



Licensing Team, (Temple Street), Bristol City Council, PO Box 3176, Bristol BS3 9FS  
 Email [licensing@bristol.gov.uk](mailto:licensing@bristol.gov.uk) Web [www.bristol.gov.uk/licensing](http://www.bristol.gov.uk/licensing) Tel: 0117 357 4900

**Local Government (Miscellaneous Provisions) Act 1976  
 Town Police Clauses Act 1847**

**Application for the GRANT of a \*Hackney Carriage / Private Hire Vehicle Driver Licence**

**Please complete all sections.**

Family / Surname				
First Names				
Have you ever been known by any other names?	Yes		No	
	If you have answered YES Please give full details of the name(s) used including the dates they were used from and to. Use additional paper if necessary.			
Date of Birth				
Place Of Birth	Town		Country	
Contact Tel. Nos.				
Email				
Current Residential Address				
	Postcode:			
How long have you lived at this address	Years		Months	
If you have lived at this address for less than 5 years please give previous address				
Have you been convicted or received a caution, reprimand or warning for any Offence? (including criminal, benefit fraud and driving offences) By virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended, <b>any spent convictions or cautions must be disclosed.</b>	Yes		No	
	If you have answered YES Please give full details of the offence including detail of any conviction, caution, reprimand or warning. Use additional paper if necessary.			
Are you currently being investigated for any offence by any agency such as the Police, Benefits, Customs, Immigration, etc	Yes		No	

If you have answered YES please give details of the investigation and the stage that the investigation(s) has reached, such as awaiting Court date or Investigating Authority.

Are you or have you ever been licensed by any other authority to drive hackney carriages or private hire vehicles.	Yes		No	
--	-----	--	----	--

If Yes please give following details – Issuing Authority, licence type and number.

Do you have a medical condition that may affect your ability to act as a hackney carriage / private hire vehicle driver.	Yes		No	
--	-----	--	----	--

If you have answered YES please give details:

HC drivers only - Do you consider yourself fit to perform wheelchair work, which includes loading and unloading of passengers who are seated in wheelchairs.	Yes		No	
--	-----	--	----	--

If you have answered NO please give details as to why you consider you are not fit for such work.

Have you ever had a Hackney Carriage or Private Hire Vehicle driver licence refused, suspended or revoked by Bristol City Council or any other Authority	Yes		No	
--	-----	--	----	--

Are you seeking any exemption from completing any of the following?: Knowledge Test, Gold Standard Course	Yes		No	
---	-----	--	----	--

If you have answered YES please specify which, and give details as to why you are seeking an exemption.

Section 57(3) of the Local Government (Miscellaneous Provisions) Act 1976 states: If any person knowingly or recklessly makes a false statement or omits any material particularly in giving information he or she shall be guilty of an offence.

I confirm that I have received and read the Council document relating to the relevance of criminal convictions supplied in the application pack	Yes	
---	-----	--

I confirm that I have produced the most current DVLA licence. I understand that failing to produce the most current DVLA licence may result in my application being rejected	Yes	
--	-----	--

I confirm that I have the right to work in the UK and I understand that I will be asked or documentation to prove this**	Yes	
--	-----	--

I hereby make an application for the grant of a \*hackney carriage / private hire vehicle driver licence. I also hereby certify that all statements made in this application are true and correct and that I have not withheld any information.

**Signed.** ..... **Print Name**.....

**Date.** .....

\*Delete as appropriate

\*\* Your right to work in the UK will be checked as part of your licensing application, this could include the licensing authority checking your immigration status with the Home Office. You must therefore provide a document or document combination that is stipulated as being suitable for this check. The list of documents is set out at [guidance link]. You must bring the original document(s), such as a passport or biometric residence permit as indicated in our published guidance, so that the check can take place. The document(s) will be copied and the copy retained by the licensing authority. The original document will be returned to you.

If there are restrictions on the length of time you may work in the UK, your licence will not be issued for any longer than this period. In such circumstances, the check will be repeated each time you apply to renew or extend your licence. If, during this period, you are disqualified from holding a licence because you have not complied with the UK's immigration laws, your licence will lapse and you must return it to the licensing authority, failure to do so is a criminal offence.

### **How to submit your application:**

Applications can be submitted either by post or dropped off:

- **Postal applications** – Please forward your application and accompanying documents to : Licensing Team (Temple Street), Bristol City Council, PO Box 3176, BRISTOL BS3 9FS
- **Drop off applications** – From 11<sup>th</sup> May 2015 you can drop off your application form and documentation to the Citizen Service Point located on the ground floor at 100 Temple Street, Bristol BS1 6AG

Destination Bristol have developed some opportunities for Gold Standard drivers. Please tick if you do not wish for BCC to forward your badge number and contact details ( i.e. name, telephone number and email address) to Destination Bristol which may be displayed both on their website and provided to members of the public through the Tourist Information Centre

Bristol City Council 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 this information with other bodies responsible for auditing or administering public funds for these purposes. For further information, see <http://www.bristol.gov.uk/nfi> or contact the Licensing Team at [licensing@bristol.gov.uk](mailto:licensing@bristol.gov.uk) or on 0117 357 4900

### ***Privacy Notice – Paper/Manual***

#### ***What do we use personal information for?***

Your information is only used to help us to help you get the right services and, if we were to use your information for another purpose, we will normally ask you first. Sometimes we may use your information for another purpose. For example if we have a legal duty to do so, or to provide you with the right services, or if there is a risk of serious harm or threat to life.

#### ***Allowing your details to be used across other council services***

We're making changes to improve the quality of everyone's experience when they contact us.

Over time we aim to have one record containing basic details, and information about transactions. By allowing your details to be used across other council services, you're allowing us to re-use information.

Form applicable as of 11.04.17

This means we won't ask you to repeat basic information all the time, which will help save time when you contact us in the future.

Please note: the purpose of this record is not to record the services you have received. Should you decide not to allow your data to be shared in this way, your right to receiving the Council services that you are entitled to will not be affected.

### **Sharing your information with Contractors, Partners and Other agencies**

Sometimes when dealing with your request, we may pass your details on to third party service providers who are contracted to, or working in partnership with, Bristol City Council. These third parties are obliged to keep your details secure, will use them only to fulfill the request and will dispose of the information at the appropriate time.

We are required by law to protect the public funds we manage so we can prevent and detect fraud. To do this we may share information provided to us with other bodies responsible for auditing or managing public funds. For more information about this please visit <http://www.bristol.gov.uk/page/council-and-democracy/audit-commission-national-fraud-initiative-nfi-and-other-data-matching>.

### ***Your Rights***

Please note that in agreeing to share these details you have not forfeited your rights as prescribed under the Data Protection Act 1998. The Council will continue to apply the same level of care to safeguard your privacy as we always have done.

### ***How to access Information the Council holds on you***

Under the Data Protection Act 1998, you can make a formal request for the following information:

- clarification that your personal data is being processed by the Council
- a description and copy of such personal data
- the reasons why such data is being processed
- details of to whom they are or may be disclosed

If you wish to access information held by the Council about you, please email the Data Protection/Freedom of Information Team at [foi@bristol.gov.uk](mailto:foi@bristol.gov.uk). Or write to The Data Protection Officer, Bristol City Council, City Hall, College Green, Bristol, BS1 5TR.