

APPLICATION FOR A PRIVATE HIRE DRIVER LICENCE

Full Name

Address

Postcode

Date of Birth

E-mail address

Telephone number

Mobile number

Previous address

Trade or Occupation

Name and address of present employer

Date of commencement

Name and address of previous employer

How long have you held a full DVLA driving licence?

Do you suffer from epilepsy, diabetes, sudden attacks of giddiness or fainting, or any disease or disability which may cause you to be a source of danger to any passenger?

YES NO please tick

If yes, please specify

Are you without hand, foot or eye?

YES NO please tick

If yes, please specify

State below all convictions and Police Cautions against you:

Date of conviction	Date of Offence	Offence committed (in full)	Court	Sentence/Decision of Court

Have you been offered employment if granted a licence, if so, by whom?

Will you be full or part time

Have you held a Private Hire Driver Licence in this Borough before?

YES NO please tick

Have you ever been refused a Private Hire Driver Licence?

YES NO please tick

If yes, by whom?

I declare that, to the best of my knowledge and belief, the answers given above are true. I undertake that, if granted a licence, I will ensure that I am aware of and abide by any byelaws, conditions, regulations and legislation in force in the district with respect to Hackney Carriages and Hackney Carriage Drivers, Private Hire Vehicles, Private Hire Drivers and Private Hire Operators.

Signed _____ Date _____

Statutory Declaration

This Statutory Declaration relates to all offences including motoring offences

I, _____ of _____

Date of Birth _____

Do solemnly declare as follows (please tick):

I have never been convicted for any offence.

I have been convicted for an offence or offences (I am aware that an offence also includes any Police Cautions and these must also be stated) and I list below every offence for which I have been convicted including the date of the offence, the place that the offence was committed and the sentence imposed by the Court. I have not been convicted for any other offence.

Date	Offence	Court	Sentence

I make this solemn declaration conscientiously believing the same along with the answers given in the attached application form to be true and by virtue of the provisions of the Statutory Declarations Act 1835 and Section 5 of the Perjury Act 1911.

Signature of Applicant _____

Declared at _____ on this _____ day of _____ 20

In the County of _____

before me _____
(Solicitor/Commissioner for Oaths)

Office Address _____

(Office Stamp)
LG/DEC/F1 (Jun 03)

STATEMENT OF POLICY ABOUT RELEVANT CONVICTIONS

When submitting an application for a licence to drive a Hackney Carriage/ Private Hire Vehicle, you are requested to declare all convictions. The information you give will be treated in the strictest confidence and will only be taken into account in relation to your application. You should be aware that the council is empowered in law to check with the police for the existence and content of any criminal record held in the name of the applicant. Information received from the police will be kept in strict confidence whilst the licensing process takes its course and will be retained for no longer than is necessary. The disclosure of a criminal record or other information will not debar you from gaining a licence unless the council considers that the conviction renders you unsuitable. In making this decision the authority will consider the nature of the offence, how long ago and what age you were when it was committed and any other factors that may be relevant. You are advised to consider the council's guidelines relating to the relevance of the convictions (available from the licensing office). Any applicant refused a drivers licence on the grounds that he or she is not a 'fit and proper person' to hold such a licence has the right of appeal to the magistrates court.

If you would like to discuss what effect a conviction might have on your application you may telephone **(INSERT CONTACT)** on **(INSERT TEL. NO.)**, in confidence, for advice.

**EXPLANATORY NOTES ON THE
REHABILITATION OF OFFENDERS ACT 1974**

This Act provides that after a certain length of time convictions for criminal offences are to be regarded as "spent" for certain purposes. However, all criminal convictions are relevant for Hackney Carriage and Private Hire licensing purposes and must be declared. The Council will consider the offence committed and the time elapsed since conviction for that offence.

Sentences of imprisonment exceeding 30 months duration can never be treated as spent and must be disclosed however long ago they were imposed. The periods of time which must elapse in other cases before the conviction becomes spent are as follows:

<u>Sentence</u>	<u>Rehabilitation Period</u>
1. Over 6 months imprisonment but under 30 months	10 years
2. Under 6 months imprisonment	7 years
3. A fine	5 years
4. Conditional discharge, bound over, probation.	1 year or period of discharge, bind over or probation, whichever is longer
5. Absolute discharge	6 months
6. Cashiering, discharge with ignominy or dismissal with disgrace from H.M service	10 years
7. Dismissal from H.M Service	7 years
8. Disqualification, disability or probation	Period of disqualification, disability or probation or penalty e.g. until endorsement ceases to have effect

The periods of time which must elapse in other cases before the conviction becomes spent vary considerably according to the nature of the offence and other circumstances. The rehabilitation period may, for example, be extended by the commission of a further offence during the rehabilitation period.

Further guidance may be obtained from the Home Office publication "a guide to the rehabilitation of offenders act 1974" purchasable from H.M.S.O Brazenose Street, Manchester or from a Solicitor.

APPLICANTS SHOULD NOTE THAT TO MAKE A FALSE DECLARATION IS A SERIOUS CRIMINAL OFFENCE, PUNISHABLE UPON CONVICTION BY IMPRISONMENT FOR A TERM NOT EXCEEDING TWO YEARS OR TO A FINE TO BE DECIDED BY THE COURT OR BOTH.

Guidelines for the determination of Private Hire Drivers Licences

(a) Minor Traffic offences

Convictions for minor traffic offences e.g. obstruction, waiting in a restricted area/street, speeding etc. should not of themselves prevent a person from proceeding with an application. The number of offences or the frequency of the offence and their circumstances may, however, be a consideration.

(b) Major Traffic Offences

An isolated conviction for reckless driving or driving without due care and attention etc. should normally merit a warning as to future driving and advice on the standard expected of Hackney Carriage and Private Hire Vehicle Drivers. More than one conviction for this type of offence within the last three years should merit refusal and no further applications should be considered until a period of one-three years free from conviction have elapsed.

(c) Drunkenness

(i) With Motor Vehicle

Serious views should be taken of convictions or driving or being in charge of a vehicle whilst under the influence of drink. An isolated incident should not necessarily debar an applicant but strict warning should be given as to future behaviour. More than one conviction for these offences should raise grave doubts as to the applicant's fitness to hold a licence.

At least three years should elapse after the restoration of the driving licence before the applicant is considered for a licence. This should apply to both an isolated incident or multiple offences for drunkenness in charge of a motor vehicle.

If there was any suggestion that the applicant is an alcoholic, a special medical examination should be arranged before the application is entertained.

If the applicant is found to be an alcoholic, a period of five years should elapse (after treatment is complete) before a further licence is considered.

(ii) Not in Motor Vehicle

An isolated conviction need not debar an applicant from gaining a licence. However, a number of convictions for drunkenness could indicate a medical problem necessitating the critical examination. In some cases however, a warning may be sufficient.

(d) Drugs

An applicant with a conviction for drug related offences should be required to show a period of at least three years free of convictions before an application is entertained, or five (after detoxification treatment) if he/she was an addict. The seriousness of the offence may affect the length of time required of the application to be free of convictions.

(e) Indecency Offences

As Hackney Carriage and Private Hire Drivers often carry unaccompanied passengers, applicants with convictions for indecent exposure, indecent assault, impertuning or any of the more serious sexual offences should be refused until they can show a substantial period free of such offences. More than one conviction of this kind should preclude consideration for at least five years in either case and if a licence is granted a strict warning as to future conduct should be issued.

(f) Violence

As Hackney Carriage and Private Hire Drivers maintain close contact with the public, a firm line should be taken with applicants who have convictions for grievous bodily harm, wounding or assault. At least three years free of such convictions should be shown before an application is entertained and even then a strict warning should be administered.

(g) Dishonesty

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 on drivers. Moreover, it is comparatively easy for a dishonest driver to defraud the public by demanding more than the legal fare etc.. Overseas visitors and elderly customers can be confused by the currency and become an easy target for an unscrupulous driver. For these reasons, a serious view should be taken of any conviction involving dishonesty. In general, a period of at least three years free of convictions should be required before entertaining an application.

*HOME OFFICE GUIDELINES REF 13/92 DISCLOSURE OF CRIMINAL RECORDS -
APPLICANTS FOR HACKNEY CARRIAGE AND PRIVATE HIRE DRIVERS LICENCE.*

*AS APPROVED BY ENVIRONMENTAL SERVICES COMMITTEE (LICENSING SUB) ON
24TH SEPTEMBER 1992 AND SUBSEQUENTLY AMENDED ON 16TH MARCH 1995.*

Knowledge Test Notes

The following pages contain notes based mainly on Tameside MBC licensing conditions/byelaws and although not all are actually conditions/byelaws, they are good points of practice which should be borne in mind

You are expected to be familiar with these notes as you will be asked questions on them as part of your knowledge test. You will not be allowed to refer to them in the test.

(These notes are intended to advise and assist. They are not intended to be a complete and exhaustive interpretation of the law and reference should also be made to the legislation. If in any doubt further advice should be sought.)

The knowledge test takes the form of a verbal test i.e. you will be asked question by a member of the Licensing Staff and will be required to write down your answers.

The test consists of 32 questions which take various forms i.e.

Question: "what is the shortest route from Hyde Town Hall to Tameside Hospital?"

Answer: Market Street, Clarke Way, Newton Street, Old Rd, Bennett St, Ashton Road, Birch Lane, Crescent Rd, Telecom Roundabout, Mossley Road, Fountain St.

(Your answers do not need to be as comprehensive as this but we do need to see that you know where you are going and that your directions give a basic idea on how to get there.)

Questions will relate to any of the following:

Hospitals
Stations
Housing Estates
Pubs, Clubs, Hotels etc.
Leisure facilities
Town Halls
Cemeteries
Parks
and general well known local places.

In addition, the 32 questions will include a question which require the use of a Manchester A-Z - you will be asked to find a random place in the index and locate it on the relevant page. There will also be a small number of questions relating to the Conditions. A copy of the relevant conditions is attached to this sheet. **ALL QUESTIONS ASKED REGARDING CONDITIONS RELATE TO WHAT IS ON THE SHEET, YOU WILL NOT BE ASKED ANYTHING REGARDING CONDITIONS WHICH IS NOT SHOWN ON THE SHEET.**

Finally, you will be asked a question which relate to how well your knowledge of other areas is and you must show that at least you have a 'rough idea' e.g.

Question: "in which direction would you go to get to Holmfirth from Ashton-U-Lyne?"

Answer: Mossley Road to Mossley, bottom Mossley, A635 Manchester Road.

Private Hire

The driver shall not convey or permit to be conveyed in a private hire vehicle a greater number of persons than that prescribed in the licence for the vehicle.

The driver shall not allow there to be conveyed in the front of a private hire vehicle:

- (a) any child below the age of 10 years;
- (b) more than one person above that age.

Drivers shall:

- (a) Afford all reasonable assistance with passengers luggage.
- (b) At all times be clean and respectable in his dress and person and behave in a civil and orderly manner.
- (c) Take all reasonable steps to ensure the safety of passengers conveyed in, entering or alighting from the vehicle driven by him.
- (d) Not without the express consent of the hirer smoke, drink or eat in the vehicle.
- (e) Not without the express consent of the hirer play any radio or sound reproducing instrument or equipment in the vehicle other than for the purpose of sending or receiving messages in connection with the operation of the vehicle.
- (f) At no time cause or permit the noise emitted by any radio or other previously mentioned equipment in the vehicle which he is driving to be a source of nuisance or annoyance to any person, whether inside or outside the vehicle.

The driver, when hired to drive to any particular destination, shall subject to any directions given by the hirer proceed to that destination by the shortest practicable route.

The driver shall immediately after the termination of any hiring or as soon as practicable thereafter carefully search the vehicle for any property which may have been accidentally left there.

A driver shall at all times when driving a private hire vehicle wear, in a conspicuous position, the driver's badge issued to him by the Council.

The driver shall upon expiry, revocation or suspension of his licence return forthwith to the Council the driver's badge issued to him by the Council when granting this licence.

The driver shall if requested by the hirer of a private hire vehicle provide him with a written receipt for the fare paid.

The driver shall at all times when driving a private hire vehicle carry with him a copy of the conditions and make it available for inspection by the hirer or any other passenger or authorised officer on request.

A Private Hire Vehicle must be booked in advance i.e. **ADVANCE BOOKINGS ONLY**. Bookings can only be made by the customer in one of two ways:

- (1) Personal visit to Booking Office
- (2) By telephone to the Booking Office

To pick up a passenger that has not booked in advance is likely to mean that the driver commits a criminal offence i.e. illegally Plying for Hire.

This is not to be confused with 'plotting' which is when a Private Hire Vehicle is parked on the Highway at a strategic location waiting to receive a job via radio from the base operator.

All drivers should:

Always keep their vehicle clean inside and out.

Check vehicle before the start of a shift i.e. Road Tax, First Aid Kit, Fire Extinguisher, lights, cleanliness etc..

Familiarise themselves with the law relating to tyres i.e. the centre 3/4 of the tyre should have a tread of not less than 1.6 mm.

Drivers/owners must inform the Licensing Office within 72 hours of any vehicle damage.

Hackney Carriage

The driver shall notify the Council in writing of any change of his address during the period of the licence within 7 days of such change taking place.

The driver shall within 7 days of any conviction, caution etc. disclose to the council in writing details of any conviction

imposed on him during the period of the licence.

The driver shall not convey or permit to be conveyed in a Hackney Carriage Vehicle a greater number of persons than that prescribed in the licence for the vehicle.

The driver of a Hackney Carriage shall, when plying for hire in any street and not actually hired,

- (a) proceed with reasonable speed to one of the stands fixed by the byelaw i.e. go to a rank;
- (b) if a stand (rank), at the time of his arrival is occupied by the full number of carriages authorised to occupy it, proceed to another stand (rank).

A proprietor or driver of a Hackney Carriage, when standing or plying for hire shall not by calling out or otherwise, importune any person to hire such carriage and shall not make use of the services of any other person or purpose.

The driver of a Hackney Carriage shall behave in a civil and orderly manner and shall take all reasonable precautions to ensure the safety of persons conveyed in or entering or alighting from the vehicle.

The driver of a Hackney Carriage when hired to drive to any particular destination shall, subject to any directions given by the hirer, proceed to that destination by the shortest available route.

The drivers badge should be worn at all times whilst driving a Hackney Carriage Vehicle in such a manner as to be plainly visible.

Drivers shall:

- (a) Afford all reasonable assistance with passengers luggage.
- (b) At all times be clean and respectable in his dress and person and behave in a civil and orderly manner.
- (c) Take all reasonable steps to ensure the safety of passengers conveyed in, entering or alighting from the vehicle driven by him.
- (d) Not without the express consent of the hirer smoke, drink or eat in the vehicle.
- (e) Not without the express consent of the hirer play any radio or sound reproducing instrument or equipment in the vehicle other than for the purpose of sending or receiving messages in connection with the operation of the vehicle.
- (f) At no time cause or permit the noise emitted by any radio or other previously mentioned equipment in the vehicle which he is driving to be a source of nuisance or annoyance to any person, whether inside or outside the vehicle.

The driver shall immediately after the termination of any hiring or as soon as practicable thereafter carefully search the vehicle for any property which may have been accidentally left there.

The driver shall upon expiry (without immediate renewal), revocation or suspension of his licence return forthwith to The Council the driver's badge issued to him by the Council when granting this licence.

The driver shall if requested by the hirer provide a written receipt for the fare paid.

The driver shall at all times when driving a Hackney Carriage carry with him a copy of the Byelaws and make it Available for inspection by the hirer or any other passenger or authorised officer on request.

All drivers should:

Always keep their vehicle clean inside and out.

Check vehicle before the start of a shift i.e. Road Tax, First Aid Kit, Fire Extinguisher, lights, cleanliness etc..

Familiarise themselves with the law relating to tyres i.e. the centre 3/4 of the tyre should have a tread of not less than 1.6 mm.

Drivers/owners must inform the Licensing Office within 72 hours of any vehicle damage.

**MEDICAL EXAMINATION CERTIFICATE
HACKNEY CARRIAGE/PRIVATE HIRE VEHICLE DRIVER**

1. To the applicant.

This medical report cannot be issued free of charge as part of the National Health Service. The applicant must pay the medical practitioner's fee, unless other arrangements have been made. The licensing authority accepts no liability to pay it.

2. To the medical practitioner.

- a) When completing this medical report please have regard to the booklet "At a Glance Guide to the Current Medical Standards of Fitness to Drive" issued by the Drivers Medical Unit, DVLA, Swansea for doctors conducting these examinations. The Licensing Authority considers a HC/PH driver to be Group II classification.
- b) Please tick the answers that apply. Use the right hand margin if you want to add anything, or write "see note attached" and use a separate piece of paper.
- c) Please make sure you complete the declaration at the end of this form. The form should then be given to the applicant to take to the Licensing Office, Environmental Health Depot, Ash Road, Droylsden, M43 6QU

Part A. To be completed by the applicant

1. **Full name** (BLOCK CAPITALS)

2. **Address**

.....
.....
..... **Postcode**

3. **Date of birth** **Day**.....**Month****Year**

4. **Name and address of your present general practitioner**

Name

Address

..... **Postcode**

Telephone

5. **I hereby consent to the Medical Adviser to the Licensing Authority and/or the Licensing Assistant/Manager receiving reports from my general practitioner or other doctors about my medical condition.**

Applicant's signature

Please sign in the presence of the medical practitioner who signs the report (Part B).
LG/MED/F1

Part B Medical report

1. Cardiovascular

YES NO NOTES

- a) Has the applicant suffered from or been treated for angina pectoris, myocardial infarction or undergone coronary artery surgery (inc. angioplasty) during the last six weeks?
- b) Has the applicant ever suffered from heart failure?

Drivers who have EVER had any of the conditions at a) or b) must have satisfied the exercise testing requirements of the DVLA before licence can be approved

- c) Is the resting BP consistently 180mmHg systolic or more or 100mmHG diastolic or more despite treatment?
- d) Has a pacemaker been fitted within the last 3 months?
- e) Is there an untreated aortic aneurysm?
- f) Is there an arrhythmia which has caused or is likely to cause incapacity?
- g) Has a cardio-defibrillator device (other than a patient activated atrial defibrillator) been implanted?
- h) Is there a history of cardiomyopathy or heart and/or lung transplant?
- i) Is there a history of heart valve disease which has caused symptoms or embolism? (If yes, give details)
- j) Is there a complex congenital heart disorder?

2. Diabetes mellitus

Is the applicant a diabetic treated by insulin?

3. Nervous system

- a) Has the applicant had an epileptic attack in the last 10 years?
- b) Has the applicant taken any anti-epileptic medication in the last 10 years?
- c) Has the applicant suffered a loss of consciousness for which investigations have not revealed a cause in the last 5 years?

Doctor's signature

Date

	YES	NO	NOTES
d) Is there a history of narcolepsy, catalepsy or sleep disorder?	<input type="checkbox"/>	<input type="checkbox"/>	
e) Is there any progressive or disabling disorder of the nervous system?	<input type="checkbox"/>	<input type="checkbox"/>	
f) Has there been any liability to sudden attacks of disabling giddiness or fainting in the last 12 months?	<input type="checkbox"/>	<input type="checkbox"/>	
g) Has the applicant suffered from a stroke or transient ischaemic attack during the last 12 months?	<input type="checkbox"/>	<input type="checkbox"/>	
h) Does the applicant have any permanent disability or continuing significant risk factors following a previous stroke or TIA?	<input type="checkbox"/>	<input type="checkbox"/>	
i) Has the applicant ever had or been treated for an intracranial tumour (other than pituitary)? If yes, please give details.	<input type="checkbox"/>	<input type="checkbox"/>	
j) Has the applicant undergone craniotomy for the treatment of a pituitary tumour during the last six months?	<input type="checkbox"/>	<input type="checkbox"/>	
k) Is there a history of <i>serious</i> head injury?	<input type="checkbox"/>	<input type="checkbox"/>	
l) Is there a history of intracranial haematoma or haemorrhage? If yes, please give details.	<input type="checkbox"/>	<input type="checkbox"/>	
m) Has the applicant had an intracerebral abscess or subdural empyema in the last 10 years?	<input type="checkbox"/>	<input type="checkbox"/>	

4. Psychiatric illness

a) Has the applicant suffered from an acute psychotic episode of any type or cause during the last 3 years?	<input type="checkbox"/>	<input type="checkbox"/>	
b) Is there a significant likelihood of recurrence of any previous psychotic illness?	<input type="checkbox"/>	<input type="checkbox"/>	
c) Has the applicant suffered from severe anxiety state or depressive illness in the last six months? (If applicant maintained on medication but has been well tick "no").	<input type="checkbox"/>	<input type="checkbox"/>	
d) Is there any evidence of an organic brain disorder?	<input type="checkbox"/>	<input type="checkbox"/>	
e) Is there severe learning disability?	<input type="checkbox"/>	<input type="checkbox"/>	
f) Is there a persistent behaviour disorder which may affect behaviour while driving?	<input type="checkbox"/>	<input type="checkbox"/>	
g) Is there a history of the misuse or abuse of drugs or alcohol during the last 3 years? If yes, please give details.	<input type="checkbox"/>	<input type="checkbox"/>	

Doctor's signature

Date

5. Vision

Please answer all questions. If you do not have the equipment to carry out these checks or if you answer "yes" to any question, then you should refer the applicant to an ophthalmic specialist or optician for an accurate assessment.

	YES	NO	NOTES
a) Is the visual acuity without spectacles or contact lenses less than 3/60 in each eye separately?	<input type="checkbox"/>	<input type="checkbox"/>	
b) Is the visual acuity with spectacles or contact lenses if necessary less than 6/12 in the worse eye or 6/9 in the better eye?	<input type="checkbox"/>	<input type="checkbox"/>	
c) Does the applicant have monocular vision?	<input type="checkbox"/>	<input type="checkbox"/>	
d) Is there insuperable diplopia or a pathological field defect?	<input type="checkbox"/>	<input type="checkbox"/>	

6. Other conditions

	YES	NO	NOTES
a) Has the applicant any significant disability?	<input type="checkbox"/>	<input type="checkbox"/>	
b) Is the applicant on any medication which may impair his/her ability to drive safely?	<input type="checkbox"/>	<input type="checkbox"/>	
c) Does the applicant suffer from any disease or disability not mentioned above which is likely to interfere with the safe 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 give details.	<input type="checkbox"/>	<input type="checkbox"/>	

Declaration by examining physician

Being a registered medical practitioner who has examined the applicant and with due regard to the advice and guidance appertaining to Group II drivers issued by the DVLA, I consider the applicant:-*

satisfies the medical requirements to hold a hackney carriage/private hire driver's licence

does not satisfy the medical requirements to hold a hackney carriage/private hire driver's licence

* Please tick relevant box

Signed _____

Date _____

Name _____
(BLOCK CAPITALS)

Surgery Stamp

Certificates which are not signed and stamped will not be accepted.