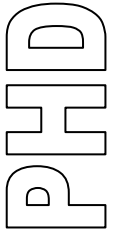


PRIVATE HIRE DRIVER'S LICENCE APPLICATION

Please read the notes at the end before completing this form
Your application will be rejected if you leave any question unanswered
For any question with a Yes / No option, please delete whichever is not applicable.



1. (a) I, (forenames/given names):
(surname/family name):
- (b) (any previous names):

hereby apply to Southampton City Council as licensing authority for a licence to act as a driver of a licensed private hire vehicle in accordance with the details set out below:

2. (a) Home address:
.....
Post Code:
- (b) Home 'phone no: Mobile no:
- (c) Previous addresses in past five years (*including dates*)(*continue on a separate sheet if necessary*):
- (i)
- (ii)
- (iii)

3. Date of Birth: 4. Age: 5. Place of birth

6. Nat. Ins. No.

(please note that temporary national insurance numbers are not, ordinarily, acceptable)

7. I produce the following documents in support of my application: **(a [plus b if necessary], c and d)**

- (a) Driver's licence no: Issued: Expires:
(if you have a photo card driving licence, you must produce both the card and the counterpart)
- (b) Passport no: Issued: Expires:
(if you do not have a photo card driving licence, you must produce a valid passport or identity document)
- (c) A recent proof of address:
(This would include a utility bill, council tax statement, bank or credit card statement, or addressed payslip, in your name)
- (d) Proof of your right to work in the UK, incorporating your national insurance number

(Such as a P45 or P60)

8. (a) Have you previously held or do you now hold a private hire or private hire driver's licence from this or any other authority? **YES/NO**
If **YES** give the Authority's name:
- (b) Have you ever had an application for a hackney carriage or private hire driver's licence refused or a licence revoked by this or any other authority? **YES/NO**
If **YES** give the name of the Authority concerned and the date of refusal or revocation:

9. Are you an undischarged bankrupt? **YES/NO**

10. **Have you EVER been found guilty by a Court or cautioned or warned by the Police for any criminal or motoring offence or are there any prosecutions pending YES/NO against you?**

If the answer is **YES**, give full details below (and continue on a separate sheet if necessary)

Please note that **all findings of guilt, cautions and warnings** must be disclosed in connection with an application for a private hire driver's licence, whether or not they might otherwise be considered "spent"

Conviction Date	Court	Offence	Sentence
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11. Are you likely to carry children or vulnerable adults on more than two days per month or under contract to any organisation? **YES/NO**

12. (a) Has a medical practitioner ever advised you not to drive? **YES/NO**

Details: _____

- (b) Have you received any hospital treatment within the last 12 months? **YES/NO**

Details: _____

- (c) Are you without hand or foot or have you any defect in limb movement or power? **YES/NO**

Details: _____

- (d) Have you ever suffered from epilepsy, sudden attacks of disabling giddiness, fainting, or any mental illness or defect? **YES/NO**

Details: _____

- (e) Do you now have or have you ever had any other disability or medical condition which could affect your fitness as a driver either now or in the future? **YES/NO**

Details: _____

Among the reasons for answering **YES** to this question and giving details are: -

- that you have been treated for drug or alcohol dependency within the last three years; or
- that you have diabetes; or
- that you have a heart condition or are fitted with a cardiac pacemaker.

13. **I have checked the information given in this form, and have read and understood all the notes below. All the information given in this application is true and correct and I understand that I will be liable to prosecution if any information is given as part of this application which I know to be false or incorrect in any way.**

Signed: _____

Dated: _____

NOTES FOR GUIDANCE - APPLICATIONS FOR PRIVATE HIRE DRIVERS' LICENCES

- A **You may not drive any private hire vehicle licensed by Southampton City Council unless you have been granted a private hire driver's licence by the Council.**
- B To make an application for a private hire driver's licence you must:
- C
- be aged over 21;
 - have no less than two years driving experience since passing a Department for Transport driving test or an EC equivalent licence.
- D You must also:
- have passed a basic skills assessment;
 - have passed a driving skills assessment.

- E When **all** the above matters have been satisfied, you must fully complete this application form.
- F When completing the form please note that, the effect of the law is that **all** findings of guilt and cautions for criminal or motoring offences **must** be disclosed in connection with your application. If the Licensing Committee needs to consider your application, our report containing information about your application, including any findings of guilt and cautions, will not normally be made public unless it is deemed to be in the public interest for the information to be placed in the public domain. You will be notified before publication if such a decision is made.
- G You must return the form **IN PERSON** to the Licensing Office, Southbrook Rise, 4-8 Millbrook Road East, Southampton, SO15 1YG together with:
- written evidence of passing the basic skills assessment
 - written evidence of passing the driving skills assessment
- H You must then:
- consent to an enhanced criminal record disclosure from the Criminal Records Bureau;
 - consent to a driving history check from the Driver and Vehicle Licensing Agency
- I Please note that fees for the CRB and DVLA checks (**£44.00** and **£5.00**) do not form part of the licence fee and are not refundable;
- J For these processes to be carried out, you must supply original documents, comprising:
- your passport;
 - your photo card and counterpart paper driving licence;
 - document proving your right to work in the UK (e.g. P45 or P60) showing your national insurance number, in accordance with the Asylum and Immigration Act 1996;
 - proof of your home address (utility bill, bank statement etc).
- K If you are unable to provide any individual document, please telephone the licensing office to discuss the requirements;
- L The CRB and DVLA disclosures will take a minimum of four to six weeks from the date on which you make the application.
- M You must then provide a medical report (on the council's form) from your own medical practitioner certifying that you are fit to a Group 2 standard.
- N When you receive your copy of the CRB's criminal record disclosure, it is your responsibility to telephone the licensing office on 023 8083 3002 in order to undertake the council's computer based test of your knowledge of the topography of the city and the responsibilities of a licensed driver and will include questions on the following:-
- (i) the legislation controlling private hires and private hire vehicles, their drivers and operators and the highway code, including road signs;
 - (ii) the location of hotels, clubs, shops, public houses, places of amusement, cinemas, courts, museums and principal areas for small hotels and guest houses;
 - (iii) the location of taxi ranks, railway stations, coach station, main bus loading points, ferry terminals, docks, shipping berths, marinas, police stations and business parks;
 - (iv) the location of hospitals, health centres, principal buildings, principal schools, principal university buildings, halls of residence and leisure centres.;
 - (v) the location of all main roads and side roads in the city.
- O You may sit no more than six topography tests, at minimum intervals of two weeks, within a period of six months from the date we receive the CRB disclosure. If you do not pass the test within this period, you may not take any further tests for the next six months and your application will be treated as withdrawn.
- P **Please note that each topography test booked will attract a non-refundable fee of £20.00**
- Q If a licence can be granted to you, the licence fee of **£120.00** for the remainder of three years up to the month of your birthday will be payable immediately prior to its issue.
- R Failure to disclose any relevant matter in connection with your application may result in prosecution.
- S Basic data relating to issued licences (name, licence number, dates of issue and expiry and relevant convictions) forms part of the public register. Please note that the licensing authority may be required by law to disclose, from time to time, further information relating to applications and licences to the appropriate authorities for the purposes of law enforcement and the prevention of fraud.
- T **Payment can be made by debit or credit card, cheque or cash - please make cheques payable to Southampton City Council.**