



## Hackney Carriage/Private Hire Driver RENEWAL Application

Please return your completed application form to:

Monmouthshire Licensing Section, County Hall, The Rhadyr, Usk,  
Monmouthshire, NP15 1GA

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

*Please read the Taxi and Private Hire Licensing Policy before completing this form to ensure that you understand the Licensing requirements to become a Hackney Carriage/Private Hire driver*

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.

The Council has published a statement of policy about the relevance of convictions which is available at [www.monmouthshire.gov.uk/licensing](http://www.monmouthshire.gov.uk/licensing) or as a hard copy from the Licensing Section. **You should read this document before completing your application.**

### 1. Current Licence Details:

Licence Type:	Hackney Carriage/Private Hire Driver Licence		
Licence / Badge Number:			

### 2. Applicant's Details

Applicant's Full Name:			
Applicant's Address:			
Post Code:			

Date of Birth:	DD/MM/YYYY	National Insurance No:	
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Landline Number		Mobile Number	
Email:			

Please provide details of the Private Hire Operator or Hackney Carriage Proprietor that you work for (if any)?	Enter Operator name
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### 3. Driving Details etc.

DVLA Driving Licence Number	
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As part of the application process, the Council will require you to complete a driving entitlement online consent mandate (three year mandate) to undertake an online check of your DVLA driving licence.

Date you obtained a full DVLA driving licence:	DD/MM/YYYY
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### 4. Tax Checks

**This section is only applicable if you are making an application on or after 4 April 2022**

The Finance Act 2021 introduced tax checks as part of applications to renew licences for taxi and private hire drivers and private hire operators. **You will not be granted a licence if you do not provide a taxi check code.**

Applicants may obtain a tax check code by visiting [www.gov.uk/guidance/complete-a-tax-check-for-a-taxi-private-hire-or-scrap-metal-licence](http://www.gov.uk/guidance/complete-a-tax-check-for-a-taxi-private-hire-or-scrap-metal-licence)

Please clearly provide your Tax Check Code using the box provided

Tax Check Code									
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### 5. Declaration

Your licence could be suspended or revoked if you're not truthful when confirming the following statements.

Check each box if you agree with the following statements:

- A.  I confirm that I haven't received a criminal or driving conviction, caution or reprimand since my last licence was issued (including DVLA points) You must tell us about any convictions or cautions, even if they have expired.\*

- B.  I consent to Monmouthshire County Council to undertake a check of my Enhanced Disclosure Certificate via the Disclosure and Barring Service Online Update Service.
- C. Please insert your current DBS certificate Number: Enter number.
- D.  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.
- E.  I confirm that I'm not being investigated for any offence by the police or other agency in relation to benefits, customs or immigration.
- F.  To the best of my knowledge, I confirm that I haven't developed a medical condition since my last licence was issued and I understand I will be required to obtain a medical certificate as required by the Council.
- G.  I confirm that I have the right to work in the UK and I understand that I will be asked for documentation to prove this\*\*
- H.  I will read and comply with the Bylaws and any Conditions attached to the grant of the licence.
- I.  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.
- J.  I have enclosed the safeguarding and CSE awareness course certificate issued by Torfaen Training.
- K.  I have enclosed a recent passport style photograph / jpeg image of myself.
- L.  I have submitted the relevant fee
- M.  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.

If you are unable to confirm any of these statements, you must submit full details to the licensing Team with this application form.

Signature:	Date:	DD/MM/YYYY
Print Full Name:		

\*Any spent convictions or cautions must be disclosed as explained in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended.

\*\* Your right to work in the UK will be checked as part of your licensing application, this could include the licensing authority checking your immigration status with the Home Office. You must therefore provide a document or document combination that is stipulated as being suitable for this check. The list of documents is set out at in the [guidance](#). You must bring the original document(s), such as a passport or biometric residence permit as indicated in our published guidance, so that the check can take place. The document(s) will be copied and the copy retained by the licensing authority. The original document will be returned to you. Alternatively you may provide a right to work online check code.

If there are restrictions on the length of time you may work in the UK, your licence will not be issued for any longer than this period. In such circumstances, the check will be repeated each time you apply to renew or extend your licence. If, during this period, you are disqualified from holding a licence because you have not complied with the UK's immigration laws, your licence will lapse and you must return it to the licensing authority, failure to do so is a criminal offence.

**Data Protection** – Monmouthshire County Council is the data controller for this process. Information about you on this form will be used to process your licensing application. In processing your application, the information may be shared between Council departments, other agencies and the public where necessary and/or in accordance with statute. The Council has a duty to process your information fairly. Information we hold must be accurate, up to date, is kept only for as long as is necessary and is otherwise shared only where we are legally obliged to do so. You have a legal right to obtain details of the information that we hold about you. For full Data Protection policy, information and rights please see [Privacy Statement](#)

### **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