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DATE:								
Badge N	0.:							
Other Lic	ence No.:	•						
Client No:								
DBS No:								
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Elections and Regulatory Services

Taxi and Private Hire Licensing 225 York Road Leeds, LS9 7RY

Tel: 0113 3781570

taxiprivatehire.licensing@leeds.gov.uk

PRIVATE HIRE DRIVERS LICENCE APPLICATION

INFORMATION NOTES

- PLEASE USE THIS FORM IF YOU WOULD LIKE TO APPLY FOR A PRIVATE HIRE DRIVERS LICENCE
- BEFORE COMPLETING THIS FORM, APPLICANTS ARE ADVISED TO CAREFULLY READ THE ACCOMPANYING GUIDANCE NOTES
- PLEASE COMPLETE IN BLOCK CAPITAL LETTERS IN BLACK INK
- Any person wishing to submit an application must attend the Taxi & Private Hire Licensing Office at 225 York Road, Leeds LS9 7RY between 08:00 – 11:00:-
 - Free advice and an information pack will be supplied prior to a formal application
 - An appointment will be booked on receipt of an application fee. An application will not proceed without payment of this fee.
 - Failure to attend the appointment without 5 clear working days, notice will result in a £30 administration fee being deducted. If you choose not to continue with the application the balance of the remaining fee may be returned to you.
 - If you wish to continue with the application the outstanding administration fee must be paid in advance. It is only in exceptional circumstances that this policy would not be applied.

Applications must be completed in full, prior to attending the appointment and with the documents stated overleaf on the **Application Checklist**.

Licensing & Compliance Officers are not permitted to complete or amend forms on behalf of applicants for legal reasons.

Before you can be issued with a licence you will need to undertake;

- A driving standards test
- An enhanced Disclosure and Barring Service (DBS) check & have signed up to the DBS update service
- An English Comprehension test
- A Group II medical examination by your own GP
- Private Hire Driver Knowledge Training and Testing.

Your DBS application form must be completed online prior to attending your application appointment.

Leeds City Council will only grant a licence to you providing it is satisfied that you are a fit and proper person to hold a licence.

OPENING TIMES

Monday – Thursday 08:00 – 15:30 Friday 08:00 – 15:00

Closed 3rd Tuesday in every month 08:00 – 10:00

How to apply for a Private Hire Driver Licence

Step 1

Check your 'Right to Work in the UK' - see Section 2.1.1 of the booklet 'A Guide to Obtaining a Private Hire Licence' within your application pack. If you are unable to produce the requested documentation your application will not be accepted.

Step 2

You must contact one of the Council's approved providers of driving standard tests directly to book your driving test. Once you have received written confirmation of your test date, you may attend the licensing office and book an applicant appointment and pay the appropriate fee. At your allocated appointment you must bring all other relevant documentation to submit your application - please see the Application Checklist. **Please note:** you do not have to wait until you have passed your test to submit your application but you must produce a booking confirmation letter at the time of your appointment.

Step 3

Complete your application form. Check that you have all of the required documents before submitting your application and paying the appropriate fee.

Step 4

Your DBS application form must be completed online prior to attending your application appointment. When you submit your application form at your allocated appointment time you will need to provide all relevant documentation to support this – **please see the Application Checklist.** If you were born outside of the UK you must provide a Criminal Record Check from the country(s) outside of the UK that you have lived in - <u>see Section 2.1.1 of the booklet 'A Guide to Obtaining a Private Hire Licence'.</u>

Step 5

Once your application has been processed at your allocated appointment, you will be given a Private Hire Driver Knowledge Test training pack. A full explanation of the five test modules will be explained to you and the tests will be carried out at the seminar. If you fail, retesting will take place as per the Guidance Notes included in the training pack. Seminars are held at the Taxi and Private Hire Licensing Section and last from 8:30am – 3:30pm.

Step 6

You will be given a date to attend and undertake an English and maths comprehension test. Your application to become a licensed driver in Leeds will not progress until this test has been passed. A fee will be charged for any retest.

Step 7

Once you have received confirmation that you have passed the English and maths test, please contact the licensing office to arrange an appointment for your seminar and customer care course.

Step 8

Once all tests and assessments have been passed your licence can be issued. However, if your DBS disclosure has any convictions or cautions detailed your file may be passed to the Licensing and Finance Manager or the Section Head for a decision to be made in due course.

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Created: October 2007 Amended: April 2022

Application Checklist

Before you submit your application, tick the following boxes to ensure you have included and read all the necessary documentation. Any omissions will result in the return of your application and further delay.

All applications must be submitted in person; postal applications will not be accepted. Only original documents will be accepted and these must reflect the same spelling of names and addresses. \Box I have read the Convictions Criteria information I agree that I will subscribe to the DBS Update Service I submit the following: Application form - fully completed and signed \Box Group II medical report - completed and signed by your own doctor, including the Practice stamp Driving standards test appointment letter or pass certificate- we will accept certificates three years from the date of Letter of introduction from your intended employer - on letter headed paper and signed by the licensed Operator or their nominee **DBS Disclosure Reference** П Criminal Records Check from outside the UK - if you were born outside of the UK you must provide a Criminal Record Check from the country(s) that you have lived in. DVLA driving licence - detailing your full, current postal address П DVLA Mandate (D796) & applicable fee 2 x recent utility bills - stating your name and address e.g. gas, electricity, bank statement, which must not be more than three months old. (Refer to the DBS booklet if you do not have this information) 2 x recent identical colour passport photographs - no sunglasses or hats П Documentary evidence of your National Insurance number Original European Economic Area (EEA) Passport - if you do not hold a current EEA passport, you will need to provide evidence that you are entitled to remain in this country and able to work (Refer to the DBS booklet if you do not have this information) Applicable Fee - payable by cash, debit card or cheque (made payable to Leeds City Council) I fully understand all of the information that has been provided to me and subsequently explained when submitting my application: Signature:

PRIVACY NOTICE

Date:

The Council is the Data Controller of the information you provide and we have a statutory duty to collect and process this information to be compliant with the Local Government (Miscellaneous Provisions) Act 1976. This is as part of our public task obligations as a Local Authority to ensure whether a person is 'fit & proper' to hold a taxi and/ or private hire licence. This also includes processing information on medical checks, DBS checks and DVLA checks.

If necessary, the Council may pass your details to the Home Office in order to make further enquiries regarding your immigration status and right to work in the UK. In addition, the Home Office may request that we supply them with copies of your documentation in relation to immigration and right to work enquiries. Applicants who cannot produce the necessary evidence should be aware that their details may be passed to the Home Office and that the Home Office may also pass your details to other Government bodies such as the DVLA in relation to immigration matters.

We may also share information with other third parties where required by law for the detection and prevention of crime.

The personal information you provide will be held for the duration of your licence from the date of receipt, after which it will be securely destroyed 6 years after the expiry, surrender or revocation of your final licence, in line with our retention policy (except in the event of an appeal or judicial inquiry, in which case it will be retained for as long as is required to determine these matters).

The Council's corporate privacy notice, which includes details of the authority's Data Protection Officer and your Information Rights is available at: https://www.leeds.gov.uk/privacy-statement/privacy-notice

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Licence History												
16.	Are you the current holder/ have you ever held either a Hackney Carriage or Private Hire Driver's licence with Leeds City Council or any other Local Authority? Yes No											
16a.	If Yes, please give details;											
Loca	I Authority	Type of Licence	Badge Number	Dates Held	Expiry Date							
17.	17. Have you ever had a Hackney Carriage or Private Hire Driver's licence refused/ revoked/ suspended by Leeds City Council or any other Local Authority? Yes No											
17a.	If Yes, pleas I Authority	e give details; Type of Licence	Pofusod	/ Revoked/ Suspend	ad Natail							
18.	Please give	details of your CURR	ENT EMPLOYMENT (if applicable).								
	Name of Emp	oloyer	Address	Dates	: from and to							

Convictions

19. Are you aware of any enquiries or investigations of any kind or description (including motoring and/ or Hackney Carriage/ Private Hire) being made at the present time by the Police or any Local Authority involving you? POLICE **ANY LOCAL AUTHORITY** ☐ Yes ☐ No ☐ Yes ☐ No (if Yes, please give full details) (if Yes, please give full details) 20. Have you ever had any summons served on you for any offence(s) which has NOT been heard at Court? Yes No 20a. If Yes, please give full details; **Future Date of Hearing** Alleged Offence 21. Have you ever been given any WRITTEN WARNING by the Police or Local Authority? Yes No 21a. If Yes, please give full details; **Date of Warning Reason for Warning** Police **Local Authority**

22.			cautioned	d for ar	ny offence which was o	omm	itted whilst working			
	as a licensed o		lo							
22a.	If Yes, please of	give full details; EXTRA SHEETS IF	- NECES	SARY						
	MOTORING Convictions (including Fixed Penalties). If none, write NONE									
Date of	of Conviction	Offence	Fin	е	Disqualification De	tails	Penalty Points			
	CONVICTIONS other than Motoring (including any Binding Overs). If none, write NONE									
Date o	of Conviction	Offen	ce		Court		Sentence or Order			
	CAU	ITIONS, WARNING	SS and R	EPRIN	MANDS. If none, write	NON e	NE			
	e of Caution/ ing/ Reprimand	Offence)	Po	lice Force/ Issuing Body		te whether Caution/ arning/ Reprimand			

If you feel it is appropriate you may wish to provide Leeds City Council with written details of any mitigating circumstances in respect of your convictions which you consider should be taken into account.

23.	Are you aware of any reason, whether medical, legal or otherwise, which prevent you from carrying out any of the responsibilities required of a Private Hire driver? (This would include helping passengers with their luggage and assisting passengers with disabilities etc.) Yes No
23a.	If Yes, please give full details;
24.	Do you have a medical condition which is aggravated by exposure to dogs? Yes No
	If Yes, medical information is required to support an exemption from the duty to carry assistance dogs.
25.	Do you have a medical condition which would make it difficult for you to carry passengers in wheelchairs? Yes No
	If Yes, medical information is required to support an exemption from the duty to carry passengers in wheelchairs.
Appli	icant Declaration
	re that the answers to all questions are true to the best of my knowledge and belief. I agree to y the rules of Leeds City Council's Licensing Conditions.
	m that I am aware of my responsibilities to pay tax on earnings from the licensed trade. As an ee by PAYE (Pay as You Earn) or if self-employed, by registering for Self-Assessment.
	Applicants Signature:
	Date:

PLEASE NOTE: It is an offence for the person completing this form to make a false statement or omit relevant details.

For Office Use Only

The details in this box are to be completed by authorised staff only.

Licensing Staff - please ensure that a licence is not issued until all checks have been completed and signed by authorised officers. Badge Number: Fee Paid? £ ☐ Cash ☐ Cheque ☐ Debit Card Receipt No: Name and Signature: Date: **Management Authorisation** ☐ Yes ☐ No Pre-application documents on file and checked? DBS is satisfactory? Yes Name & Signature ☐ No Name & Signature Dated DBS Update Service Enrolment: Yes ☐ Fail English Comprehension test: Pass ☐ Failed to attend Private Hire Knowledge Training attended? Passed Customer care training undertaken ☐ Yes ☐ No Authorisation to issue licence granted by: Name and Signature: Date: Licence Issued Name and Signature: Date: Date licence issued: Expiry Date: Created: October 2007 Amended: August 2018

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Equal Opportunities Monitoring

Leeds City Council has an Equal Opportunities policy. This means that customers using the services of Leeds City Council will be treated equally irrespective of their sex, disability, colour, race, nationality, ethnic origin, sexual orientation or age. To ensure the effectiveness of this policy and to assist in its development please will you complete the information below which will be treated as confidential and used for statistical purposes only.

It is important to be aware that you are under no obligation to take part in the monitoring process. It will make no difference to the service you receive.

Are you? Male Female				
Which age group do you 19 or younger 20 – 30	u fit in to?	31 – 40 41 – 50	51 – 60 61 or older	
Do you have a disability Yes No	?			
Ethnic Origin Asian or Asian British Bangladeshi Indian Kashmiri Pakistani Other (please specify)		Black or Black British African Caribbean Other (please specify)	Mixed White and Asian White and Black African White and Black Caribbean Other (please specify)	
White British Irish Other (please specify)		Other ethnic groups Chinese Gypsy/ Traveller Other		
Please tick the appropria Buddhist Christian Hindu	ate box to s	select your religion Jewish Muslim No religion	Rastafarian Sikh Other (please specify)	
How would you describe Heterosexual Bisexual	e your sexu	al orientation? Lesbian	Gay Man	