

1. What type of application is this? FIRST GRANT / RENEWAL <i>(delete as necessary)</i>	
2. If a current licence is held, state: Licence No. <b>PD</b>	Expiry Date:
3. Surname	Date of Birth
Title Mr / Mrs / Miss / Ms <i>(delete as necessary)</i>	
Forenames	
Home Address	
Postcode	Telephone No.

4. Date of grant of FULL UK or EEC drivers licence	
5. Have you held a FULL UK or EEC drivers licence for at least the past 36 months?	YES / NO <i>(delete as necessary)</i>
6. Give the name of the hire car firm with whom you are (or intend to be) employed:	
7 Do you hold a current private hire driver licence If so please supply licence number	YES / NO <i>(delete as necessary)</i> <b>PD</b>
Have you ever been refused a licence concerned with a taxi or hire car or had such a licence suspended or revoked?	YES / NO <i>(delete as necessary)</i>

If yes, give full details including the Local Authority and date

## 8. Declaration of Convictions.

- a) You must disclose all convictions for offences (including traffic offences) in the spaces on the page overleaf, unless that conviction is regarded as "spent" by the Rehabilitation of Offenders Act 1974. Although you need not disclose "spent" convictions, you should be aware that under the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 2002 the Council may consider ALL convictions when considering your application for a licence.
- b) As a general guide ALL convictions must be disclosed (including traffic offences) unless the conviction falls into one of the following categories:

A SENTENCE OF	WHICH WAS
• Imprisonment for a term exceeding 6 months but not exceeding 30 months .....	over 10 years ago
• Imprisonment for a term not exceeding 6 months .....	over 7 years ago
• A fine (includes most traffic offences) .....	over 5 years ago
• Conditional discharge, bound over, probation .....	over 1 year ago
• Absolute discharge .....	over 6 months ago
• Cashiering, discharge with ignominy, dismissal with disgrace from HM forces ...	over 10 years ago
• Dismissal from HM forces .....	over 7 years ago
• Disqualification, disability, prohibition .....	period of sentence unless longer period set out above

- c) Generally traffic offences are declared for a period of **5 years** (because fines are normally imposed) and has nothing to do with removal of endorsements from licences etc.
- d) If you are in any doubt, or your particular sentence is not listed above, then ask the advice of the Licensing staff or consult a solicitor.
- e) A sentence exceeding 30 months imprisonment **must always be declared**.
- f) All the requested details must be declared for each offence. Any gaps or vagueness may result in delay to the application.
- g) The coding system for driving licence endorsements may be used if you wish.
- h) All calculations as to whether a conviction is "spent" are made with reference to the conviction date NOT the date of the offence.
- i) The rehabilitation period may be automatically extended by the commission of a further offence during the rehabilitation period in respect of indictable offences.
- j) **One final word of warning.** Do not be tempted to omit an offence because you are not sure if it has to be declared or not. Ask the Licensing Officer, who may be contacted by telephone on (01793) 466212. It will be considered a very serious matter and may result in the suspension or revocation of your licence.

Now list below all offences for which you have been convicted by a court (offences which do not need to be listed are summarised in the notes above). If you have no convictions to declare then write NONE and sign below.

Date of conviction	Court	Offence(s)	Sentence or Order of Court
<p><b>I list above all the offences for which I have been convicted which need to be declared.</b></p> <p>Usual signature _____</p>			

APPLICANTS ARE ADVISED THAT TO KNOWINGLY OR RECKLESSLY MAKE A FALSE STATEMENT OR OMIT ANY MATERIAL PARTICULAR FROM THIS APPLICATION OR ANY OTHER DOCUMENT SUBMITTED WITH IT IS A CRIMINAL OFFENCE.

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

Usual signature of applicant \_\_\_\_\_ Date \_\_\_\_\_

Are you the owner of a Private Hire vehicle? YES / NO (*delete as necessary*)

If the answer is 'NO' the declaration below **MUST** be completed by the proprietor of the licensed vehicle.

### Declaration of Private Hire Vehicle Proprietor

This declaration must be in the name of, and signed by, the properly licensed proprietor.

I hereby certify that the applicant named above will drive the vehicle properly licensed as a Private Hire vehicle, of which I am the named proprietor, if the applicant obtains a licence.

1. Private Hire Licence (and Plate) No.

2. Date Licence Expires

3. Name (as Licence)

4. Address (Residence)

Postcode

Signature of Proprietor \_\_\_\_\_ Date \_\_\_\_\_

### THIS SECTION TO BE COMPLETED ONLY BY NEW APPLICANTS

Give details of TWO referees who have known you for at least two years, who are not relatives and who are not connected with you in Private Hire work either as licensed proprietors or operators.

Surname	Title
MR / MRS / MISS / MS ( <i>delete as necessary</i> )	
Forenames	
Address (Business or Residence)	
Postcode	

Surname	Title
MR / MRS / MISS / MS ( <i>delete as necessary</i> )	
Forenames	
Address (Business or Residence)	
Postcode	

No licence can be granted until these references are received.

National Insurance Number:

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## Receipt of Private Hire Drivers Badge

I, the undersigned, acknowledge that the driver's badge which will be issued to me with my licence is the property of Swindon Borough Council, is held on loan by me and is to be returned to the Council on demand. I undertake to return this within seven days after expiration, suspension, revocation or refusal to renew the licence whether or not any demand is made by the Council.

Signed \_\_\_\_\_

Badge No. \_\_\_\_\_

Date \_\_\_\_\_

## NOTICE



The information supplied will be used to administer the Hackney Carriage and Private Hire licensing system.

This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided as part of this application for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

For further information, see the Council's website ([www.swindon.gov.uk/nfi](http://www.swindon.gov.uk/nfi)) or contact the council's Internal Audit section at Swindon Borough Council, Civic Offices, Euclid street, Swindon SN1 2JH.

Under the Data Protection Act you can see your own personal information. If you would like to know more about this, please ask for our leaflet 'Access to your personal information'. Or contact the Data Protection Officer at Swindon Borough Council, Civic Offices, Euclid street, Swindon SN1 2JH.

FOR OFFICE USE ONLY	
Received by	_____
Processed by	_____
Approved by	_____