**TAXI DRIVER APPLICATION CHECKLIST**

Please note that Harborough District Council will only accept a **COMPLETE** application. Please see the checklist below which shows all of the documents you must provide. You must ensure that you return your application with **ORIGINALS** for **ALL** of the documents requested, otherwise your application will not be accepted by our Customer Services Team. Please bring this checklist back with your application.

**Name: Licence No. Licence Expiry Date:**

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|  | | | | | **For Applicant Use** | | **For Customer Service Adviser Use** | |
| Complete Application Form | | | | |  | |  | |
| Full Fee | | | | |  | |  | |
| D4 Medical Report | | | | |  | |  | |
| Certificate of Fitness | | | | |  | |  | |
| Proof of ID: passport or birth certificate – original not copy | | | | |  | |  | |
| Proof of address: bank/credit card statement or utility bill (not mobile phone bill) issued in last 3 months, or council tax bill issued in last 12 months – original not copy | | | | |  | |  | |
| 2 Photos (certified if new driver) | | | | |  | |  | |
| Photo Driving Licence – original not copy | | | | |  | |  | |
| **Non-UK nationals** – proof of Immigration Status  \*see note 1 overleaf | | | | |  | |  | |
| **Existing drivers only** – 9 character Tax Check Code  \*see note 2 overleaf | | | | |  | |  | |
| **New drivers only** - Right to Licence Declaration signed and original proof provided | | | | |  | |  | |
| **FOR OFFICE USE - Customer Service Adviser (please check and tick)** | | | | | | | | |
| Original documents seen, stamped and signed | | |  | Right to Licence signed by adviser (new drivers only) | | | |  |
| **FOR OFFICE USE - Licensing** | | | | | | | | |
| **New drivers** | | **All drivers** | | | | | | |
| KT revision pack sent |  | Entered on Uniform | | | |  | | |
| Knowledge Test booked |  | DVLA check | | | |  | | |
| KT passed |  | Immigration check | | | |  | | |
| NR3 check |  | Tax check | | | |  | | |
| Right to Licence signed |  | Other LA licence check | | | |  | | |
| CSE booked |  | DBS login sent to driver | | | |  | | |
| Taxi Policy signed |  | DBS submitted | | | |  | | |
|  |  | DBS cert received | | | |  | | |

**Note 1**:

Non-UK nationals must provide proof of their Immigration Status (please note that this is different from Right to Work Status). You must provide one of the following:

* A current document issued by the Home Office to a family member of an EEA or Swiss citizen, and which indicates that the holder is permitted to stay in the United Kingdom indefinitely.
* A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
* Online evidence of immigration status. Either via the View and Prove service or using the BRP or BRC online service. Issued by the Home Office to the employer or prospective employer, which indicates that the named person may stay in the UK and is permitted to do the work in question. Must be valid. Note: this includes the EUSS digital status confirmation. Please choose the Immigration Status check not Right to Work check.
* A current passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
* A current Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, together with an official document giving the person’s permanent National Insurance number and their name issued by a government agency or a previous employer.
* A current passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question.
* A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to do the work in question.
* A current document issued by the Home Office to a family member of an EEA or Swiss citizen, and which indicates that the holder is permitted to stay in the United Kingdom for a time limited period and to do the type of work in question.
* A frontier worker permit issued under regulation 8 of the Citizens’ Rights (Frontier Workers) (EU Exit) Regulations 2020.
* A current Immigration Status Document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK, and is allowed to do the type of work in question, together with an official document giving the person’s permanent National Insurance number and their name issued by a government agency or a previous employer.
* A document issued by the Home Office showing that the holder has made an application for leave to enter or remain under Appendix EU to the immigration rules on or before 30 June 2021 together with a Positive Verification Notice from the Home Office Employer Checking Service.
* An Application Registration Card issued by the Home Office stating that the holder is permitted to take the employment in question, together with a Positive Verification Notice from the Home Office Employer Checking Service.
* A Positive Verification Notice issued by the Home Office Employer Checking Service to the employer or prospective employer, which indicates that the named person may stay in the UK and is permitted to do the work in question.

**Note 2:**

Please visit <https://www.gov.uk/guidance/complete-a-tax-check-for-a-taxi-private-hire-or-scrap-metal-licence> and click the Green "Start Now” button. If you do not already have a Government Gateway account you will need to create one first. You then need to answer a few questions to generate your 9 character tax check code. Alternatively, you can call HMRC on 0300 200 3300 to get a check code. Please make a note of this code on your application form in the relevant box. This is needed to be able to renew your licence.

**YOU MUST ALLOW FIVE WORKING DAYS FROM RECEIPT OF A COMPLETE APPLICATION BEFORE A LICENCE IS ISSUED** - **A complete application is one where ALL the relevant information has been received including DBS check results.**

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| Harborough District Council logo | **HARBOROUGH DISTRICT COUNCIL** APPLICATION FOR THE GRANT/RENEWAL **OF A DUAL DRIVER LICENCE** | | |
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| **APPLICANT DETAILS** | | | |
| Title (tick as appropriate): Mr  Mrs  Miss  Ms  Other (please state): | | | |
| Surname | |  | |
| Forenames | |  | |
| Maiden Name (If applicable) | |  | |
| Address | |  | |
| Daytime Telephone Number | |  | |
| Evening Telephone Number | |  | |
| Mobile Telephone Number | |  | |
| Email Address | |  | |
| National Insurance Number | |  | |
| 9 character Tax Check Code (see note 2 on checklist for how to obtain this) | |  | |
| Date of Birth | |  | |
| Place of Birth | |  | |
| How long have you lived in the UK? **If less than 5 years you will need to provide a letter of good conduct from the embassy of each country in which you have resided in the last 5 years.** | |  | |
| Non UK Nationals – Online Immigration Status Check Code if appropriate (see note 1 on checklist) | |  | |
| **DVLA DRIVING LICENCE DETAILS** | | | |
| DVLA Licence Number | |  | |
| Expiry Date | |  | |
| Number of years held | |  | |
| Penalty Points | |  | |
| **EXISTING DRIVERS WITH HARBOROUGH DISTRICT COUNCIL** | | | |
| Dual Driver Licence Number | |  | |  |
| Which company do you/will you drive for? | |  | |
| Name of the company proprietor | |  | |
| **ADDITIONAL INFORMATION REQUIRED \*Delete as appropriate** | | | |
| If you live outside Harborough District why do you wish to be a licensed dual driver in this area rather than in the area where you live? | | |  |
| Have you ever held a Hackney Carriage/ Private Hire/Dual Driver Licence with another Authority? | | | **YES/NO\*** If **Yes** please answer below |
| Name of Council:  Driver Licence Number:  Date Licence Issued: | | |  |
| Have you ever had a licence to drive a hackney carriage and/or private hire vehicle and/or a dual driver licence refused, revoked or suspended? | | | **YES/NO\*** If **yes** please answer below |
| Name of Council:  Type of licence:  Refusal /Revocation /Suspension  (Tick as applicable)  Date of above:  Reasons: | | | |
| Do you have a right to work in the UK? | | | **YES/NO\*** |

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| OFFENCES & CONVICTIONS \*Delete as appropriate | | | | |
| **1. Have you *ever been* convicted of any criminal offence? You *must* disclose these under the Rehabilitation of Offenders Act 1974(Exemption) (Amendment) Order 2002.**  **This means that *all* offences are live for all time for all Hackney Carriage/Private Hire/Dual Drivers.**  **YES/NO\*** If YES, please give details in the table below.  **Please include Formal, Police or Simple Cautions, Fixed Penalty Notices, ASBOs and Warnings.** | | | | |
| **Which Court** | **Date of Conviction** | **Offence charged** | **Sentence of Court** | |
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| **2. Have you *ever been* placed on the “Sex Offenders Register”?**  **YES/NO\***  If YES, please give details in the table below: | | | | |
| **Which Court** | **Date of Conviction** | **Offence charged** | **Sentence of Court** | |
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|  |  |  |  | |
| **3. Have you been reported for, or charged with, *ANY* offence, including motoring and non-motoring offences.**  **YES/NO\***  If YES, please give details of the alleged offence and the date of the Court hearing in the table below: | | | | |
| **Alleged Offence** | | | | **Date of Court Hearing** |
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| **DECLARATION**  I understand that an applicant must have a good knowledge of Harborough District and will be tested on this knowledge, and may be required to undergo a Driving Test. I also understand that an applicant is required to produce a duly completed Doctor’s certificate clearly showing his fitness to drive.  I hereby give permission for the Licensing Team to use the information given on this form to undertake an annual DVLA driving record check on my behalf. I understand that to access this online DVLA service, details from my DVLA record and NI number will be shared with HMRC and DWP to check my identity.  I declare that I shall inform the local authority of any changes that occur to my DVLA driving licence within 72 hours.  Existing Schedule 23 to Finance Act 2011 (Data Gathering Powers) and Schedule 36 to Finance Act 2008 (Information and Inspection Powers), grant HMRC powers to obtain relevant information from third parties. This includes licensing bodies being required to provide information about licence applicants.  Guidance about tax registration obligations can be found at:   * PAYE information: [www.gov.uk/income-tax/how-you-pay-income-tax](https://gbr01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.gov.uk%2Fincome-tax%2Fhow-you-pay-income-tax&data=04%7C01%7CN.Riddle%40harborough.gov.uk%7C48f456e2384b4ad6a0e708da011f52be%7C56632edb098b43f39e288985e98f5f89%7C0%7C0%7C637823531284952420%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=1KIvSlgPg62mwuKTDYGnmJdOWSkjvMZMLX8iv1sOu7s%3D&reserved=0) * registering for Self Assessment: [www.gov.uk/register-for-self-assessment](https://gbr01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.gov.uk%2Fregister-for-self-assessment&data=04%7C01%7CN.Riddle%40harborough.gov.uk%7C48f456e2384b4ad6a0e708da011f52be%7C56632edb098b43f39e288985e98f5f89%7C0%7C0%7C637823531284952420%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=1j9typpDwNIz5kfpbff3si7kjqU9Pq2%2FHPHB5B%2FMYH8%3D&reserved=0) * Corporation Tax information: [www.gov.uk/corporation-tax](https://gbr01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.gov.uk%2Fcorporation-tax&data=04%7C01%7CN.Riddle%40harborough.gov.uk%7C48f456e2384b4ad6a0e708da011f52be%7C56632edb098b43f39e288985e98f5f89%7C0%7C0%7C637823531284952420%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=zrqotZ1NSmHmDoWYljWfoONMBbGk8rxzWH0llJO%2BcUo%3D&reserved=0)   I declare that I am aware of the content of HMRC guidance relating to my tax registration obligations.  I declare that the information given on this form is true to the best of my knowledge and that I have not wilfully omitted any necessary material. I understand that if there are any wilful omissions, or incorrect statements made, my application may be refused without further consideration or, if a licence has been issued, it may be liable to immediate suspension and subsequent revocation.  **N.B. A false statement may render an applicant liable to prosecution under the Local Government**  **(Miscellaneous Provisions) Act 1976 and the Town Police Clauses Act 1847.**  I hereby apply for a licence authorising me to act as a Driver of private hire and hackney carriage vehicles.  Signed………………………………………………………………….... Date …………….……………  By signing this form you agree to the Council contacting other organisations and both disclosing and collecting information from them necessary to help determine your eligibility for a Dual Driver’s Licence.  The Council is collecting your information in order to assist the delivery and provision of services to you. The information you have supplied will be used for processing your application form, updating our database and issuing your licence. Your information may be shared with other Council departments or partners. Your information will be held in accordance with the Council’s Document Retention and Disposal Policy and we will only ask you for as much information as is required to respond to your enquiry or service need.  **Your data will be processed in accordance with the Local Government**  **(Miscellaneous Provisions) Act 1976 and the Town Police Clauses Act 1847.**  For further information on how your information is used, how we maintain the security of your information , and your rights to access information we hold about you, please contact: Harborough District Council, The Symington Building, Adam & Eve St, Market Harborough LE16 7AG or [FOI@harborough.gov.uk](mailto:FOI@harborough.gov.uk) or [complaints@harborough.gov.uk](mailto:complaints@harborough.gov.uk) |