



**Licence Application
Private Hire Driver**

For office use only		
	Sent	Received
Ref:		
Med. Cert.		
Driving Licence checked		

RENEWAL

NEW APPLICATION

Please tick

1. PERSONAL DETAILS

Name:	
Address:	
Date of Birth:	Telephone Number:
Period at present address:	
Previous Address(es) (if any) in last 5 years:	

2. EMPLOYMENT DETAILS

Employers Name and Address	Nature of employment	Period of employment		Reason for leaving
		From	To	

3. CRB DISCLOSURE

I will be driving on School/Social Services Contracts YES (Enhanced CRB) NO* (Standard CRB)

**If No. To drive on School / Social Services Contracts you will require a further Enhanced CRB.*

4. OFFENCES

A) Do you admit to having a record of convictions/cautions/ fixed penalty notices/motoring offences?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Please tick the appropriate boxes
B) Do you have any charges pending against you?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
If yes to any of the above questions please provide details below. This does not just relate to motoring offences, any form of conviction should be notified. All convictions / cautions etc, including spent ones, will be considered in determining your application.			
Date	Offence	Description and address of Court	Sentence or Order of the Court

5. DRIVING EXPERIENCE:

Period Full Driving Licence held: (Minimum 12 Months)	
Have you previously held a Private Hire or Hackney Carriage Driver's Licence	Yes/No
If YES provide: Name of licensing Authority	
Period Private Hire / Hackney Carriage Licence held:	
Reasons for surrender/revocation of Licence:	
If NO have you ever been refused a Private Hire or Hackney Carriage Driver's Licence If so give reason for refusal:	Yes/No
Name and address of Operator for whom you propose to drive: Note The Private Hire Operator must be licenced by Wrexham C B Council	

5a) COUNTERSIGNATURE

All applications for a first Private Hire Driver's Licence (as opposed to an application to renew an existing licence) require countersignature. After you have completed the form in full, this section should be completed and signed by a person of professional or similar standing who has known you personally for at least two years and who is a Commonwealth or Irish Citizen resident in the UK. **Your application should be countersigned by an acceptable countersignatory. (Please see attached list for guidance). Countersignatures must not be employed in the Private Hire/Hackney Carriage Business.**

5b) NOTES TO COUNTERSIGNATORY

As the person countersigning this application you should check and be satisfied that you meet the criteria outlined in Section 5a of this form before signing the following declaration.

I certify that the applicant has been known to me for at least two years and to the best of my knowledge and belief I know of no reason why he/she should not be granted a Private Hire Driver's Licence.

Signed: Date

Print Name: Occupation or Position.....

Contact address:

I declare that to the best of my knowledge and belief the answers given above are true.

I have read and understood the Licence Conditions.

1. Signature

Date:

If you knowingly or recklessly make a false statement or omit any material information from this application may be committing a criminal offence punishable on conviction by a fine of up to £400.

All cheques should be made payable to Wrexham Council.

This form should be completed and **returned in person, together with the following original documentation :**

Criminal Records Bureau Disclosure Form

Driving Licence (Photocard must be presented with Counterpart/Paper)

UK Birth Certificate or Current Passport

National Insurance Number (Documentary Proof i.e N.I. Card, P45 / P60 etc)

2 No. Recent Colour Passport Size Photographs

to the Licensing Section, Environment Department Transport Depot, Abbey Road South, Wrexham Industrial Estate LL13 9PW (01978) 729600. *Please ensure that you have completed every section of the form and are able to present all of the above documents. Failure to do so may result in your application being delayed.* (04/2012).

ACCEPTABLE COUNTERSIGNATURES

- Accountant
- Articled Clerk of a Limited Company
- Assurance Agent of Recognised Company
- Bank/Building Society Official
- Barrister
- Chairman/Director of Limited Company
- Chemist
- Chiropodist
- Christian Science Practitioner
- Commissioner of Oaths
- Councillor: Local or County
- Civil Servant (permanent)
- Dentist
- Fire Service Official
- Funeral Director
- Justice of the Peace
- Legal Secretary (members and fellows of the Institute of legal secretaries)
- Local Government Officer
- Member of Parliament
- Merchant Navy Officer
- Minister of a recognised religion
- Nurse (SRN and SEN)
- Officer of the armed services (Active or Retired)
- Optician
- Person with Honours (eg OBE MBE etc)
- Person with recognised qualification (eg BSc, PhD etc)
- Police Officer
- Post Office Official
- Salvation Army Officer
- Social Worker
- Solicitor
- Surveyor (Chartered)
- Teacher, Lecturer
- Travel Agency (Qualified)
- Valuers and auctioneers (fellow and associate members of the incorporated society)
- Warrant officers and Chief Petty Officers

The above, working or retired, are acceptable as countersignatories.

Relatives or partners are not acceptable countersignatories.

WREXHAM COUNCIL
POLICY GUIDELINES FOR PRIVATE HIRE DRIVERS

1. This policy has been adopted by Wrexham Council in respect of applications for private drivers' licences. The policy is not intended to be applied rigidly. If circumstances justify a departure from the policy the Council will act accordingly and each case will be dealt with on its own facts and merits.
2. The Authority will grant a licence to drive a private hire vehicle to an applicant providing that:-
 - (i) the Authority is satisfied that the applicant is a fit and proper person to hold a private hire driver's licence; and
 - (ii) the applicant holds a current driving licence and has held one for at least twelve months.The Council has resolved that, in normal circumstances, and subject to the provisions of the Rehabilitation of Offenders Act, 1974 applications from anyone convicted of the following offences will be refused:-

Dishonesty	Dangerous Driving
Indecency	Driving under the influence of drink or drugs
Violence	Using an uninsured vehicle
Driving while unqualified	Driving a dangerous or defective vehicle
3. All applicants are required to provide the following details on their application:-
 - (i) Name and address and period of residence at present address.
 - (ii) Number of years full driving licence held.
 - (iii) Details of all previous convictions recorded against them (subject to the provisions of the Rehabilitation of Offenders Act, 1974). However the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendments) Order 2002 specifically makes Private Hire and Hackney Carriage Drivers exceptions to the Act, in that convictions are never considered as spent. This means that all convictions that an applicant has must be recorded on the application form. The information given will be treated in confidence and will only be taken into account in relation to the application.

The licensing authority is empowered in law to check with the police for 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 while 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 an applicant from gaining a licence unless the authority considers that the conviction renders the applicant unsuitable.
 - (iv) Full details of driving experience.
 - (v) Details of present or last full-time employment.
 - (vi) Name and address of the proprietor for whom the applicant is to drive (in addition the Council will need to be satisfied that a licensed private hire vehicle exists for the applicant to drive).
 - (vii) Name and address of countersignature who has known the applicant for at least two years. Such persons would include an employer, member of the clergy, doctor or justice of the peace. The countersignature will not be accepted from relations, neighbours or persons engaged in the private hire or hackney carriage trade.

If necessary, an applicant may be required to provide further information regarding any of the above.
4. Before an applicant is granted a licence they will also need to produce a Group 2 Medical Certificate signed by their Doctor certifying that they are fit to drive a private hire vehicle.
5. A Private Hire Driver's Licence is normally issued for a period of one year but will be issued for a shorter period where it is felt that an applicant may need to prove himself/herself before being given a full one year licence.
6. In considering whether an applicant is a fit and proper person to hold a private hire driver's licence, the Council will also have regard to the applicant's ability to understand and comply with the conditions attached to a private hire driver's licence which are reproduced in the Schedule hereto.

SCHEDULE CONDITIONS OF LICENCE

- 1 The driver shall :
 - a) at all times wear the Private Hire Driver's identification badge issued in accordance with Section 54 of the Local Government (Miscellaneous Provisions) Act 1976, in such a position and manner as to be plainly and distinctly visible.
 - b) display in the Private Hire Vehicle, an identification card, provided by the Local Authority, in such a position as to be easily seen by passengers.
 - c) ensure that, in relation to the Vehicle, a policy of insurance or such security as complies with the requirements of Part VI of the Road Traffic Act 1972, is in force and that he/she is adequately insured to drive the Private Hire Vehicle.
 - d) at all times behave in a civil and orderly manner and refrain from the use of any offensive language or conduct;
 - e) at all times whilst carrying passengers be clean and respectable in his/her dress and person;
 - f) afford all reasonable assistance to passengers with their luggage;
 - g) at no time whilst carrying fare paying passengers smoke, drink or eat in the Vehicle;
 - h) not without the express consent of the hirer of the Vehicle play any radio or sound reproducing equipment or any instrument other than for the purpose of sending or receiving messages to and from the Operator of the Vehicle;
 - i) at no time cause or permit the noise emitted by any radio or other previously mentioned equipment in the Vehicle which they are driving to be a source of annoyance or disturbance to any person whether inside or outside of the Vehicle;
 - j) at no time whilst driving a Vehicle use a mobile telephone

- 2 The Driver shall not:-
 - a) convey nor permit to be conveyed in a Vehicle a greater number of passengers than that prescribed in the Private Hire Licence issued for that Vehicle;
 - b) without the consent of the hirer of the Vehicle convey or permit to be conveyed any other person in that Vehicle.

- 3 The Driver shall after the termination of each hiring of a Vehicle driven by him/her check the Vehicle for any property which may have been left accidentally therein. Any property found by or handed to the Driver shall be conveyed as soon as possible and in any event within 24 hours (if not sooner claimed by or on behalf of the owner) to a Police Station in the district and left in the custody of the Police having obtained a receipt for the property.

- 4 The Driver shall if requested by the hirer of the Vehicle provide a written receipt for the fare paid.

- 5
 - a) The Driver, whilst acting in accordance with a Private Hire Driver's licence, shall not convey in the Vehicle any animal belonging to or in the custody of himself or the Proprietor or the Operator of the Vehicle.
 - b) Any animal belonging to or in the custody of the hirer of the Vehicle may be conveyed in the Vehicle at the discretion of the Driver provided that the animal is carried in the rear of the Vehicle and restrained in such a manner as to be unable to interfere with the safe driving of the Vehicle.
 - c) The Driver shall not, without a valid notice of exemption issued under section 37 of the Disability Discrimination Act 1995, refuse to transport a guide, hearing or other assistance dog.

- 6 Upon being allocated a contract for the hire of a Private Hire Vehicle, the Driver shall attend punctually at the appointed time and place to collect the hirer unless delayed or prevented from so doing by circumstances beyond his/her control.
- 7 The Driver shall at all times when driving a Private Hire Vehicle carry with him/her a copy of these conditions and shall make it available for inspection by the hirer or any passenger or an Authorised Officer or Constable upon request.
- 8 If the Driver is permitted or employed to drive a Vehicle of which he/she is not the Proprietor, he/she shall, before commencing to drive that Vehicle, deposit his/her Private Hire Driver's licence with the proprietor for retention by the Proprietor until such time as the Driver ceases to be permitted or employed to drive that Vehicle or any other Vehicle belonging to that Proprietor.
- 9 If a Vehicle is fitted with a meter for recording fares the Driver shall not cause the fare recorded thereon to be cancelled or concealed until the hirer has had a reasonable opportunity to examine it and has paid the fare.
- 10 The Driver shall not:-
 - a) demand from the hirer a fare in excess of the amount previously agreed for the hiring between the hirer and the Operator provided that the hirer does not require any variations to the quoted destination or
 - b) if the Vehicle is fitted with a meter for recording fares and there has been no prior agreement as to the fare, demand from the hirer a fare in excess of the fare shown on the meter.
- 11 The Driver shall notify the Head of Housing and Public Protection in writing of any change of his/her address during the period of the licence within seven days of such a change taking place.
- 12 The Driver shall within seven days disclose to the Head of Housing and Public Protection in writing details of any conviction (including cautions, fixed penalty notices and fixed penalty notices in relation to traffic violations) imposed on him/her.
- 13 The Driver shall upon expiry, revocation or suspension of the licence return to the Head of Housing and Public Protection forthwith the badge issued to him/her.
- 14 The Driver shall notify in writing as soon as practicable the Head of Housing and Public Protection of any disability or impairment which may affect his/her ability to drive and shall not drive a vehicle whilst affected by such disability or impairment or whilst medically unfit.
- 15 The Driver shall not sound his horn outside any premises where they have been sent for a fare irrespective of the hour of the day.
- 16 The Driver shall notify the Head of Housing and Public Protection in writing of any change of Operator during the period of the licence within seven days of such a change taking place.
- 17 The Driver shall at all times comply with the requirements of the Local Government (Miscellaneous Provisions) Act 1976 in so far as they apply to Private Hire Drivers, Vehicles and Operators and all other relevant legislation for the time being in force.

BREACHES OF THESE CONDITIONS MAY BE REGARDED AS GROUNDS FOR SUSPENSION, REVOCATION OR REFUSAL TO RENEW THE LICENCE.

Right of Appeal

If you are aggrieved by any of the conditions of this licence you have the right to appeal to a Magistrates Court within 21 days from the date on which the licence was issued.