

Hackney Carriage/Private Hire Driver Licence Renewal Application

Please read this Guidance

This is your application for the renewal of your Hackney Carriage/Private Hire Drivers Licence. Before you complete the form you should read the following information.

As the Licensing Authority for Cardiff we are empowered to check with the Disclosure & Barring Service (DBS) for the existence and content of any criminal record held in the name of an applicant. Licensing complies fully with the DBS Code of Practice details of which are available on the Disclosure website at www.homeoffice.gov.uk/dbs

As you are no doubt aware, such checks are made prior to the grant of a licence, however, they are also checked every three years on the renewal of a Drivers Hackney Carriage/Private Hire Licence.

Disclosure & Barring Service (DBS) E-Bulk System

Please note that our driver renewal process has changed. **You will not be able to renew your licence until your Disclosure and Barring Service (DBS) certificate has been received.**

It can take up to 60 days for your certificate to be returned. This process is outside the control of Cardiff Licensing Department, so please start the DBS process at the earliest opportunity to avoid any delays.

Cardiff's licensing Department is now using the Vale of Glamorgan's DBS E-Bulk system. Please note the process must be done through the Public Carriage Office and not via any other online website.

Upon receipt of your renewal letter, please follow these steps:

If you are signed to the DBS Update Service go straight to Step 4 (We will need to see your Driving Licence and or a Passport and a Proof of Address)

Step 1. Email us at taxidbs@cardiff.gov.uk the following details: *Your Full name and Badge number.*

Step 2. We will Email you a Username and Password for you to complete the DBS form online.

Step 3. The DBS automatically notify us when you have completed this, you will need to attend the Public Carriage Office so that we can verify your identification. Please ensure you bring all the relevant ID documents and the £41 fee with you.. Guidance on acceptable ID documents can be found at: <https://www.gov.uk/government/publications/dbs-identity-checking-guidelines/id-checking-guidelines-for-dbs-check-applications-from-3-september-2018>

We will need to see Proof you have the Right to Work in the UK, please go to the following Government Website for a full list <https://www.gov.uk/government/publications/right-to-work-checklist>

All EU Passport holders, will need to provide the EU Settlement Scheme Share Code

All Residence Permit or Card holders must use the Home Office online service to obtain a Check Code

[Prove your right to work to an employer - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/prove-your-right-to-work-to-an-employer)

The Government has put in place a new addition to the checks the Council must undertake before issuing a licence.

From 4 April 2022 you'll need to complete a tax check with HM Revenue and Customs (HMRC) as part of the renewal process. This is similar to the DVLA driving licence check code which taxi drivers already provide as part of the application process.

Step 4. Once we have received the DBS Result, you attend the Public Carriage Office again, with the completed Renewal Application form, 2 recent passport photographs, and your old badges. We will do a DVLA check, a HMRC check and your badges will then be renewed, this Licence can be renewed up to 28 days prior to the expiry date but not until we have had Disclosure and Barring Service Result.

Please ensure that you complete the DBS online form accurately, including correct spellings and full address history. Errors or missing information may lead to the DBS cancelling your application and you will need to apply and pay again.

DBS Update Service

It is strongly recommended that all drivers join the DBS Update Service, as it will avoid delays and may make the process far easier on your next renewal. You must join the Update Service within 20 days of your certificate being issued. Further information can be found at: <https://www.gov.uk/dbs-update-service>

**Please read the guidance notes before filling in the application form and obtain the following Check Codes:
These are Case sensitive**

Please note: All drivers over 70 years of age or drivers who have a medical condition must provide an annual medical certificate (Forms available at the Public Carriage Office)

THE FOLLOWING CHECK CODES NEED TO BE OBTAINED BEFORE YOU ATTEND THE PUBLIC CARRIAGE OFFICE

DVLA www.gov.uk/view-driving-licence Please provide the share code below, by providing the code you are consenting to the Council undertaking a check of your DVLA driving licence. This is Case Sensitive.

DVLA Check Code									
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Tax Checks

The Finance Act 2021 introduced tax checks as part of applications to renew licences for taxi and private hire drivers and private hire operators.

This section is only applicable if you are doing any of the following:

- Renewing a licence; or
- Applying for the same type of licence you previously held, that ceased being valid less than a year ago; or
- applying for the same type of licence you already hold with another licensing authority

Please see declaration point 6 below.

Tax Check Code									
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Further details about how to obtain a Tax Check Code is available at:

<https://www.access.service.gov.uk/login/signin/creds>

<https://www.gov.uk/guidance/check-employment-status-for-taxiworker>



Hackney Carriage/Private Hire Driver Licence Renewal Application

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

Please complete this form in block capitals and enter ticks where appropriate. Please note this form will NOT be processed unless ALL sections below are completed.

1. Applicant Details

Full name:		Driver badge number:	
Home address Inc Postcode:			
Date of birth:		National Insurance number:	
Email:		Mobile number: And Landline	

Country of birth:		
Nationality:		

Do you have permission to lawfully reside in the UK?	Yes		No	
Do you have permission to lawfully work in the UK?	Yes		No	

Do you work with a Private Hire Operator?	Yes		No	
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If you answered yes above, please provide the Operator's Name

2. Health

Cardiff Council requires applicants to meet the Group 2 medical standards. You must immediately notify the licensing authority of any change in your medical fitness which may affect your driving or abilities to carry out the duties of a Hackney Carriage or Private Hire Driver.

You may be required to provide a medical certificate and/or undergo a medical examination carried out by a doctor appointed by the Council. Please note that applicants over 70 years old or insulin dependent diabetics will be required to submit a medical certificate signed by a registered medical practitioner.

Are there any changes to your medical fitness that may affect your driving or ability to carry out your duties as a Hackney Carriage/Private Hire driver?	Yes		No	
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You must immediately notify the licensing authority of any change in your medical fitness which may affect your driving or abilities to carry out the duties of a Hackney Carriage or Private Hire Driver.

3. Declaration of Previous Convictions etc.

As part of the application process, the Council will undertake a check of your Enhanced Disclosure Certificate via the Disclosure and Barring Service Online Update Service. By providing the details below, you are providing your consent for Cardiff Council Licensing to undertake any checks required on the DBS Update Service to ensure that your certificate is acceptable.

3a. Do you currently subscribe to the DBS Online Update Service?	Yes		No	
3b. Do you consent to the Council checking your certificate via the update service as part of your renewal application?	Yes		No	

If you answered yes, please enter your current certificate number here:

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3c. Have you been convicted of a road traffic offence, received a fixed penalty notice or received points on your DVLA licence since your last renewal?	Yes		No	
3d. How many penalty points are currently on your DVLA Driving Licence?				

If you answered yes, please give details below:

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3e. Have you been convicted or received a caution or fixed penalty notice for any offence other than motoring offences?	Yes		No	
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If you answered yes, please give details below

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3f. Do you have any driving and/or criminal prosecutions pending against you?	Yes		No	
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If you answered yes, please give details below including the hearing date

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3g. Have you ever had a Hackney Carriage / Private Hire Drivers Licence refused / revoked / suspended by Cardiff Council or any other local authority?	Yes		No	
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If yes, please give dates and brief details:

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5. Declaration

Please read this section carefully and only sign it if you understand it and you accept each of the statements.

- (1)** I hereby declare that I have checked the information given on this Hackney Carriage/Private Hire Driver Licence Grant application form and that it is true to the best of my knowledge. I make this declaration in the knowledge that if I have knowingly or recklessly made a false statement or make a misleading omission, I shall be liable to prosecution and that my licence (if granted) will be liable to be suspended or revoked.
- (2)** I understand that any licence will be subject to the provisions of:
 - a. The Town Police Clauses Act 1847
 - b. the Local Government (Miscellaneous Provisions) Act 1976
 - c. the Council's byelaws and licence conditions and to any other relevant laws, byelaws or regulations which come into force

(3) Disclosure and Barring Service (DBS) – Privacy Policy

For applicants making an application for a DBS check:

I have read the Standard/Enhanced Check Privacy Policy for applicants <https://www.gov.uk/government/publications/dbs-privacy-policies> and I understand how DBS will process my personal data and the options available to me for submitting an application.

(4) NR3 National Register of Refusals and Revocations

When we receive an application for a licence, we will check the applicant's details on the register to confirm that there is no record of them having being revoked or refused elsewhere.

The licensing authority will add basic details about drivers when we refuse an application or revoke their licence. The details contained on the register are limited to information that will help to identify an individual to a certain degree of accuracy. The register does not include any information about why an application was refused or a why a licence was revoked. For more information please see:

(5) Data Protection Act 2018

Any data supplied by you on this form will be processed in accordance with Data Protection Act requirements and in supplying it you consent to the Council processing the data for the purpose for which it is supplied. All personal information provided will be treated in the strictest confidence and will only be used by the Council or disclosed to others for a purpose permitted by law.

The Council has a duty to protect the public funds it administers, and to this end may use the information that you provided in respect of your licensing application and the data held within the authority for the prevention and detection of fraud. Where required, it may also share this information with other bodies administering public funds and other organisations solely for these purposes. Under Article 6(1)(e) of the GDPR, we are permitted to use your personal data for our public tasks.

We will also share your data if we are required to do so by law, for example, by court order, a regulatory body exercising statutory powers or to prevent fraud or other crime.

(6) Tax Check (where applicable)

The Finance Act 2021 introduced tax checks as part of applications to renew licences for taxi and private hire drivers and private hire operators.

I confirm that I have read the [guidance](#) by HMRC on registering my tax check.

By providing my HMRC tax check code I am consenting to the Council confirming with HMRC that I have carried out a tax check.

I understand that I will not be granted a licence if I do not provide a tax check code.

Applicants are advised that it is a criminal offence to knowingly or recklessly make a false statement or to omit any material particularly in giving information.

I understand and accept each of the 6 declaration statements above.		
Signature:	Date:	
Print Full Name:		

Mae'r ffurflen hon hefyd ar gael yn Gymraeg / This form is also available in Welsh

FOR OFFICIAL USE ONLY

Photos	Yes	No			DBS Check CLEAR	Yes	No
Old Badges	Yes	No			Date of last Offence		
Proof of Right to Work/EU Settlement Scheme Checked	Yes	No			Processing Officer:		
DVLA Check	Yes	No					
Any Endorsements?	Yes	No					
NAFN Check	Yes	No			Receipt No	Amount Paid	£
HMRC Check	Yes	No					

NOTES – FILE TO GO TO UPSTAIRS?

Cardiff Council has an ethnic monitoring scheme to make sure that we serve all of our community equally. The information provided will be separated from your file and kept anonymously. Please help us by taking a few moments to complete this form.

What type of Licence are you applying for _____

Do you consider yourself to be Welsh? Yes No

Now please choose **ONE** of the following:

White

British Irish European

Any additional White background: _____

Black

British African Caribbean

Any additional Black background: _____

Asian

British Pakistani Indian Bangladeshi

Any additional Asian background: _____

Mixed Race

White & Black Caribbean White & Black African White & Asian

Any additional Mixed Race background: _____

Chinese or other Far Eastern

British Chinese Chinese Vietnamese

Japanese Korean

Any additional Chinese or Far Eastern background: _____

Any additional ethnic background not already listed (please state):

If you wish documents to be supplied to you in Welsh, please tick here:

Are you: Male Female

If you do **not** wish to tell us your ethnic background, please tick here: