

ALLERDALE BOROUGH COUNCIL  
Allerdale House  
Workington  
Cumbria  
CA14 3YJ



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

(Before completing please read the Notes to Applicants carefully)

1. Full name of applicant	
Full address of applicant	
Post Code	
Date of Birth	
Telephone Number	
Mobile Number	
E-mail Address	
2. Business name and address of Employer for whom you will drive	
Post Code	
Telephone Number	
3. Name and address of Employer if employment as a Hackney Carriage or Private Hire Vehicle Driver is not sole occupation	
Post Code	
Telephone Number	

4. Current Driving Licence Number	
Number of years full licence held	<input type="text"/> Years
5. National Insurance Number	
6. Referees (see Note 5)	Name: Address:  Name: Address
7. (a) Have you ever held a Hackney Carriage or Private Hire Driver's Licence?	Yes <input type="checkbox"/> No <input type="checkbox"/>
(b) If YES, has it ever been suspended or revoked? If so, give details	
(c) If NO, have you ever been refused such a licence? And, if so, by whom?	
8. Type(s) of Licence required (see Note 6):	<input type="checkbox"/> HACKNEY CARRIAGE <input type="checkbox"/> PRIVATE HIRE
9. Is this application for the Grant or Renewal of a Licence?	<input type="checkbox"/> GRANT <input type="checkbox"/> RENEWAL

If Renewal – Please give Licence Number	<div style="border: 1px solid black; width: 80%; margin: 0 auto; height: 30px;"></div>
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I hereby apply for the grant/renewal of the Licence(s) specified at 8 and 9 aforementioned and I declare that I have for at least 12 months immediately prior to the date of this application held a licence (not being a provisional licence) under the Road Traffic Act, 1988, authorising me to drive a motor car. I understand it is an offence to knowingly or recklessly make false statement or omit any material particulars in giving the above information. Such an offence could result in a fine on summary conviction not exceeding £1,000.00.

I enclose the following:

- (a) My current D.V.L.A. driving licence
- (b) The Council's medical questionnaire (MED 1) duly completed as to my fitness to drive a hackney carriage or private hire vehicle.
- (c) Where relevant, a registered Medical Practitioner's Certificate (MED 2) see Note 7. \*
- (d) An enhanced Criminal Records Bureau disclosure form (if applicable). See Note 11.
- (e) Statutory Declaration (if applicable). See Note 11.
- (f) Driving Standards Agency Pass Certificate (if applicable).\*
- (g) Two recent passport style photographs measuring approximately 4 cm x 3 cm.
- (h) Expired badge (renewals only).

\*Note

These documents do not need to be presented on application. Approval of application will be subject to receipt of documents.

The fees payable amounting to £ (see Note 6)

I confirm that I have received a copy of the Conditions of Applications and Licences relating to the Regulations of Hackney Carriage/Private Hire Drivers, Operators and Vehicles.

Date:	
Signed:	



## ALLERDALE BOROUGH COUNCIL

### NOTES TO APPLICANT

1. Licences to drive a hackney carriage/private hire vehicle will not be issued to any person under 21 years of age.
2. Any person who has, within the period of five years immediately prior to the date of application, been disqualified from driving as a result of any drink or drugs related offences will have their application considered by the appropriate Committee of the Council. For further information please refer to the document relating to guidance on convictions. This is available either by request or on the council's website ([www.allerdale.gov.uk](http://www.allerdale.gov.uk)).
3. Any person with a shorter period than twelve months of the termination of a driving ban, at the date of application, will have their application considered by the appropriate Committee of the Council (except where the disqualification was during the currency of a hackney/private hire drivers licence).
4. Any person who has at the date of application eight or more current penalty points endorsed on their Department of Transport Driving Licence will have their application considered by the appropriate Committee of the Council.
5. Please provide full names and addresses of two referees from whom the Council may seek character references.
6. Applicants (GRANTS ONLY) should state whether they require a licence to drive hackney carriage or private hire vehicles or whether they require both types of licence. The fee for each type of licence is £63.00 (i.e. £126.00 for both) plus £36.00 if disclosure is required from the Criminal Records Bureau. **APPLICANTS MUST BE AWARE THAT FEES ARE NON-REFUNDABLE.**
7. All applicants for the initial grant of a licence to act as the driver of hackney carriages and/or private hire vehicles must arrange for a medical examination (MED.2), and in the case of renewals, applicants aged 46 years or over must arrange for a medical examination and completion of the Questionnaire form (MED.2) by a registered medical practitioner every three years. The form (MED.2) is obtainable from the Council. Any fee payable for the medical examination is to be paid directly by the applicants to the medical practitioner. In the case of applicants aged 65 years or over, a (MED.2) must be completed on an annual basis.
8. Unless otherwise specified, a licence to act as the driver of hackney carriages and/or private hire vehicles will be issued for a period of one year except in those cases where the registered medical practitioner recommends a more

frequent medical examination or the Licensing Committee grant a licence for a shorter duration.

9. Any driver who may wish to claim exemption from carrying 'assistance dogs' on medical grounds must apply for exemption. Details of the exemption procedure is available from the Licensing Office.
10. The attention of applicants is drawn to the attached conditions of application for licences.
11. (a) An enhanced Criminal Records Bureau disclosure is required for all grant applications and every three years for renewal applications. An additional fee of £36.00 is payable at the time of application for this.  
  
(b) If a disclosure is required and you can supply a previous one which is less than 3 years old, this will be accepted providing it is accompanied by a statutory declaration sworn in front of a Solicitor or other Commissioner for Oaths.
12. All grant applications after 1<sup>st</sup> June, 2002 must be accompanied by a Driving Standards Agency Pass Certificate.
13. On renewal of a licence a new badge can be issued immediately on production of the expired badge.
14. The Licensing Department is based at the Town Hall, Oxford Street, Workington or if posting this form please send to:

The Licensing Department, Allerdale Borough Council, Allerdale House,  
Workington, Cumbria, CA14 3YJ

N.B. Your attention is drawn to the fact that supplied information is to be stored on computer. You therefore have certain rights to view the information. Such requests must be made in writing and a fee of £10.00 is payable. Your rights are set out in the Data Protection Act, 1998.

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**MED 1**

**MEDICAL QUESTIONNAIRE TO BE COMPLETED BY  
 APPLICANTS FOR HACKNEY CARRIAGE/ PRIVATE HIRE  
 DRIVER'S LICENCES**

PLEASE USE BLOCK LETTERS IN COMPLETING THIS FORM

Full Name:	
Address:	
Telephone No:	
Date of Birth:	

ALL QUESTIONS MUST BE ANSWERED. PLEASE DO NOT LEAVE BLANKS

QUESTION	ANSWER
1. Name and address of family doctor or medical advisor.	1.
2. Do you suffer, or have ever suffered from epilepsy, vertigo, sudden attacks of disabling giddiness or fainting or any nervous or mental illness? If yes, please give details	2. Yes <input type="checkbox"/> No <input type="checkbox"/>

<p>3. Do you suffer, or have ever suffered from any heart or lung disorder, chronic indigestion, chronic cough, pains in the chest or blood disorder? If yes, please give details.</p>	<p>3.</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>4. Do you suffer from any deformity or loss of limbs or restricted movement of any limbs? If yes, please give details</p>	<p>4.</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>5. Can you read a car number plate at a distance of 25 yards, with glasses if worn?</p>	<p>5.</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>6. Do you suffer from colour blindness?</p>	<p>6.</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>7. Please enter any further information regarding your health not given above which should be taken into account</p>	<p>7.</p>

I hereby declare that the answers overleaf are true and complete and that I have not withheld any information that would help in determining my fitness to drive a hackney carriage or private hire vehicle. I understand failure to disclose any material information will result in my application being refused or my licence being revoked, and that to knowingly withhold information, or make reckless statements could result in a fine on summary conviction not exceeding £1,000.00.

I agree that if it is considered necessary, my family doctor or other medical adviser may be contacted regarding my health.

Date:	
Signed:	

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## STATUTORY DECLARATION

I, (full name)	
Of (address)	
Date of Birth	

1. I have not been convicted, nor am I awaiting trial or sentence for, any offence since:-

*(Date of last enhanced Criminal Records Bureau check)*

OR:

2. I have been convicted, or am awaiting trial or sentence for, an offence or offences, since the date of my last enhanced Criminal Records Bureau check and I list below every offence for which I have been convicted; or am awaiting trial or sentence for, whether or not it is spent within the terms of the Rehabilitation of Offenders Act, 1974, together with the date and place where the offence was committed, the court which dealt with the matter, the date the sentence was imposed and the sentence imposed by the Court or the date the matter is next before the Court. I have not been convicted for any other offences.





## DO YOU NEED A CRB THIS YEAR?

### **If yes.....read on**

Have you had a CRB Enhanced Disclosure done with another authority in the last 3 years?

If it has been done in the last 3 months we will accept it. If it is more than 3 months old then you will need to take the Statutory Declaration Form enclosed to a Solicitor or Commissioner for Oaths and declare that you have not been convicted (or waiting to be convicted) since the date of your CRB Disclosure.

Then bring both documents in when you apply for your badge and we will take a copy and return them to you.

### ***If you still need to have a CRB Disclosure.....***

You will need to fill in the following sections on the form using **BLACK INK (this is very important, the CRB will not process your application if it is filled in with any other colour)**

**Section A** - Your name and address etc.

**Section B** - You must try and put as much information about your position in to line 13, i.e. Driver on school run...then enter your employer or your company details.

**Section C** - Details of other names you may have used and details of where you were born etc.

**Section D** – Have you lived at your current address for less than 5 years? You will need to supply an address that covers you for 5 years....if you need additional sheets please ask a member of staff

**Section E** – You do not need to fill this section in

**Section F** - You do not need to fill this section in

**Section G** – We have an account with the CRB so you will need to make any payments to Allerdale Borough Council

**Section H** – Sign and Date the application

When you apply for a CRB Disclosure you will need to bring **3** documents to prove your identity....Your **Driving Licence** can be used to prove your identity (and it doesn't have to be the new photo card type)

Did you know you can use a **Valid Insurance Document** as a document of identity and you can use your **Vehicle Registration Document (V5)**.

**Other documents include:**

Passport	Birth Certificate	Credit Card Statement Store Card Statement
Marriage Certificate	P45/P60 Statement	Mortgage Statement
Bank or Building Society Statement	Utility Bill	Valid TV Licence

**If you do not think you will be able to provide enough documentation please contact us**

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MED 2

**REGISTERED MEDICAL PRACTITIONER'S CERTIFICATE,  
 ASSOCIATED WITH AN APPLICATION FOR A HACKNEY  
 CARRIAGE/PRIVATE HIRE DRIVERS LICENCE**

**APPLICANT'S DETAILS**

Full Name:	
Address:	
Date of Birth:	

<b>QUESTION</b>	<b>ANSWER</b>
1. Is this applicant to the best of your judgement, subject to epilepsy, vertigo, sudden attacks of disabling giddiness or fainting or any mental disorder or defect likely to affect his/her efficiency as a driver of a hackney carriage or private hire vehicle?	1.
2. Does he/she suffer from any heart or lung disorder or defect which might interfere with the efficient performance of his/her duties as a hackney carriage or private hire driver?	2.

QUESTION	ANSWER
3. Are the blood pressure readings – both Systolic and Diastolic – normal, having regard to the applicant’s age? If not, do you consider that the abnormal blood pressure would be likely to affect his or her competence as a hackney carriage or private hire vehicle driver?	3.
4. Is there any defect of vision? If so, please give details (see note 2)  If the reply to (a) is in the affirmative, give acuity of vision by Snellens Test Type with and without glasses and please answer the following	4.  (a) Yes <input type="checkbox"/> No <input type="checkbox"/>  (b) L.E. R.E. Without glasses  L.E. R.E. With glasses (if applicable)
(d) Was the test conducted with the applicant’s own glasses?	(i)
(ii) Have suitable glasses been prescribed?	(ii)
(iii) Do you consider that the applicant should wear glasses when driving?	(iii)
(iv) Is the applicant’s field of vision by hand test satisfactory?	(iv)
(v) Is the colour vision normal?	(v)
(vi) Does the applicant suffer from a squint or any other visual defect which could affect his fitness to drive a motor vehicle?	(vi)
(vii) Could any visual defect observed be sufficiently corrected to make the applicant fit to drive a motor vehicle?	(vii)

<b>QUESTION</b>	<b>ANSWER</b>
5. Is there any defect of hearing? If so, do you consider that it would interfere with the efficient performance of the applicant's duties as a hackney carriage or private hire driver?	5.
6. Has the applicant any deformity or loss of limbs? If so, could it interfere with the efficient performance of his/her duties as a hackney carriage or private hire vehicle driver? (see note 3)	6.
7. Is the applicant sufficiently active for the performance of his/her duties?	7.
8. Does the applicant show any evidence of being addicted to the excessive use of alcohol, tobacco or drugs?	8.
9. Does the applicant have a medical condition, such as severe asthma, which is aggravated by contact with dogs or alternatively is the applicant allergic or have a chronic phobia to dogs?	9.
10. Is the applicant in your opinion, generally fit as regards (a) bodily health and (b) temperament for the duties of a hackney carriage or private hire vehicle driver?	10.

QUESTION	ANSWER
11. Is there any abnormality present that is not included in the previous questions?	11.
12. Do you consider a further examination necessary? If so, in what period of time? (see note 4)	12.

I certify that I have this day examined

The answers to the foregoing questions are correct to the best of my knowledge and belief, and I consider the applicant **\*FIT/UNFIT** to act as a driver of a hackney carriage or private hire vehicle.

Signature of Qualified and Registered Medical Practitioner

Address

Surgery Stamp

Date

## NOTES

1. The certificate is for the confidential use of the Licensing Authority and medical practitioners are asked to be good enough to forward it under cover to the address shown. Any fee charged is payable directly by the applicant to the medical practitioner.
2. The standard of acuity of vision is considered unsatisfactory if it is below 6/12 with one eye, 6/36 with the other eye, with or without optical aid.
3. Special attention is directed to the condition of the arms, hands, legs and feet and particularly to the joints of the upper and lower extremities.
4. (a) A licence holder aged 46 years and over is required to be medically examined every three years.  
  
(b) A licence holder aged 65 years and over is required to be medically examined annually.
5. The medical standard currently applicable to applicants is Group 1.

To: The Licensing Department, Allerdale Borough Council, Allerdale House, Workington, Cumbria, CA14 3YJ