



APPLICATION FOR A NEW DUAL (PRIVATE HIRE / HACKNEY CARRIAGE) VEHICLE DRIVER'S LICENCE

Full Name
Address
Email address
Contact Tel **DOB**
N.I Number

Signature of Operator/Hackney Carriage Vehicle proprietor proposing to employ you

Authorised Signature	Business Name	
1.	Are you legally entitled to work in the UK? You must provide a copy of your British Passport, or a copy of a valid Biometric Residence Permit, or your UKVI share code	YES / NO
2.	Have you ever had any convictions / cautions recorded against you? If YES you must provide details in box A on page 2 .	YES / NO
3.	Do you have any endorsements recorded on your statutory Driving Licence? If YES you must provide details in box B on page 2	YES / NO
4.	Have you previously held a private hire / hackney carriage vehicle driver's licence issued by this Council, or any other Authority? If YES give year licence held and badge number	YES / NO
5.	Have you ever been refused a licence to drive a private hire or hackney carriage vehicle by this, or any other Authority? If YES provide details of which Authority and the date(s)	YES / NO
6.	Have you ever had a licence to drive a private hire or hackney carriage vehicle suspended or revoked? If YES provide details of which Authority and the date(s)	YES / NO
7.	Are you a school contract worker	YES / NO
8.	Are you currently taking medication that could affect your driving	YES / NO
9.	Information about tax registration obligations are available on the Gov.uk website 1. PAYE information: www.gov.uk/income-tax/how-you-pay-income-tax 2. Registering for Self-Assessment: www.gov.uk/register-for-self-assessment 3. Corporation Tax information: www.gov.uk/corporation-tax I confirm that I am aware of the content of HMRC guidance relating to my tax registration obligations. Signed..... Date	

Box A – Personal Declaration of Criminal Convictions. Use a separate sheet if necessary.
If none, write NONE in the box)

Date of Conviction	Offence	Court	Sentence/penalty

Box B – Personal Declaration of Motoring Offences (If none, write NONE in the box)

Date of Offence	Offence	Points	Fine / Disqualification

I declare that the information provided in this application is true and I understand that knowingly supplying incorrect information in this application form will render me liable to prosecution under the provision of the Local Government (Miscellaneous Provisions) Act 1976 and may result in the immediate suspension or revocation of the licence by Blackburn with Darwen Borough Council. The maximum penalty for this offence on summary conviction is currently £1,000.

Applicants Signature **Date**

This form should be returned with your driving licence and the current licence fee to:
The Licensing Section, Front Desk Old Town Hall, Blackburn, BB1 7DY Tel (01254) 267666

IMPORTANT INFORMATION FOR ALL APPLICANTS

1. Any change of address, or employer must be immediately notified to the Licensing Section

2. Data Protection

Blackburn with Darwen Council is the data controller for the personal information you supply on this personal data collection form. Our general privacy notice can be found at <https://www.blackburn.gov.uk/Pages/Privacy-policy.aspx> BWDBC’s Data Protection Officer can be contacted at accesstoinformation@blackburn.gov.uk.

The personal data you supply will be used for enforcement and other statutory purposes. We may share your data with other law enforcement agencies for the purpose of prevention or detection of crime, but otherwise we won’t share your data, unless we are required to do so by law.

3. DVLA Driving licence

Please note that no licence can be issued to any person until they have held a licence under the Road Traffic Act 1972 (not being a provisional) for at least 12 months.

4. HMRC

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.

5. National Register of Taxi Licence Refusals and Revocations (NR3)

The licensing authority provides information to the National Register of Taxi Licence Refusals and Revocations (NR3), a mechanism for licensing authorities to share details of individuals who have had a hackney carriage or Private Hire Vehicle (PHV) licence revoked, or an application for one refused. This is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the licensing authority – that is, assessing whether an individual is a fit and proper person to hold a hackney carriage or PHV licence. Therefore:

- Where a hackney carriage/ PHV licence is revoked, or an application for one refused, the authority will automatically record this decision on NR3.
- All applications for a new licence or licence renewal will automatically be checked on NR3. If a search of NR3 indicates a match with an applicant, the authority will seek further information about the entry on the register from the authority which recorded it. Any information received as a result of an NR3 search will only be used in respect of the specific license application and will not be retained beyond the determination of that application.

The information recorded on NR3 itself will be limited to:

- name
- date of birth
- address and contact details
- national insurance number
- driving licence number
- decision taken
- date of decision
- date decision effective

Information will be retained on NR3 for a period of 25 years.

This is a mandatory part of [applying for] [being granted], a hackney carriage / PHV driver licence. The authority has a published policy on the approach it will take to requests by other authorities for further information about entries on NR3, and about the use it will make of any further information provided to it. You can read that policy at <https://www.blackburn.gov.uk/>

Information will be processed in accordance with the Data Protection Act (DPA) and General Data Protection Regulation (GDPR). Any searches, provision or receipt of information of or under NR3 are necessary to the authority's statutory licensing functions of ensuring that all drivers are fit and proper to hold the applicable licence. It is not intended that any NR3 data will be transferred out of the United Kingdom.

If you wish to raise any issue related to the data protection legislation, including by relying on any of the rights afforded to data subjects under the GDPR, you can do so to the authority's Data Protection Officer at [contact details]. This includes submitting a subject access request.

You always have the right to make a complaint to the Information Commissioner's Office (ICO). Advice on how to raise a concern about handling of data can be found on the ICO's website: <https://ico.org.uk/make-a-complaint/>