for a distance of 11 metres in an easterly direction, the vehicles to face in a westerly direction.

### Standard Conditions For A Private Hire Driver's Licence

#### 1. Licence requirements

- 1.1 Any change of name or address of the Licensee must be notified to the Licensing Department within 7 days of the occurrence.

- 1.2 The Licensee shall at the request of any Authorised Officer of the Council or of any Police Constable produce for inspection this Licence either forthwith or

- in the case of a request by an Authorised Officer of the Council, at the Licensing Department, St Albans District Council, Civic Offices, St Peters Street, St Albans or such other place as may be specified, before the expiration of the period of seven days beginning with the day following that on which the request is made.
- in the case of a request by a Police Constable before the expiration of any such period and any such place as may be specified in writing for the purpose.

- 1.3 The Licensee shall, unless specifically exempted in writing by the Council, whilst working as a Private Hire Driver, display, in such a position and manner as to be plainly and distinctly visible, a driver's badge issued in accordance with the grant or renewal of this Licence incorporating his or her photograph and badge number (the badge shall be provided by and remain the property of the Council at all times).

- 1.4 Where the Council suspend, revoke or refuse to renew this Licence the Licensee shall on demand return the badge to the Council.

#### 2. Driver requirements

- 2.1 The Licensee shall not while driving or in charge of a Private Hire Vehicle:-

- tout or solicit on a road or other public place any person to hire or be carried for hire in any Private Hire Vehicle; or
- cause or procure any other person to tout or solicit on a road or other public place any person to hire or be carried for hire in any Private Hire Vehicle; or
- offer that vehicle for immediate hire whilst the vehicle is on a road or other public place; or
- accept any offer for the immediate hire of that vehicle whilst the Licensee of that vehicle is on a road or other public place except where such offer is first communicated to the Licensee by a Licensed Operator by telephone or by radio or such other equipment fitted to that vehicle as may be specifically approved in writing by the Council.
- in this Condition "Road" includes any highway and

any other road to which the public has access and includes bridges over which a road passes.

- 2.2 The Licensee shall not permit or cause or suffer to be conveyed in a Private Hire Vehicle a greater number of persons from that specified in the Licence issued in respect of that Private Hire Vehicle.
- 2.3 The Licensee shall not without reasonable cause, unnecessarily prolong, in distance or in time, a journey for which the Private Hire Vehicle he or she is driving has been hired.
- 2.4 Condition 2.4 is made without prejudice to the provisions of Section 25 of the Road Traffic Act 1972:
- a) If the driver of a licensed vehicle is not the proprietor of the Private Hire Vehicle he or she is driving or is in charge of when the vehicle is involved in an accident he or she shall report or cause to be reported to the proprietor of that vehicle details of the accident in which the vehicle has been involved as soon as possible after the occurrence of the accident.
- b) The Licensee shall report to the Council as soon as practicable, but in any event within 72 hours after the occurrence of the accident, any accident in which he or she is involved whilst driving or in charge of a Private Hire Vehicle irrespective of the extent to which the vehicle is physically damaged.
- 2.5 The Licensee shall, if any property is accidentally left in a Private Hire Vehicle driven by him or her or by any person who may have been conveyed in the vehicle be found by or handed to him or her, carry it within 24 hours, if not sooner claimed by or on behalf of its owner, to the St Albans Police Station, Victoria Street, St Albans and leave it in the custody of the officer in charge of the office on his or her receiving a receipt for it.
- 2.6 The Licensee must inform the Council in writing within seven days of any motoring or other criminal conviction which has occurred since the grant or renewal of this Licence.
- 2.7 The Licensee when driving a Private Hire Vehicle so constructed as to carry luggage shall carry a reasonable quantity of luggage in the vehicle if requested to do so by any person who has hired the vehicle and shall assist in stowage or removal of that luggage from the vehicle as the case may be.
- 2.8 The Licensee shall conduct himself or herself towards any person who has hired the Private Hire Vehicle he or she is driving and any other person conveyed in such vehicle in an orderly, seemly and courteous manner and shall take all reasonable precautions for the safety of persons conveyed in such vehicle.
- 2.9 If the Licensee has knowingly conveyed in a Private Hire Vehicle a dead body of any person he/she shall immediately thereafter notify the facts to the Council's Licensing Department.
- 2.10 The Licensee shall ensure that he/she is employed or otherwise engaged as a Private Hire Driver by an Operator who holds a current valid Operator's Licence.
- 2.11 The Licensee must not attend at/or near any public premises in order to wait for passengers. This does not affect pre-booked passengers where there is an entry in a booking record, with a Private Hire Operator licensed by St Albans District Council, prior to the journey taking place.
- 2.12 The Licensee must not sound their horns outside any premises where they have been sent for a fare, irrespective of the hours of the day.
- 2.13 The Licensee must not use a handheld mobile phone without a suitable handsfree connection, whilst the vehicle is in motion.

- 2.14 The Licensee whilst working for a Private Hire Operator must carry proof of Private Hire insurance for that vehicle and must produce on demand to an Authorised Officer of St Albans District Council or a Police Constable an appropriate insurance certificate or cover note.
- 2.15 The Licensee must carry on request any assistance animal such as a guide dog. No additional charge should be made for the assistance dog.
- 3. Taximeters**
- 3.1 When the Licensee is driving a Private Hire Vehicle equipped with a taximeter they shall –
- a) when the vehicle is not hired keep the taximeter locked in the position in which no fare is recorded on the face of the taximeter;
- b) at the commencement of the journey when the vehicle is hired by distance bring the machinery of the taximeter into action so that the word "Hired" is legible on the face of the taximeter and keep the machinery of the taximeter in action until the termination of the hiring;
- c) be entitled to demand and take for the hire of the vehicle by distance the rate of fare indicated in the statement displayed inside the vehicle in accordance with Condition 6.4 of the Council's Standard Conditions for a Private Hire Vehicle Licence, provided always that the Licensee shall not take or demand a fare greater than that shown on the face of the taximeter;
- d) ensure that during the time the vehicle is hired by distance the recording of the taximeter is plainly visible to any person travelling in the vehicle and is properly illuminated; and
- e) not wilfully or negligently cause or suffer the letters or figures in the statement displayed inside the vehicle in accordance with Condition 6.4 of the Council's Standard Conditions for a Private Hire Vehicle Licence to be concealed or rendered illegible at any time while the vehicle is hired.
- 3.2 The Licensee shall not tamper with or permit any person to tamper with the taximeter or the fittings thereof or seals affixed thereto with which any Private Hire Vehicle in his or her charge is equipped.
- 4. Medical fitness requirements**
- 4.1 The Licensee shall notify the Council within 72 hours of any medical condition that could affect the Licensee's fitness to drive a Private Hire Vehicle.
- 4.2 A medical certificate confirming the Licensee's fitness to drive a Private Hire Vehicle shall be produced within seven days of the request of the Council for such certificate.
- 4.3 If the Licensee has reached the age of 70 years he/she shall produce a medical certificate to the Council on the Renewal/Grant of his/her licence each year.
- 4.4 All medical checks must be undertaken at the practice where the applicant is registered.
- 5. General Requirements**
- 5.1 The Council reserves the right to vary, delete or waive any of the foregoing conditions.
- The common Seal of the Council of the District of St Albans Was hereunto affixed this 27<sup>th</sup> day of May 1977 In the presence of Mayor, John Dymoke, Chief Executive Officer, R.H. Braddon
- The Secretary of State this day confirmed the foregoing bylaw and fixed a date on which it is to come into operation as the 1<sup>st</sup> day of August 1977. RFD Shuffrey (Signed by the authority of the Secretary of State Home Office 22.7.77)  
Assistant Under-Secretary of State

This information can be made available in other formats. If you require a copy in large print, on tape or in a language other than English, please contact Licensing on 01727 819541.

This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share the information with other bodies responsible for auditing or administering public funds for these purposes.

For further information see the Data Protection Page on [www.stalbans.gov.uk](http://www.stalbans.gov.uk).

## Equality Act 2010

### Are you a taxi or private hire vehicle driver?

There are some changes in the law which came into effect in October 2010 which might affect you.

The Equality Act, 2010, includes some provisions relating specifically to taxis and private hire vehicles (PHVs) and disability.

The Government has brought into force several parts of the Act in October 2010, including some, but not all, of the provisions that are specific to taxis and PHVs. Other provisions came into force on 6<sup>th</sup> April 2017.

This note focuses on the implications for the taxi and PHV trades of the provisions.

### Duties on drivers to assist passengers in wheelchairs.

The Equality Act places duties on the drivers of designated wheelchair accessible taxis and PHVs to provide physical assistance to passengers in wheelchairs. The duties will apply to the driver of any wheelchair accessible taxi or PHV which is on the licensing authority's list of "designated vehicles".

St Albans Council will be maintaining a list of designated vehicles and therefore the following duties will apply to you.

Any drivers who suffer from a disability or a condition which would make it difficult for them to provide physical assistance can apply for an exemption from the duties to offer assistance.

### What do I need to do?

If you are the driver of a wheelchair accessible taxi or PHV, the first thing you need to do is establish whether your licensing authority intends to keep a list of designated vehicles. We are encouraging licensing authorities to make their decision known to drivers and perhaps establish a "shadow" list as soon as possible.

If your licensing authority does intend to maintain a list of designated vehicles, and your wheelchair accessible vehicle is to be included on the list, you will be required to carry out the duties to assist wheelchair users.

### What are the duties?

The duties being placed on the drivers of designated wheelchair accessible taxis and PHVs are:

- to carry the passenger while in a wheelchair
- not to make any additional charge for doing so
- if the passenger chooses to sit in a passenger seat, to carry the wheelchair
- to take such steps as are necessary to ensure that the passenger is carried in safety and reasonable comfort; and
- to give the passenger such mobility assistance as is reasonably required.

### What does mobility assistance mean?

Mobility assistance essentially means helping passengers who use wheelchairs by providing physical assistance.

If the passenger wishes to remain in the wheelchair, the driver must help the passenger to get into and out of the vehicle.

If the passenger wants to transfer to a seat, the driver must help him or her to get out of the wheelchair and into a seat and back into the wheelchair; the driver must also load the

wheelchair into the vehicle.

The driver must also offer to load the passenger's luggage into and out of the vehicle.

### What if my licensing authority does not intend to keep a list of designated vehicles?

If a licensing authority does not intend to maintain a list of designated vehicles then the duties will not apply; the duties only apply to drivers of vehicles which are on the licensing authority's list of designated vehicles.

### What if I have a back condition which makes it impossible for me to help a passenger in a wheelchair get into a cab?

The new Act allows for exemptions from the duties on medical grounds or if the driver's physical condition makes it impossible or unreasonably difficult for him or her to comply with those duties.

It is the responsibility of drivers who require an exemption to apply for one from their licensing authority before the duties come into force; they will have at least six months to go through this process.

### Who decides if a driver is exempt?

The local licensing authority decides if a driver should be exempt from the duties.

### What if the licensing authority says that I am ok to carry out the duties and I disagree?

The legislation allows a driver to appeal to the magistrates' court within 28 days if the licensing authority decides not to issue an exemption certificate.

### How will passengers know that I am exempt from the duties to assist passengers?

The Department will be printing and issuing to licensing authorities special Exemption Notices which exempted drivers must display on their vehicles in order that passengers will know that the driver is exempt from duties.

### Guide Dogs

From the 1<sup>st</sup> of October 2010 the duties placed on taxi, PHV drivers and on PHV operators to carry guide dogs and other assistance dogs will transfer from the Disability Discrimination Act 1995 to the Equality Act 2010.

In practice, the duties will remain exactly the same as they are now.

Any person who is currently exempt from the duty to carry an assistance dog on medical grounds will continue to be exempt. That is because we have made a change in the law so that all existing exemption certificates and all existing exemption notices remain in force as though they had been made under the Equality Act 2010.

### Will I have to take a different approach to the carriage of guide dogs from 1 October 2010?

No. The change is a purely technical one; the duties to carry guide dogs and other assistance dogs will not change at all.

### I have an exemption certificate which says that it was issued under the Disability Discrimination Act 1995 – do I have to get a new one?

No, you do not have to get a new certificate, the certificate which you have been granted remains valid until its expiry date.

### I have a special notice in my taxi/PHV which says that I am exempt from carrying guide dogs and mentions the Disability Discrimination Act 1995 – do I need to get a new one?

No, you do not have to get a new exemption notice; the notice which was provided by the licensing authority remains valid until its expiry date.



# 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**

We have recently revised the Council's Convictions Policy which came into force in 2016.

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 30<sup>th</sup> January 2019.

You can view the newly adopted policy at the link below;

<https://www.stalbans.gov.uk/business/Business-in-St-Albans/StAlbans-Council-Services-for-Businesses/BusinessLicences/taxi-licences/>

If you require a paper copy please email [licensing@stalbans.gov.uk](mailto:licensing@stalbans.gov.uk). Paper copies are also available from reception.

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## 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

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>	
Grant of a three year <b>Private Hire driver's licence</b>	
Licence renewal of <b>Hackney Carriage driver's licence</b> Badge number: .....	
Licence renewal of <b>Private Hire driver's licence</b> Badge number: .....	

*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 ✓, or writing "None" where appropriate. Please answer all questions below, failure to do so will invalidate your application.**

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

	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.				
5.	What evidence are you providing to show that you have full (unrestricted) entitlement to work in the UK? .....				
6.	If YES, are there any restrictions on you working in this country or by immigration?	Yes		No	
	Please detail these restrictions if you have ticked YES ..... .....				
7.	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)	Yes		No	
8.	Present address: ..... .....POSTCODE: .....				
9.	At this address since (Date/Month/Year)				
10.	Are you registered on the electoral role/voters register at this address?	Yes		No	
11.	Have you lived in the United Kingdom for the last five consecutive years?	Yes		No	
	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.				
12.	<p><b>Previous Addresses in the Last 5 years:</b> (Please continue on a separate sheet if necessary)</p> <p><b>1. Dates From and To:</b>                      <b>Address:</b>  .....  .....  .....</p> <p><b>2. Dates From and To:</b>                      <b>Address:</b>  .....  .....  .....</p>				

13.	<b>Home Tel No:</b>	<b>Mobile No:</b>		
14.	<b>Email :</b> 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> .....			
15.	<b>What evidence are you providing to show you are competent written and oral comprehension of the English Language i.e. GCSE English?</b> <b>(Answer this question only if you are a NEW applicant)</b> .....			
16.	<b>Have you ever had a Hackney Carriage or Private Hire Drivers licence?</b> <i>IF YES, when and with which Authority?</i>	Yes		No
	..... .....			
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> <i>If YES please provide details and the date and reason for suspension or revocation.</i>	Yes		No
	..... .....			
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> <i>If YES please provide details of issuing authority and the date and reason for suspension or revocation.</i>	Yes		No
	..... .....			
19.	<b>Do you hold a current DVLA driver's licence?</b> <i>If YES, when you were first fully licensed to drive?</i>	Yes		No
	..... .....			
20.	<b>If you do not hold a current DVLA driver's licence do you hold an EU drivers licence?</b> <i>If YES when were you first licensed to drive?</i>	Yes		No
	..... .....			



[illegible]

26.	<b>Please list all spent and unspent non-motoring convictions, arrests, charges, cautions, reprimands and warnings.</b> Please continue on a separate sheet if necessary.			
	<u><b>Court</b></u>	<u><b>Date</b></u>	<u><b>Offence</b></u>	<u><b>Penalty</b></u>

27.	<b>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.</b> Please continue on a separate sheet if necessary.			
	<u><b>Court</b></u>	<u><b>Date</b></u>	<u><b>Offence</b></u>	<u><b>Penalty</b></u>

28.	<b>Do you suffer from epilepsy, drugs or alcohol dependency or have any injury, Disability or Deformity or condition which might affect your driving?</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; text-align: center;"><b>Yes</b></td> <td style="width: 25%;"></td> <td style="width: 25%; text-align: center;"><b>No</b></td> <td style="width: 25%;"></td> </tr> </table> <p><i>If YES please specify:</i></p>	<b>Yes</b>		<b>No</b>	
<b>Yes</b>		<b>No</b>				
	<p>.....</p> <p>.....</p>					

29.	<b>Have you suffered any medical condition or physical or mental impairment in the last THREE YEARS that could affect your ability to drive?</b> (Please consider the DVLA group two medical criteria in answering)	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; text-align: center;"><b>Yes</b></td> <td style="width: 25%;"></td> <td style="width: 25%; text-align: center;"><b>No</b></td> <td style="width: 25%;"></td> </tr> </table> <p><i>If YES please specify:</i></p>	<b>Yes</b>		<b>No</b>	
<b>Yes</b>		<b>No</b>				
	<p>.....</p> <p>.....</p>					

30.	<b>Name and Address of Operator:</b>
	<p>.....</p> <p>.....</p> <p>.....</p>

## **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 been provided with, read and understood and agree to abide by all relevant legislation contained within the guidance 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: \_\_\_\_\_

For Office Use Only				
	HC	PH	Date	Receipt No.
£200 / £250 Licence fee receipt number Over 70yrs: £32 / £37 (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		
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Knowledge test (£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 DAC or evidence provided of similar course	
<b>New Applicants:</b> Passed knowledge test	
<b>New Applicants:</b> Evidence understands English	

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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 General Data Protection Regulation). 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) GDPR. If you're providing us with criminal conviction personal information we will be processing this under Art.10 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), 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 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).

You can find out more about your rights on our website:

<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>

We review this policy annually.

### **Data Protection Officer**

Our Data Protection Officer for the purposes of Articles 37 to 39 of the 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>  <b>Details:</b>
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#### 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>  <b>Details:</b>
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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>  <b>Details:</b>
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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>  <b>Details:</b>
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#### 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>  <b>Details:</b>
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6. Has the applicant suffered from any hypoglycaemic episodes requiring the assistance of another person within the last 12 months?	<b>Yes/No</b>  <b>Details:</b>
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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>  <b>Details:</b>
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#### 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>  <b>Details:</b>
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#### 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>  <b>Details:</b>
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#### 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>  <b>Right eye: .....</b>  <b>Left eye: .....</b>	<b>With glasses: (if applicable)</b>  <b>Right eye: .....</b>  <b>Left eye: .....</b>
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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>  <b>Details:</b>
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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>  <b>Details:</b>
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#### 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>  <b>Details:</b>
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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>  <b>Details:</b>
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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>  <b>Details:</b>
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16. Do you consider further examination necessary? If so in what period of time? (See note 6)	<b>Yes/No</b>  <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>  <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@stalbens.co.uk](mailto:licensing@stalbens.co.uk) Telephone: (0)1727 866100*



# Driving licence information fair processing declaration form

D906

## 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:

DDMMYY

Current address:

Line 1

Line 2

Line 3

Post town

Postcode:

Address on licence (if different):\*

Line 1

Line 2

Line 3

Post town

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:

DDMMYY