



Directorate for Communities and the Environment Licensing Section
 Morecambe Town Hall, Marine Road
 East Morecambe LA4 5AF
 Tel: 01524 – 582033
 Email:licensing@lancaster.gov.uk

Private Hire / Hackney Carriage / DUAL Driver Licence Application (Please complete ALL SECTIONS and in black ink and BLOCK Capitals)

Please select which Licence you are applying for:

NEW
 Renewal

Existing Licence Number:

e.g. 1	2	3	4

Expiry Date:

e.g. 3	1	1	2	1	9

Please select which licence you are applying for:

Private Hire
 Hackney Carriage
 Dual (PH+HC)

Title of Applicant:	Mr / Mrs / Ms / Miss / Other (please state) <small>(Please select one)</small>				
First / Middle Name of Applicant:					
Surname of Applicant					
Date of Birth <small>(i.e. 01-01-1980)</small>					
Place of Birth: <small>Town / City and Country:</small>					
Current Home Address <small>(including postcode)</small>					
	Postcode:				
NI Number					
Contact Telephone No:	<small>Landline</small>			<small>Mobile</small>	
Email Address:					
DBS Update Service details: <small>Join within 19 working days from issue of certificate.</small>	Update Service ID				
	Certificate Number				
	Surname on Certificate				

Which Operator do you work or intend to work for?	
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Have you ever held a Private Hire / Hackney Carriage Driver Licence with Lancaster City Council or any other Local Authority?

- No**
- Yes** *if so details below.*

Authority Name: _____

Have you ever had a licence Refused / Revoked / Suspended by any Local Authority?

- No**
- Yes** *if so details below.*

Authority Name: _____

Continue on last sheet if required...

CRIMINAL / DRIVING CONVICTIONS OR CAUTIONS

ALL DISCLOSURES ARE TREATED IN STRICT CONFIDENCE

1. Please list ALL Criminal Convictions (including spent convictions)

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

Date of Conviction	*Criminal Convictions / Cautions (offences)	Court	Sentence

Please continue on next sheet if required...

I can confirm I have no criminal convictions / cautions

2. Please list ALL Driving Convictions (current + expired)

Date of Conviction	Reason	Offence Code	Sentence (Fine / Points)

Please continue on next sheet if required...

I can confirm I have no driving convictions

3. Are you aware or have been:

- Part of any enquiries or investigations of any kind or description (including motoring and / or Hackney Carriage / Private Hire) being made at the present time by the Police or any Local Authority involving you?
- Been arrested in the past for any offence for which you were not charged or convicted of?
- Served Summons for any offence which has been heard or not heard yet at Court?

No

Yes (details below)

4. FOR RENEWAL APPLICANTS ONLY

Have you since your last medical suffered any medical condition, had any medical procedure, are aware of any current condition not mentioned in your last medical or are under observations by any doctor?

- No**
- Yes** (details below)

ADDITIONAL INFORMATION

Additional relevant information / Convictions:

5. PLEASE READ THE FOLLOWING PRIOR TO SIGNING

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 Committee, and I consent to such disclosure.

We will use your personal information in a manner compatible with the General Data Protection Regulations (GDPR).

Any disclosures or sharing of information will only take place where required or permitted by law. For further information please see the council's [Privacy Statement](#) at: www.lancaster.gov.uk/information/data-protection on the council's Website.

I DECLARE AND CONFIRM THAT:-

- a) I have, for at least 12 months prior to the date of this application, been the holder of a full DVLA driver' licence (not being a provisional licence) under the Road Traffic Act 1972 authorising me to drive a motorcar.
- b) I am in good health and medically fit to drive a Hackney Carriage and / or Private Hire Vehicles.
- c) 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.
- d) I have read, understood and complied with the notes accompanying this application form.
- e) **I have provided documents to demonstrate I am legally entitled to work in the UK**

SIGNED _____ **DATE** _____

DOCUMENTS REQUIRED

NEW applicants

Prior to the submission of an application, it is advised applicants complete the components of a valid application in the following order;

- Completed DBS Form with Identification documents and submit to the Licensing Authority with associated fee (£44.00), then arrange;
- Lancaster & Morecambe College course (pass all modules)
- 'The Blue Lamp Trust' **or** Lancaster Training Services Taxi Driver Test
- Group 2 Medical Form (completed by own GP or doctor who has full access to patient records)

Once the above have been completed, the following need to be submitted to Licensing:

- Completed Application Form
- 2 x recent Passport Size colour photographs (no caps and hats)
- DBS certificate and DBS Update Service details
- The Blue Lamp Trust or Lancaster Training Services certificate
- Certificate / Results from Lancaster & Morecambe College
- DVLA Driving Licence Photo card / Old Style Paper Licence
- DVLA check code
- Group 2 Medical Form (completed by medical practitioner who has sight of applicants medical summary)
- Relevant Fee
- Right to work documents

Renewal Applications

- Completed Application Form
- DVLA Driving Licence Photo card / Old Style Paper Licence
- DVLA check code
- Medical Form (completed by own GP or doctor who has full access to patient records)
- DBS Update Service details
- Relevant Fee (card payments ONLY)
- Right to work documents

*** (You may be required to submit by an officer of Licensing Section, a recent passport size photograph if your appearance has changed. This is to update your photo on your driver badge)**

OFFICE USE ONLY

Date Received		Officer initials	
Licence fees		DBS Update Service details provided?	Yes / No
Right to work documents seen	Yes / No	TOTAL PAID £	
ALL Documents submitted?	Yes / No	If NO which documents outstanding:	
NR3 Register check	Yes / No	NR3 Check	YES/NO
Licence issued date:		Officer issued by:	

