

APPLICATION FOR A PRIVATE HIRE/HACKNEY CARRIAGE DUAL DRIVER'S LICENCE

(PLEASE COMPLETE IN BLACK INK AND BLOCK CAPITALS)

Which Licence are you applying for [please tick]

Grant [New]	<input type="checkbox"/>
Renewal	<input type="checkbox"/>
Expiry Date	<input type="text"/>
Existing Licence Expiry Date [if applicable]	<input type="text"/>

1 DETAILS OF APPLICANT

a	Mr. Mrs. Miss etc	<input type="text"/>
b	Surname	<input type="text"/>
c	All Forenames	<input type="text"/>
d	Date of birth	<input type="text"/>
	Place of Birth	<input type="text"/>
e	Present address	<input type="text"/>
		<input type="text"/>
		<input type="text"/>
f	Occupation	<input type="text"/>
g	Telephone Number	<input type="text"/>
h	Mobile	<input type="text"/>
i	Email address	<input type="text"/>
j	National Insurance Number	<input type="text"/>

2 APPLICANTS DETAILS CONTINUED

		YES	NO
a	Have you ever held a Private Hire Driver's Licence?	<input type="checkbox"/>	<input type="checkbox"/>
b	Have you ever held a Hackney Carriage Driver's Licence?	<input type="checkbox"/>	<input type="checkbox"/>
c	c.1 If yes - date <input type="text"/>		c.2 place of issue <input type="text"/>
d	Have you ever been refused a licence to drive a Hackney Carriage or Private Hire Vehicle with this or any other Authority?	<input type="checkbox"/>	<input type="checkbox"/>
e	Have you ever held such a licence but had it suspended or revoked?	<input type="checkbox"/>	<input type="checkbox"/>
f	Particulars of employment other than Private Hire or Hackney Carriage driving?	<input type="text"/>	
g	Name and Address of Taxi Operator/Company for whom you will be working for [if applicable]	<input type="text"/>	
		<input type="text"/>	
		<input type="text"/>	

OFFICIAL USE ONLY	Y/N		Y/N		Y/N		Y/N	✓
Penalty Points Dec	<input type="checkbox"/>	CRB Form	<input type="checkbox"/>	DVLA over 3 yrs	<input type="checkbox"/>	VRQ Qualification	<input type="checkbox"/>	
Character Certificate	<input type="checkbox"/>	Medical Certificate	<input type="checkbox"/>	DVLA From	<input type="checkbox"/>	IDS Check	<input type="checkbox"/>	
Declaration Certificate	<input type="checkbox"/>	Officers' initials	<input type="checkbox"/>	Date	<input type="checkbox"/>		<input type="checkbox"/>	

Continues over

ALL DISCLOSURES ARE TREATED IN STRICT CONFIDENCE

I understand that personal information (including medical information and information about convictions and cautions) provided in this application or during the currency of the Licence to which this application relates, may be disclosed to a public meeting of the Council’s Licensing Regulatory Committee, and I consent to such disclosure.

This authority 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 crime. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

SIGNED _____ **DATE** _____

(* Please note that references to Police Cautions include warnings and reprimands issued under Section 65 of the Crime and Disorder Act 1998).

DATE	*CRIMINAL CONVICTIONS/CAUTIONS	COURT	SENTENCE

NOTE: If you have no criminal convictions/cautions please state so by writing ‘no criminal convictions/cautions’ across the boxes above. Please continue on a separate piece of paper

DATE	*MOTORING CONVICTIONS/CAUTIONS/FPN’S	COURT	SENTENCE

NOTE: If you have no motoring convictions/cautions please state so by writing ‘no motoring convictions/cautions’ across the boxes above. Please continue on a separate piece of paper

I ENCLOSE THE FOLLOWING ITEMS IN RESPECT OF:-

CHECK LIST FOR A NEW APPLICATION
(1) The annual fee [see payment form A]
(2) Current driving licence [DVLA Paper or Photo]
(3) Medical report.
(4) Criminal Records Bureau Form [see payment form A]
(5) Identification Required for CRB Form
(6) VRQ B-Tech level 2 qualification

CHECK LIST FOR A RENEWAL APPLICATION
(1) The annual fee [see payment form A]
(2) Current driving licence [DVLA Paper and Photo card]
(3) Medical report. (every three years)
(4) Criminal Records Bureau Form [see payment form A] or Statutory Declaration [No fee]
(5) Identification Required for CRB Form [If necessary]

4. I DECLARE THAT :-

- (1) I have, for at least **3 years prior to the date of this application, been the holder of a full drivers’** licence (not being a provisional licence) under the Road Traffic Act 1972 authorising me to drive a motorcar.
- (2) I am in good health and medically fit to drive a Private Hire Vehicle.
- (4) I understand that if I knowingly or recklessly make a false statement or omit any material particular in giving the information required for this application, I may be liable to prosecution under Section 57 of the Local Government (Miscellaneous Provisions) Act 1976.
- (5) I have read, understood and complied with the notes accompanying this application form.

SIGNED _____ **DATE** _____

NOTE: If this form is not signed and dated it will not be accepted.



CONFIDENTIAL

LANCASTER CITY COUNCIL

Medical Report on an applicant for a Hackney Carriage or Private Hire Driver's Licence

Following completion of the questions in Part A, the applicant must arrange for Part B to be completed by his/her own General Practitioner, and pay any consequential fee for this service. The applicant may choose to consult an alternative General Practitioner for the completion of this report, **but in all cases the doctor completing this report form must have had access to the applicant's medical records.**

**The completed form should then be returned to the
Licensing Section, Town Hall, Dalton Square, Lancaster, LA1 1PJ.
Tel: [01524] 582033. Fax: [01524] 582368. E.Mail: licensing@lancaster.gov.uk**

Please note that a licensed Hackney Carriage / Private Hire Driver must arrange for a medical report to be **completed within three years** of the completion of the last report (annually having attained the age of 65 years). **Before proceeding with this medical report, applicants are advised to observe the guidelines below:**

**GUIDELINES ON THE MEDICAL HISTORY OF APPLICANTS FOR HACKNEY CARRIAGE
AND PRIVATE HIRE DRIVER'S LICENCES**

It is unlikely that a recommendation to issue a licence will be authorised to applicants with a medical history of the following:

*Heart pain (angina), heart attack (ischaemic episode), or irregularity, unless supported by a Specialist's report.**

Uncontrolled and markedly raised blood pressure (hypertension).

Debility from a stroke, from other diseases or injuries affecting the brain, or from a chronic neurological disorder.

Seizures (epilepsy, narcolepsy, or cataplexy), or sudden onset of dizziness / loss of consciousness.

Diabetics requiring insulin injections, or who suffer complications from their diabetes, or from side-effects of treatment.

Severe mental conditions, unless controlled without side effects by medication and supported by a Specialist's report.

Dependency upon, or persistent misuse of alcohol, or of drugs (prescribed or illicit).

Only one good eye (monocular vision), or double vision (insuperable diplopia).

Severe and disabling arthritis, or other serious loss of limb function.

Profound deafness.

*Applicants with the following medical conditions will only be considered following satisfactory exercise testing to Bruce protocol stage 3 or greater **at each renewal**. Please consult your GP for this to be carried out:

Heart pain (angina).

Heart attack (ischaemic episode).

Heart surgery.

It is strongly recommended that applicants ensure that their optician confirms that their visions meet Group 2 Licence requirements **prior to** attending the Medical Practitioner who is to complete part B of this form, in order to avoid the cost of a failed medical examination.

Whether or not the applicant is certified on this form as meeting Group 2 Licence requirements, they shall, if requested by the Council, undergo a medical examination by a Medical Practitioner to be selected by the Council.

Part A

**TO BE COMPLETED BY THE APPLICANT
PLEASE USE BLOCK CAPITALS AND BLACK INK**

1. FULL NAME (BLOCK CAPITALS) _____
2. ADDRESS _____

Postcode _____
3. DATE OF BIRTH _____ (day) _____ (month) _____ (year)
4. NAME AND ADDRESS OF YOUR GENERAL PRACTITIONER, OR OF THE MEDICAL PRACTICE WHO HOLD YOUR CURRENT MEDICAL RECORDS:
NAME _____
ADDRESS _____

5. PLEASE STATE WHETHER THE MEDICAL REPORT IS BEING SUBMITTED IN RESPECT OF A NEW APPLICATION OR THE RENEWAL OF A LICENCE:

NEW [GRANT] / RENEWAL
6. I HEREBY GIVE MY CONSENT FOR THE EXAMINING DOCTOR, THE LICENSING AUTHORITY, AND THE D.V.L.A. TO RECEIVE AND DISCUSS REPORTS FROM GPs AND SPECIALISTS ABOUT MY MEDICAL CONDITION.
7. I HAVE PROVIDED TWO FORMS OF IDENTIFICATION TO BE CHECKED BY THE MEDICAL PRACTITIONER WHO IS TO COMPLETE PART B.
8. I CONFIRM THAT I HAVE BEEN TOTALLY OPEN AND HONEST IN MY APPLICATION, AND THAT I FULLY UNDERSTAND THAT ANY ERRORS OR OMISSIONS MAY INVALIDATE MY LICENCE AND MY INSURANCE.

PLEASE READ ALL THE ABOVE POINTS VERY CAREFULLY BEFORE SIGNING

BUT

**PLEASE DO NOT SIGN UNTIL YOU ARE IN THE PRESENCE OF
THE MEDICAL PRACTITIONER WHO IS TO COMPLETE PART B.**

APPLICANT'S SIGNATURE _____ DATE _____

PART B

MEDICAL REPORT ON:.....

To be completed only by a Medical Practitioner having access to the applicant's medical records

1. <u>Cardiovascular:</u>	Yes	No	Notes
(a) Is there any history of myocardial infarction, any acute coronary syndrome, any persisting anginal pain, or any current need of treatment for anginal pain?	<input type="checkbox"/>	<input type="checkbox"/>	
(b) Is there any clinical or other evidence of any heart failure or disease?	<input type="checkbox"/>	<input type="checkbox"/>	
(c) Is there a history or clinical evidence of any cardiac arrhythmia?	<input type="checkbox"/>	<input type="checkbox"/>	
(d) Is the resting blood pressure consistently 180 mm Hg systolic or more, and / or 100 mm Hg diastolic or more?	<input type="checkbox"/>	<input type="checkbox"/>	
(e) Only complete this section if hypertension is treated by medication: Does this treatment cause any side effects which may interfere with driving?	<input type="checkbox"/>	<input type="checkbox"/>	
(f) Is any form of cardiac pacemaker / defibrillator fitted?	<input type="checkbox"/>	<input type="checkbox"/>	
(g) Is there a history or clinical evidence of peripheral vascular disease, or of aneurysm of any artery?	<input type="checkbox"/>	<input type="checkbox"/>	
(h) Is there a history of any invasive procedure or any form of surgery to the heart, or to the arterial tree?	<input type="checkbox"/>	<input type="checkbox"/>	
2. <u>Endocrine System:</u>			
Is the applicant a diabetic treated by insulin injection, by a combination of a Sulphonylurea with either exenatide or a gliptin, or do they suffer from complications from their diabetes or side effects from its treatment?	<input type="checkbox"/>	<input type="checkbox"/>	
3. <u>Seizures:</u>			
Has the applicant suffered any form of seizure (epilepsy, narcolepsy, or cataplexy), or of altered mental awareness?	<input type="checkbox"/>	<input type="checkbox"/>	
4. <u>Nervous System:</u>			
(a) Is there any disorder of the nervous system?	<input type="checkbox"/>	<input type="checkbox"/>	
(b) Is there a history of any transient ischaemic attack, cerebrovascular accident, or sudden onset of dizziness / loss of consciousness?	<input type="checkbox"/>	<input type="checkbox"/>	
(c) Is there a history of a cerebral surgery or craniotomy, or of a severe head injury?	<input type="checkbox"/>	<input type="checkbox"/>	
(d) Is there any hearing defect to the extent of preventing communication by telephone?	<input type="checkbox"/>	<input type="checkbox"/>	
5. <u>Psychiatric Illness:</u>			
(a) Is there any past history of behavioural problems, psychosis, hypomania / mania, or of schizophrenia?	<input type="checkbox"/>	<input type="checkbox"/>	
(b) Has the applicant suffered from any other mental disorder (with or without medication) during the last six months?	<input type="checkbox"/>	<input type="checkbox"/>	
(c) Is there any past history of dependancy upon, or persistent misuse of alcohol, or of drugs (prescribed or illicit)?	<input type="checkbox"/>	<input type="checkbox"/>	

MEDICAL REPORT ON:.....

6. **Vision:** Yes No Notes

If you do not have the equipment to carry out these checks, please refer the applicant to an ophthalmic specialist or optician:

- (a) (i) Does the applicant fail to meet a standard of 3/60 (Snellen) without correction in both eyes separately?
(ii) Is the visual acuity, using corrective lenses if necessary, less than 6/12 in worse eye, and 6/9 in the better eye?
(b) Has the patient monocular vision or blepharospasm?
(c) Is there insuperable diplopia or a pathological field defect?

7. **Musculoskeletal System:**

Has the applicant any deformity, loss of members, or physical disability (with special attention paid to the condition of the arms, legs, hands and joints) which is likely to interfere with the efficient discharge of his or her duties as a vocational driver? If "yes", please specify.

8. **Other Conditions:**

Does the applicant take any medication, or suffer from any disease not mentioned above (including sleep disorders), which is likely to interfere with the sufficient discharge of his or her duties as a driver, or to cause driving by him or her on a vocational licence to be a source of danger to the public? If "yes", please specify.

If any of the above answers are in the affirmative, please refer to the Guide to the current Medical Standards of Fitness to Drive issued by the Drivers Medical Group at the DVLA before verifying that:

*The applicant meets Group 2 medical standards,

*The applicant does not meet Group 2 standards.

*Please delete as appropriate

Stamp

I have referred to the applicant's medical records in my completion of this report.

Signed Date.....
Medical Practitioner



Driver Group 2 Medical Declaration

I confirm that _____ D.O.B _____

Is a patient registered with this practice and that Dr _____

Has been appointed as an agent of this practice to carry out a medical check on him/her to ensure that he/she meets the DVLA Group 2 Standards as required by Lancaster City Council.

I can confirm that the patients medical records have been released to the GP who has been requested to carry out this medical.

Name of GP _____ Signed _____ Date _____

Address of GP Practice

I confirm that I have been appointed as an agent of the GP practice above to which this patient is registered to carry out a medical check on the patient to ensure that he/she meets the DVLA Group 2 Standards as required by Lancaster City Council. I confirm that in order to carry out this medical check I have had full access to the patients medical records.

Name of GP _____ Signed _____ Date _____

Address of GP

STATUTORY DECLARATION

HCD/PHD No:

I (*insert name*).....DECLARE as follows:

I have not since the date of my last CRB enhanced disclosure, obtained for the purpose of my application for a Private Hire/Hackney Carriage driver's licence, been convicted of any offence, or received any formal caution or fixed penalty in respect of any offence.

Or (delete as appropriate)

I have since the date of my last CRB enhanced disclosure, obtained for the purpose of my application for a private hire/ hackney carriage driver's licence, been convicted of the following offence(s) and/or received the following cautions and/or fixed penalties:

Date of Conviction	Offence	Court	Penalty
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Date of Caution	Offence	Caution received from
------------------------	----------------	------------------------------

Date of fixed penalty	Offence	Penalty and/or points
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I make this declaration in the knowledge that I am required to declare all convictions, cautions and fixed penalties whatsoever recorded against me. I understand that this declaration will be used in considering my application for a private hire/hackney carriage driver's licence, and that making a false declaration may result in prosecution, and/or the revocation or suspension of any licence granted. I further understand that in the event that a subsequent CRB check obtained in respect of a future licence application reveals that this declaration is false, this may constitute reasonable cause for the Council to refuse to grant that future application.

Signed..... Dated.....



**STATEMENT OF POLICY
CONCERNING THE RELEVANCE OF CRIMINAL CONVICTIONS RELATING TO THE
DETERMINATION OF APPLICATION OR RENEWAL FOR A HACKNEY
CARRIAGE/PRIVATE HIRE VEHICLE DRIVER'S LICENCE**

1. When submitting an application for the grant or renewal of a Hackney Carriage/Private Hire Vehicle Driver's Licence, applicants are required to declare all convictions and cautions they may have.
2. The Council recognises that employment plays an important part in preventing ex-offenders from reoffending. Therefore we will also pay due attention to the principles of rehabilitation, so there are no unnecessary barriers for the employment of ex-offenders. However, the Council's role as licensing authority is to protect members of the public who travel in Hackney Carriages and Private Hire Vehicles.
3. Applicants need to be aware that as a consequence of the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 2002, applicants for a licence are excluded from the provisions of the Rehabilitation of Offenders Act 1974 in relation to spent convictions and that **all** convictions and cautions (including motoring convictions and fixed penalties) **must** be declared.
4. We will in all cases verify an applicant's identity and require an enhanced criminal record check (CRB) to be undertaken. Where the check reveals that the applicant has a record of convictions or cautions and warnings, we will consider these carefully on the basis of:-
 - How relevant the offences were to the licence applied for;
 - How serious the offences were; and
 - How recent they were.

We reserve the right to seek intelligence from all 'approved sources' such as the Police, Social Services Alcohol and Drug Rehabilitation Units, Probation Services, Child Protection Agency, General Practitioners, etc.

5. We will consider all convictions based upon the City Council's guidelines. However we will pay special attention to criminal offences involving dishonesty, violence, drugs, alcohol, criminal damage and sexual offences, together with serious offences connected with the driving of a motor vehicle.
6. Whilst a licence is in force, we shall receive updates from the Police and Courts, of new convictions and cautions for licence holders. This will allow us to decide whether action needs to be taken on the continuation of the licence. It is the responsibility of each licence holder to inform the Council of any conviction, caution or fixed penalty arising during the currency of the licence. A criminal record check is required on application, and the first renewal of a licence, and thereafter every three years.
7. Any applicant refused a driver's licence on the ground that he/she is not a fit and proper person to hold such a licence has the right of appeal to a Magistrates' Court. Such appeal must be made within 21 days of being notified of the Council's decision.

GUIDELINES RELATING TO THE RELEVANCE OF CONVICTIONS

NOTE:

For the purpose of these guidelines formal cautions and endorsable fixed penalties shall be treated as though they were convictions.

A. General Arrangements for Determining an Application when a Criminal Conviction has to be taken into account.

- A.1 All convictions will be considered on merit, having regard to the Council's Statement of Policy and these guidelines relating to the Relevance of Criminal Convictions, and will be weighed against the need to protect the public.
- A.2 The application will be determined by the Licensing Section and if any conviction or caution, as laid down in the following relevant conviction guidance, is disclosed through either the application or the Criminal Records Bureau check, the application will be referred to the Licensing Regulatory Committee.

Specific Guidance on the Relevance of Convictions

B Traffic Offences

B.1.1 Traffic Offences [Minor]

- B.1.2 Isolated convictions for minor traffic offences e.g. obstruction, waiting in a restricted street, speeding etc., should not normally prevent a person from being granted a licence.
- B.1.2 If an applicant has received more than six points within the last two years for speeding or other minor offences, the application will be considered by the Licensing Regulatory Committee to determine his/her suitability.
- B.1.2 Convictions relating to minor driving offences committed when the applicant was driving a Hackney Carriage or Private Hire vehicle will be considered in a more serious light.

B2 Traffic Offences [Major]

- B.2.1 More than one conviction for driving without due care and attention or similar offence etc., within the last two years will usually merit refusal and normally no further application will be entertained until a period of at least three years free from convictions has elapsed.
- B.2.2 Convictions for more serious motoring offences such as causing death by dangerous, careless driving or manslaughter will be treated more seriously and a longer period free of conviction (normally a period of between 5 and 10 years) will be required before an application is entertained.
- B.2.3 If an applicant has been disqualified from driving, a period of at least 12 months (after the restoration of the driving licence) should normally be required before an application is entertained.

- B.3.3 Any convictions committed when the applicant was driving a Hackney Carriage or Private Hire Vehicle whilst engaged on licensed activities will be considered in a more serious light and a much longer period of rehabilitation will need to be demonstrated before a licence application will be entertained.

C Drunkenness & Drugs

C.1 With a Motor Vehicle

- C.1.1 A serious view will be taken of convictions of driving or being in charge of a vehicle under the influence of drink or drugs. A conviction for these offences will raise grave doubts as to the applicant's fitness to hold a licence. A period of 3 years (after restoration of the driving licence) would normally be required before a licence application is entertained.
- C.1.2 If there is any suggestion that the applicant is an alcoholic or has a drug problem, a medical examination with a doctor nominated by the Council will be arranged (the costs of which will be born by the applicant) before an application is entertained. If the applicant is found to be an alcoholic or a drug addict, normally a period of between 5 to 10 years will need to elapse after completion of treatment before a further licence application is entertained.
- C.1.3 Convictions for offences relating to alcohol or drug abuse committed when the applicant was driving a Hackney Carriage or Private Hire will be considered in a more serious light and a much longer period of rehabilitation will need to be demonstrated before a licence application will be entertained.
- C.1.4 In this instance confirmation may be sought from a doctor nominated by the Council that the rehabilitation programme has been effective.

C.2 Not in a Motor Vehicle

- C.2.1 An isolated conviction for drunkenness or drugs need not debar an applicant from gaining a licence, although further consideration of the application should be required having regard to the circumstances of the offence. However, a number of convictions would usually merit refusal and normally no further application will be entertained until a period of at least 3 years free from convictions has elapsed.

D Indecency Offences

- D.1 As Hackney Carriage and Private Hire Vehicle drivers often carry unaccompanied passengers, applicants with convictions for sexual offences will normally be refused until they can show a substantial period free of such offences.
- D.2 Applications will be refused in cases where the applicant remains on the Sex Offenders Register.
- D.3 Convictions relating to offences of indecency committed when the applicant was driving a Hackney Carriage or Private Hire Vehicle will be considered in a more serious light and a much longer period of rehabilitation will need to be demonstrated before a licence application will be entertained.

E Violence and Abusive Behaviour

- E.1 As Hackney Carriage and Private Hire Vehicle drivers maintain close contact with the public, a firm line will be taken with applicants who have convictions for violent or abusive offences. This category includes public order offences and criminal damage.
- E.2 At least five years free of such convictions will normally be necessary before an application is entertained and even then a strict warning as to future conduct will be given.
- E.3 Convictions for offences relating to violence committed when the applicant was driving a Hackney Carriage or Private Hire vehicle will be considered in a more serious light and a much longer period of rehabilitation will need to be demonstrated before a licence application will be entertained.

F Dishonesty

- F.1 Hackney Carriage and Private Hire Vehicle drivers are expected to be persons of trust. The widespread practice of delivering unaccompanied property is indicative of the trust that business people place in drivers. Moreover, it is comparatively easy for a dishonest driver to defraud the public by demanding more than the legal fare, etc. Foreign visitors can be confused by the change in currency and become "fair game" for an unscrupulous driver.
- F.2 For these reasons a serious view will be taken of any conviction involving dishonesty. Normally, a period of three to five years free of conviction will be required before entertaining an application.
- F.3 Convictions for offences relating to dishonesty committed when the applicant was driving a Hackney Carriage or Private Hire Vehicle will be considered in a more serious light and a much longer period of rehabilitation will need to be demonstrated before a licence application will be entertained.

G Offences Under The Town Police Clauses Act 1847 And Part II Of The Local Government (Miscellaneous Provisions) Act 1976 And Any Hackney Carriage Byelaws (The Acts).

- G.1 One of the main purposes of the licensing regime set out in "the Acts" is to ensure the protection of the public. For this reason, a serious view will be taken of convictions for offences under the legislation, particularly offences of illegal plying for hire, when deciding if a person is a fit and proper person to hold a licence.
- G.2 In particular, an application will normally be refused where an applicant has more than one conviction for an offence under "the Acts" in the five years preceding the date of the application.
- G.3 Convictions for offences relating to 'The Acts' committed while licensed as a Hackney Carriage or Private Hire Driver, Proprietor or Operator will be considered in a more serious light and a revocation of the appropriate licences may be instigated.