



**BASILDON DISTRICT COUNCIL  
APPLICATION FOR  
PRIVATE HIRE & HACKNEY CARRIAGE DRIVER'S LICENCE**

NAME (BLOCK CAPITALS) .....

ADDRESS .....

.....

.....

TEL.NO. .... DATE AND PLACE OF BIRTH .....

E-MAIL ADDRESS: .....

PRESENT OCCUPATION: .....

PRESENT EMPLOYER: .....

.....

For Office Use Only
Interviewed by: .....
Date received: .....
Fee: .....
Rec. No.: .....
Date CR sent: .....
Date CR returned: .....
HC Lic. No.: .....
PH Lic. No.: .....
Date Issued: .....

Will you be employed full or part time as a driver? .....

If part time, state how many hours each week? .....

Name of HACKNEY CARRIAGE Proprietor ..... Circuit:.....

Name of PRIVATE HIRE Proprietor ..... Circuit:.....

Have you ever been refused a Hackney Carriage or Private Hire Driver's Licence?  
If 'YES' please give details .....

Have you previously held a Hackney Carriage or Private Hire Driver's Licence?  
If 'YES' please give expiry date and proprietor .....

How long have you held a full licence to drive a motor vehicle .....

Have you **ever** had a driver's or vehicle licence refused or revoked by the Traffic Commissioners?.....

Have you **ever** been cautioned by the Police for any offence? .....

Have your **ever** been convicted in a court for any offences? .....

**Details of all** cautions and convictions must be shown below. Any inaccuracy may prejudice the issue of a licence. Are there any court or other proceedings pending against you? (Continue on separate sheet if necessary)

<u>OFFENCE</u>	<u>COURT</u>	<u>DATE</u>	<u>PENALTY</u>
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I declare that my answers to the questions above are true to the best of my knowledge. I understand that if there are any omissions or incorrect statements, my application may be refused without further consideration or if a licence has been issued it will be liable to immediate suspension. I also consent to the result of my Criminal Record Bureau disclosure being shown to members of any relevant Council committee, if necessary to determine my application. I have read the standards printed overleaf and understand them.

SIGNATURE ..... DATE .....

The information supplied on this form will be held on a computer. Basildon District Council may use this information to check other information supplied by you to the Council. The Council may from time to time disclose some of this information to the general public and corporate bodies such as the Police, Inland Revenue, DSS, insurance companies etc.

## HACKNEY CARRIAGE & PRIVATE HIRE VEHICLE DRIVER'S LICENCES

A person being considered for a Driver's Licence subsequently shall:

- (a) Bring their form and fee to the office in person for the purpose of interview by the Licensing Officer.
- (b) Present their full driving licence and passport or birth certificate, together with this form.
- (c) Undergo a knowledge test of the streets in the District of Basildon, and answer questions on byelaws and the conditions of licence.
- (d) Submit themselves for a Vocational Licence medical examination (formerly Group II standard) with a clinic designated by the Council, at an additional costs.
- (e) Supply the names and addresses of two people for character references.
- (f) Complete a Criminal Records Bureau disclosure application form and return it in person to the Licensing Office with the relevant fee and any supporting, original documents that may be required.
- (g) Be over 21 years of age, and have held a full driver's licence for at least three years.

Basildon District Council normally expects that applicants for a licence will -

- (h) Not have been convicted of three or more motoring offences during the previous three years
- (i) Not have been convicted of a serious motoring offence during the previous three years.
- (j) Not have been cautioned by the Police for a criminal offence during the previous 12 months.
- (k) Not have been convicted of a criminal offence (*e.g. theft, Possession of drugs*) during the previous three years.
- (l) Not have been convicted of a serious criminal offence (*e.g. causing grievous bodily harm*) or of a sexual offence during the previous seven years.
- (m) Must not have been refused an HGV or PSV licence or had either revoked by the Traffic Commissioners within the previous 3 years.

**However, you must disclose ALL cautions, convictions and/or motoring offences even if they fall outside the above guidelines.** The Rehabilitation of Offenders Act 1974 does not apply to applicants for hackney carriage or private hire drivers' licences. Any relevant facts will be taken into account when consideration is given to an application for a driver's licence and it may be that additional or higher standards will be imposed. Any error or omission in an application may result in it being refused or, if a licence has already been issued, to its revocation.

### EXTRACT OF CONDITIONS OF LICENCE

1. The Council reserve the right to demand additional Medical Examinations. A licensee must undergo a Vocational Licence medical examination (formerly Group II standard) every five years. Licensees who have reached the age of 65 years shall submit themselves for an Annual Vocational Licence Medical Examination.
2. Drivers over the age of 70 years are required to undergo an eye test every year in addition to the eye test conducted at the annual medical examination. This test will also be conducted at a clinic designated by the Council and will be arranged 6 months after the full medical examination.
3. A licensee who changes the place at which he lives shall notify the Council of such change of address within seven days.
4. Cautions or convictions recorded since the completion of the application form for this Licence shall be reported to the Council within seven days.

Hackney Carriage & Private Hire Driver's Licences expire on the last day of February every year.

### FEES

Hackney Carriage Driver's Licence only .....	£44
Private Hire Driver's Licence only .....	£44
Hackney Carriage & Private Hire Driver's Licences ( <i>when applied for at the same time</i> ) .....	£66

This form may be returned to: Basildon District Council, Environmental Health Services,  
The Basildon Centre, St Martin's Square, Basildon, Essex SS14 1DL