



## Taxi Driver Renewal (Hackney Carriage and Private Hire)

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

**Please note this form will NOT be processed unless ALL sections below are completed**

### Your licence numbers

Reference No: (eg. 12/03456/ABCDE)	
Licence Type: (Private Hire/Hackney)	
Badge No: (eg. 1234)	
DVLA Driving Licence Number: (eg. ABCDE123456AB9ZZ)	

### Confirm your details

Name:	
Address:	
Email address:	
Mobile phone number:	

### Length of Licence

How long do you want to renew your licence for, please select an appropriate duration based on the maximum length available:

- ☐ One year for £99
- ☐ Two years for £140
- ☐ Three years for £160

### Declaration

**Licensing Team (Temple Street)**  
Bristol City Council  
PO Box 3399  
Bristol BS1 9NE

**Jonathan Martin**  
Licensing and Trading Standards  
Manager

**Website**  
[www.bristol.gov.uk](http://www.bristol.gov.uk)



An initiative of the  
European Commission

Your licence could be suspended or revoked if you're not truthful when confirming the following statements.

**Check each box if you agree with the following statements:**

- ☐ I confirm that I haven't received a criminal or driving conviction, caution or reprimand since my last licence was issued (including DVLA points)  
You must tell us about any convictions or cautions, even if they have expired. You'll be breaking the Law if you don't\*
- ☐ I confirm that I'm not being investigated for any offence by the police, other authority or other agency.
- ☐ I confirm that I haven't developed a medical condition, or had any health problems, since my last licence was issued.
- ☐ I confirm that I have the right to work in the UK and I understand that I will be asked for documentation to prove this\*\*

What the Law says

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.

If you are unable to confirm any of these statements, you will need to contact the Licensing Team to discuss your renewal.

<b>Signature:</b>	
<b>Print name:</b>	
<b>Date:</b>	

\*Any spent convictions or cautions must be disclosed as explained in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended.

\*\* 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

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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.

## Renewal Processing

Once you've completed the form you can drop off your application at the Citizen Service Point at 100 Temple Street or post your application form to:

Licensing team (Temple Street)  
Bristol City Council  
PO Box 3399  
Bristol BS1 9NE

Please note completing this form does NOT guarantee the licence will be renewed, as your renewal is still yet to be processed.

If successful, your new licence and plate will be posted to the address listed above.

Please note it will take at least ten working days to process your application.

If there's a problem with your application we'll get in touch.

If you have provided an email address, we will send you an email when your licence has been issued.

You should destroy your old licence as soon as you have received your new one in the post. It's your responsibility to ensure that your old licence isn't used illegally.

## Contact the Licensing Team

You'll need to contact the Licensing Team if your circumstances have changed or you are having problems renewing your licence.

Call us on 0117 357 4900 or email [licensing@bristol.gov.uk](mailto:licensing@bristol.gov.uk)

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

## Data Protection Privacy Notice:

Full details of how Regulatory Services uses your data and why it is collected can be found at the following link: [Privacy \(bristol.gov.uk\)](https://www.bristol.gov.uk/privacy)

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