



For Office Use Only				
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DBS REF:				
Date Pink Form Rec'd				
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Licence Application Hackney Carriage Driver

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:	
E-Mail:	

2. EMPLOYMENT HISTORY (Last 5 yrs)

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

Under Immigration, Asylum and Nationality Act 2006, the Council has a responsibility to ensure that only those legally entitled to live and work in UK are offered employment.

Do you have permission to lawfully reside in the UK? **Yes / No**

Documentary Proof will be required

Do you have permission to lawfully work in the UK? **Yes / No**

Documentary Proof will be required

3. 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:
Have you ever been refused a Private Hire or Hackney Carriage Driver's Licence Yes / No If Yes please state reason for refusal:
Name and address of Operator for whom you propose to drive: Note The Private Hire Operator must be licensed by Wrexham C B Council

4. OFFENCES – Please complete all this section (where you have answered yes to any questions please give details in the table below or on a separate piece of paper).

Please note: private hire and hackney carriage drivers are not subject to the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendments) Order 2002. This means ANY convictions or cautions must be declared, irrespective of if they could normally be regarded as spent. Also you should declare all warnings, reprimands, fixed penalty notices and motoring offences.

Do you have any criminal convictions? If you have ticked yes you must give full details of all your convictions whether spent or not in the space provided below.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you ever been cautioned, officially warned or reprimanded by the police for any reason or received a fixed penalty notice for any offence including motoring? If you have ticked yes you must give full details below.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you have any matters pending, for which you are currently being investigated, for example, by the police or other enforcement agency?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you have any convictions or pending matters in any other Country?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

I do solemnly and sincerely declare that (tick either 1 or 2 as appropriate):

EITHER

1. I do not have any convictions, cautions or other police matters to declare and I am not subject to any pending prosecutions or being investigated for any other matter.

OR

2. I list here full details of all convictions, cautions and other police matters I have received. I also list full details of any offences for which I am currently being prosecuted or other matter for which I am being investigated.

IMPORTANT: It is an offence under Section 57(3) of the Local Government (Miscellaneous Provisions) Act 1976 for any person to knowingly or recklessly make a false statement or omit any material particulars in giving the required information.

Date	Type of Offence - i.e. Conviction, Caution etc	Detail of Offence or Pending Matter	Court / Police Force Address	Sentence / Penalty etc

If necessary, please continue on a separate piece of paper.

5a) COUNTERSIGNATURE

All applications for a New Hackney Carriage 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 signed 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

Please ensure that you have completed every section of the form and are able to present all of the documents listed. FAILURE TO DO SO WILL RESULT IN YOUR APPLICATION NOT BEING ACCEPTED.

Applicants should be aware that Wrexham County Borough Council handles information from the Disclosure and Barring Service in accordance with the requirements of the General Data Protection regulation (GDPR,) the DBS Privacy Policy for Standard and Enhanced checks and the DBS Codes of Practice. Copies of above DBS documents can be viewed at the licensing office or obtained online at; <https://www.gov.uk/government/publications/dbs-privacy-policies>

Applicants should ensure that they read and understand the DBS Privacy Policy for Standard and Enhanced checks.

I declare that to the best of my knowledge and belief the information given above is true and correct.

I have read and understood the Licence Conditions. I have read and understood the DBS Privacy Policy for Standard and Enhanced checks

Signature (Applicant)

Date:

If you knowingly or recklessly make a false statement or omit any material information from this application you

The information collected may be shared with other departments or organisations in order that we can provide a service to you. Further details are available on the Privacy Notice section of the Council's website.

Page 3 of 4 **(14/09/2020)**

All cheques should be made payable to Wrexham Council.

This form should be completed and returned, **together with certified copies of the following documentation :**

**Driving Licence - with DVLA "One Time Access Code"& D906 Driving Entitlement Consent Form
UK Birth Certificate or Current Passport**

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

Proof of address e.g recent utility bill

UK Residence Permit and UK Work Permit (If Required)

by email to taxiadmin@wrexham.gov.uk or posted to the Licensing Section, Environment Department
Transport Depot, Abbey Road South, Wrexham Industrial Estate LL13 9PW (01978) 729600.

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.

Provisions regulating the conduct of the proprietors and drivers of hackney carriages plying within the district in their several employments, and determining whether such drivers shall wear any and what badges

1. The driver of a hackney carriage provided with a taximeter shall:-
 - (a) when standing or plying for hire, keep the key, flag or other device fitted in pursuance of the byelaw in that behalf locked in the position in which no fare is recorded on the face of the taximeter;
 - (b) before beginning a journey for which a fare is charged for distance and time, bring the machinery of the taximeter into action by moving the said key, flag or other device, so that the word "HIRED" is legible on the face of the taximeter and keep the machinery of the taximeter in action until the termination of the hiring;
 - (c) cause the dial of the taximeter to be kept properly illuminated throughout any part of a hiring which is during the hours of darkness as defined for the purposes of the Road Traffic Act 1972, and also at any other time at the request of the hirer.
2. A proprietor or driver of a hackney carriage shall not tamper with or permit any person to tamper with any taximeter with which the carriage is provided, with the fittings thereof, or with the seals affixed thereto.
3. 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 Council in that behalf;
 - (b) if a stand, at the time of his arrival, is occupied by the full number of carriages authorised to occupy it, proceed to another stand;
 - (c) on arriving at a stand not already occupied by the full number of carriages authorised to occupy it, station the carriage immediately behind the carriage or carriages on the stand and so as to face in the same direction.
 - (d) from time to time when any other carriage immediately in front is driven off or moved forward cause his carriage to be moved forward so as to fill the place previously occupied by the carriage driven off or moved forward.
4. 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 for the purpose.
5. 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.
6. The proprietor or driver of a hackney carriage who has agreed or has been hired to be in attendance with the carriage at an appointed time and place shall, unless delayed or prevented by some sufficient cause, punctually attend with such carriage at such appointed time and place.
7. A proprietor or driver of a hackney carriage shall not convey or permit to be conveyed in such carriage any greater number of persons than the number of persons specified on the plate affixed to the outside of the carriage.
8. If a badge has been provided by the Council and delivered to the driver of a hackney carriage he shall, when standing or plying for hire, and when hired, wear that badge in such position and manner as to be plainly visible.
9. The driver of a hackney carriage so constructed as to carry luggage shall, when requested by any person hiring or seeking to hire the carriage:-
 - (a) convey a reasonable quantity of luggage;
 - (b) afford reasonable assistance in loading and unloading;
 - (c) afford reasonable assistance in removing it to or from the entrance of any building, station, or place at which he may take up or set down such person.
- 10 (a) The proprietor of a hackney carriage shall cause a statement of the fares fixed by the Council in that behalf to be exhibited inside the carriage, in clearly distinguishable letters and figures.
 - (b) The proprietor or driver of a hackney carriage bearing a statement of fares in accordance with this byelaw shall not wilfully or negligently cause or suffer the letters or figures in the statement to be concealed or rendered illegible at any time whilst the carriage is plying or being used for hire.

Provisions securing the safe custody and re-delivery of any property accidentally left in hackney carriages, and fixing the charges to be made in respect thereof

11. The proprietor or driver of a hackney carriage shall immediately after the termination of any hiring or as soon as practicable thereafter carefully search the carriage for any property which may have been accidentally left therein.
 12. The proprietor or driver of a hackney carriage shall, if any property accidentally left therein by any person who may have been conveyed in the carriage be found by or handed to him:-
 - (a) carry it as soon as possible and in any event within 48 hours, if not sooner claimed by or on behalf of its owner to a police station in the district and leave it in the custody of the officer in charge on his giving a receipt for it;
 - (b) be entitled to receive from any person to whom the property shall be redelivered an amount equal to five pence in the pound of its estimated value (or the fare for the distance from the place of finding to the police station to which the property was taken, whichever be the greater) but not more than five pounds.
- 13 Convictions:** The proprietor shall within seven days disclose to the Council in writing details of any conviction imposed on him (or if the proprietor is a company or partnership on any of the directors or partners) during the period of the licence.
- 14 – A Driver must complete the approved Safeguarding Awareness training when required to attend by the Licensing Service.**

Right of Appeal: If you are aggrieved by any of the conditions attached to this licence you may appeal to a Magistrates Court within 21 days from the date on which the licence was issued to you.

(02/2017)