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| **HACKNEY CARRIAGE DRIVERS’ LICENCE APPLICATION - NOTES FOR GUIDANCE** |
| 1. 1
 | **You may not drive any hackney carriage licensed by Southampton City Council unless you have been granted a hackney carriage driver’s licence by Southampton City Council.** |
|  | Please note that failure to disclose **any** relevant matter in connection with your application may result in you being prosecuted. |
|  | Before proceeding further, you must read and understand each of these notes and know what is required of you in order for you to be licensed. |
|  | To make an application for a private hire driver’s licence you must: |
|  | * 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 and have a UK licence
* have passed a basic skills assessment to the council’s satisfaction (in preparation for acquiring a BTech qualification in transporting passengers by taxi and private hire vehicle)
* have passed a driving skills assessment to the council’s satisfaction
* be able to prove you have the right to live and work in the UK
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|  | When **all** the above matters have been satisfied, you must fully complete this application form. |
|  | 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. |
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|  | You must bring the completed form **IN PERSON** toThe Licensing Office, Southampton City Council, Civic Centre, Southampton, SO14 7LYtogether with: |
|  |  | your valid passport. |
|  |  | your driving licence photo card. |
|  |  | a document proving your national insurance number. |
|  |  | proof of your home address (utility bill, bank statement etc – less than three months old) |
|  |  | Written evidence of passing the basic skills assessment OR enrolment on a Btec course OR a Btec certificate. |
|  |  | written evidence of passing the driving skills assessment |

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| **I** | If you are unable to provide any individual document, please telephone the licensing office to discuss the requirements. |
| **J** | Arrangements will then be made for you to undertake the council’s computer based test of your knowledge of the topography of the city and the responsibilities of a licensed driver. This will include questions on the following:-

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| **(i)** | The legislation controlling hackney carriages 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 stations, main bus loading areas, 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, places of worship and leisure centres. |
| **(v)** | The location of all main roads and side roads in the city. |

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| **K** | You may sit no more than six topography tests, at minimum intervals of two weeks, within a period of six months from the first test. 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. Each test attracts a fee of **£15.00** |
| **L** | If you pass the topography test, you must then: |
|  | * consent to an enhanced criminal record disclosure from the Disclosure and Barring Service and pay the fee
* consent to a driving history check from the Driver and Vehicle Licensing Agency, and pay the fee
* produce the original documents set out at **H** (i), (ii), (iii), (iv) and (vii) above.
* provide the medical report, as set out at **O** below.
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| **M** | Please note that fees for the DBS and DVLA checks (**£40.00** and **£10.00**) are not refundable and do not form part of the licence fee. |
| **N** | The DBS and DVLA disclosures will usually take a minimum of six weeks from the date on which you make the application. |
| **O** | You must attend (or have attended within the last three years) safeguarding training to the satisfaction of the Council. |
| **P** | You must provide a medical report (on the council’s form) from your own medical practitioner certifying that you are fit to a Group 2 standard. You will be responsible for all the costs associated. |
| **Q** | If you have diabetes it may be possible for you to meet the Group 2 medical standard if you are able to provide conclusive proof in writing that your diabetes is consistently well managed. |
| **R** | When you receive your DBS criminal record disclosure, you must attend the licensing office so your application can be considered.  |
| **S** | You will normally be expected to subscribe, at your own cost, to the DBS update service online via **https://www.gov.uk/dbs-update-service**. You can only do this when your DBS application has been completed or within 19 days of the certificate issue. |
| **T** | You must bring the following with you: |
|  | * your original DBS criminal record disclosure document
* your medical report, signed by your medical practitioner
* your safeguarding training certificate (this can be emailed to licensing@southampton.gov.uk)
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| **U** | If a licence can be granted to you, the licence fee of **£170.00** will be payable immediately.  |
| **V** | Pending you obtaining the BTech qualification in transporting passengers by taxi and private hire vehicle, any initial licence will only be for a single period of six months. When you have the BTech qualification, your licence will be extended so as to expire at the end of the month before your birthday no later than 36 months after the first grant of a licence to you at a coat of £10.**NB**: It is your responsibility to produce your original BTech qualification document at the licensing office before your six-month licence expires. Failure to do so will result in the licence expiring and you having to recommence the entire process from the beginning. |
| **W** | 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. |
| **X****Y****Z** | **Payments can be made by debit or credit card, cheque or cash - please make cheques payable to *Southampton City Council*.**More detailed information about the Council’s handling of your personal data can be found in its privacy policy, available online (<http://www.southampton.gov.uk/privacy>), or on request.DBS Privacy Policy - Please read the Enhanced DBS check Privacy Policy <https://www.gov.uk/government/publications/standard-and-enhanced-dbs-check-privacy-policy> |
| **HACKNEY CARRIAGE DRIVER’S LICENCE APPLICATION*****Please read the preceding notes 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.*** | SCC A4 Black (RGB) |
|  | (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 hackney carriage in accordance with the details set out below: |
|  | (a) | Home address: |  |
|  |  |  |
|  |  | Post Code: |  | Date moved to address |  |
|  | (b) | Email |  @ |  |  |
|  | (c) | Home ‘phone no:  |  | Mobile no: |  |
|  | (d) | Previous addresses in past five years *(include the dates you moved in and out)(continue on a separate sheet if necessary)*: |
|  |  | (i) |  |
|  |  | (ii) |  |
|  |  | (iii) |  |
|  |  |  |
|  | Date of Birth: |  |  | Age:  |  |  | Place of birth |  |
|  | Nat. Ins. No. |  |  |  |
|  | *(please note that temporary national insurance numbers are not, ordinarily, acceptable* |
|  | I produce the following documents in support of my application: ***(a, b, 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 valid passport and you do not have a photo card driving licence, please contact us)* |
|  | (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 |
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|  |  | *(Such as a P45 or P60)* |
|  | (a) | Have you previously held or do you now hold a hackney carriage or private hire driver’s licence from this or any other authority? | **YES/NO** |
|  |  | If ***YES*** give that 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: |
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|  | Are you an undischarged bankrupt?  | **YES/NO** |
|  | **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 against you?** | **YES/NO** |
|  | 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*** |
|  |  |  |  |  |
|  | Are you likely to carry children or vulnerable adults on more than two days per month or under contract to any organisation? | **YES/NO** |
|  | If a licence is granted to me, I will subscribe to the Disclosure and Barring Service update service at my own expense and keep that subscription up to date whilst I remain licensed as a hackney carriage driver with Southampton City Council | **YES/NO** |
|  | (a) | Has a medical practitioner ever advised you not to drive? | **YES/NO** |
|  | (b) | Have you received any hospital treatment within the last 12 months? | **YES/NO** |
|  | (c) | Are you without hand or foot or have you any defect in limb movement or power? | **YES/NO** |
|  | (d) | Have you ever suffered from epilepsy, sudden attacks of disabling giddiness, fainting, or any mental illness or defect? | **YES/NO** |
|  | (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** |
|  |  | 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.
 |
|  | If the answer to any of the above questions (**13** **a**, **b**, **c**, **d** or **e**) is **YES**, please give full details on a separate sheet, which must be dated and signed by you and must accompany your application. |
|  | **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 my application which I know to be false or incorrect in any way.****I also confirm I have read and understood the DBS privacy policy (note P in attached guidance)** |
|  | **Signed:**  |  | **Dated:** |  |

In performing this service, the Council may be required to share your information with other organisations or departments, but it will only do so when it is necessary in order for the service to be provided.

The Council may also share your personal information for the purposes of the prevention, investigation, detection, or prosecution of criminal offences, but will not share your personal information, or use it for this, or any other purpose, unless provided for by law.

For more detail about how we handle your personal data please see our privacy policies:

<https://www.southampton.gov.uk/privacy>

**Taxi Camera Systems**

All Southampton licensed vehicles are fitted with an approved taxi camera system (unless granted an exemption). This is controlled by Southampton City Council. For details of how the Council uses this data, visit

<https://www.southampton.gov.uk/privacy>