

# HACKNEY CARRIAGE, PRIVATE HIRE OR COMBINED DRIVER LICENCE Application Form

## APPLICANT DETAILS

Mr	<input type="checkbox"/>	Mrs	<input type="checkbox"/>	Miss	<input type="checkbox"/>	Ms	<input type="checkbox"/>	Other Title	<input type="text"/>	
Surname	<input type="text"/>									
Forename(s)	<input type="text"/>									
Address including Postcode	<input type="text"/>									
Telephone No	<input type="text"/>									
Email	<input type="text"/>						N. I. No	<input type="text"/>		
Place of Birth	<input type="text"/>						Date of Birth	<input type="text"/>	<input type="text"/>	<input type="text"/>

## APPLICATION TYPE (LICENCES ARE ISSUED FOR A PERIOD 3 YEARS)

This is an application for a **Hackney Carriage Driver**  **Private Hire Driver**  **Combined Driver**

This is a **new application**  **Current Badge Number**

This is a **renewal**

## ABOUT THIS APPLICATION

The Licensing Authority of Royal Borough of Windsor and Maidenhead needs to be satisfied on the contents of this application before granting to an applicant a Hackney Carriage, Private Hire or Combined Driver Licence.

When completing this application form please:

- Write inside the boxes using **BLOCK CAPITAL** letters.
- Ensure that a response is given for **EVERY** question. Incomplete application forms will not be accepted.
- Provide **ALL** original documents required in the list below for inspection by the Licensing Officer.

Please return this completed form to: **Licensing Office, RBWM, Town Hall, St Ives Road, Maidenhead, SL6 1RF.**

## REQUIRED DOCUMENTS

Completed Application Form (every time)	Medical Examination Certificate Group 2 (every 5 years)
Driving Licence (every time)	Safeguarding Course Certificate (every 3 years)
Passport / Visa / Proof of Right to Work (every time)	Practical Driving Test Certificate (new application)
Enhanced DBS (every 6 months)	Completed Written Knowledge Test (new application)

FEES	£
Renewal or grant of a Private Hire Driver or Hackney Carriage Driver licence (3 years)	336.00
Renewal or grant of a Combined Driver licence (3 years)	540.00
Replacement Badge	10.00
Replacement paper licence	10.00

## HMRC TAX CHECK CODE

- Are you renewing an active licence? Yes  No
- Are you applying for a licence previously held with us, that expired less than a year ago? Yes  No
- Are you applying for the same type of licence you already hold with another authority? Yes  No

If you answered yes to any of the above questions, you must provide us with a tax check code before we can issue your licence. To get a check code, you will need to complete a tax check using a Government Gateway account.

**HMRC Tax Check Code:**  This code needs to be less than 120 days old.

**We will not be able to proceed with your application without this check code.**

### Tax responsibilities

**If you have not** previously held a Hackney Carriage/Private Hire driver licence or your previous licence has not been valid for over a year, you need to confirm that you are aware of your tax responsibilities by signing the following declaration.

‘I declare that I am applying for a Hackney Carriage/Private Hire driver licence for the first time, or I previously held a licence, but it has not been valid for over a year and I am aware of Government guidance about my tax obligations’.

Information is available from [www.gov.uk/guidance/confirm-an-applicants-tax-responsibilities-for-taxi-private-hire-or-scrap-metal-licence-applications](http://www.gov.uk/guidance/confirm-an-applicants-tax-responsibilities-for-taxi-private-hire-or-scrap-metal-licence-applications), contact telephone number 0300 2003300.

**I confirm that I am aware of the content of HMRC guidance relating to my tax registration obligations.**

**Signature of applicant**

## DBS UPDATE SERVICE

From 01 April 2024, all existing licenced drivers, and new applicants for a licence, must enable the Licensing team to check their DBS for new information every 6 months by;

- i. Applying and paying for their DBS via an agreed third party company,
- ii. Registering and paying for the Disclosure and Barring Service (DBS) Update Service, and renewing this annually,
- iii. Authorising access by RBWM licensing officers to perform a status check of their DBS at any time during the duration of their licence using the “DBS Update Service Status Checks” facility provided by the third-party company and meeting the cost of this facility through their drivers’ licence from 01/04/2025.

DBS Certificate Number (12 digits)

**I give permission for a RBWM Licensing Officer to perform a status check of my DBS at any time during the duration of my licence to perform their statutory function.**

## UK DRIVING LICENCE VERIFICATION PROCESS

All Applicants are required to have the current status of their UK DVLA driving licence verified by a RBWM officer. This is done at your licensing appointment by providing us with an 8-digit DVLA check code.

DVLA Check Code (case sensitive)

Applicants will also be required to authorise access by RBWM licensing officers to their driving licence status for the duration of their licence, via the website [www.gov.uk/view-driving-licence](http://www.gov.uk/view-driving-licence).

DVLA Driving Licence Number

**I give permission for a RBWM Licensing Officer to access my DVLA driving licence information when required to perform their statutory function.**

## HOURS OF WORK

I will be working as a Hackney Carriage / Private Hire / Combined Driver:

a) Full time  b) Part time  hours per week

b) I am not currently working as a Hackney Carriage / Private Hire / Combined Driver

What is your other occupation?

## MEDICAL

During the last 12 months have you suffered from any illness or injury which has affected your ability to drive?

Yes  No

If **YES**, please give details.

Date

Condition

Duration

Medication

Treatment

Did you notify the DVLA of the change in your medical circumstances?

Yes  No

## PREVIOUS LICENCES

Have you previously held or applied for a Hackney Carriage, Private Hire or Combined Driver Licence **with this or any other authority**?

Yes  No

If **YES**, with which authority?

Was the licence granted?

Yes  No

Date the licence was granted

Have you ever had a Hackney Carriage, Private Hire or Combined Driver Licence:

a) Refused? Yes  No  b) Suspended? Yes  No  c) Revoked? Yes  No

If **YES**, please give details

Date

Duration

Authority

Reason

## PLEASE NOTE

**All licence holders must keep in their vehicle copies of their RBWM Vehicle Licence, Vehicle Insurance, MOT and Certificate of Compliance. Drivers are also required to carry their RBWM Badge on them when working.**

## DECLARATION OF PRIVATE HIRE OPERATOR

(to be completed on every occasion for a Private Hire Driver or Combined Driver Licence)

This Declaration must be signed by the Licensed Private Hire Operator or an Authorised Signatory.

*I hereby certify that the applicant named over will be working as a Private Hire Driver.*

Operator Name:

Operator Address  
including Postcode

Company  
Stamp

Operator Number

Licence Expiry Date

Operator Signature

**(Only authorised signatures will be accepted)**

Name of Signatory

Date of Signature

## DECLARATION OF CONVICTIONS / DVLA POINTS

When submitting an application for a Hackney Carriage, Private Hire or Combined Driver Licence applicants are required to declare **ALL convictions and cautions** you may have by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) (Amendments) Order 2002. **Any spent convictions must be disclosed.**

Please also record any current DVLA points on your driving licence.

Have you ever had any:

a) Convictions	Yes <input type="checkbox"/>	No <input type="checkbox"/>	c) Motoring Offences	Yes <input type="checkbox"/>	No <input type="checkbox"/>
b) Cautions	Yes <input type="checkbox"/>	No <input type="checkbox"/>	d) DVLA Points	Yes <input type="checkbox"/>	No <input type="checkbox"/>

If **YES** to any, please give details below.

Date of Conviction	Offence	Court	Sentence / Fine

Are you currently on bail or subject of any outstanding charge or summons?

Yes  No

If **YES**, please give details – continue on a separate sheet if required.

## DATA PROTECTION

Royal Borough of Windsor and Maidenhead (RBWM) and its agents will use the information that you have provided on this form and subsequent information provided by you or others for the purposes of assessing your application to hold a Hackney Carriage / Private Hire / Combined Driver Licence and for the administration of the licence.

If your application is successful, your name, licence number, licence status, issued date and expiry date will be made available on a public register. **By signing this form, you are consenting to the processing of your data by RBWM for these purposes.** The data may also be disclosed to other departments within the Council or other organisations, but only in order to ensure compliance with relevant legislation, for identification purposes or to prevent or detect fraud or a crime.

For further information on the law surrounding Data Protection, please visit the Information Commissioner's Office website at [www.ico.org.uk](http://www.ico.org.uk).

## DECLARATION OF APPLICANT

I hereby certify that, to the best of my knowledge and belief, the information I have given in this application is correct and I have given it knowing that I shall be liable to prosecution if I have knowingly or recklessly made a false statement or omitted any material particular and accept that Royal Borough of Windsor and Maidenhead reserves the right to clarify any of my answers or require further information in accordance with the provisions of The Town Police Clauses Act 1847, The Local Government (Miscellaneous Provisions) Act 1976 and any modification or re-enactment thereof.

I acknowledge that the Hackney Carriage / Private Hire / Combined Driver Licence(s) issued to me as shown above remains the property of Royal Borough Windsor and Maidenhead Council, is / are held on loan by me and must be returned to the Council on demand. I undertake to return the badge within 7 days after revocation, expiry or suspension of my licence under Section 60 of The Local Government (Miscellaneous Provisions) Act 1976 and The Town Police Clauses Act 1847 whether or not any demand is made by the Council.

I confirm I give Royal Borough of Windsor and Maidenhead the authority to receive up-to-date information (within the meaning of Section 116A of the Police Act 1997) in relation to my criminal record DBS Certificate for the purpose of asking an exempted question within the meaning of Section 113A of the Police Act 1997; or in relation to my enhanced criminal record DBS Certificate for the purposes of asking an exempted question for a prescribed purpose within the meaning of Section 113B of the Police Act 1997.

I confirm that I have the right to work in the UK.

I confirm that I have read and understood the above declaration and the information supplied by myself is true and accurate to the best of my knowledge.

Signature of applicant

Date

## PRIVACY NOTICES

Hackney Carriage / Private Hire / Combined Driver Licence applications are for the confidential use of the Licensing Authority.

We are a unitary authority responsible for all areas of local government within its geographical boundary. We are registered under the Data Protection Act as a Data Controller with the Information Commissioner's Office. The council registration reference is: **Z6764716**

Please see the following links for more information:

[www.rbwm.gov.uk/home/council-and-democracy/strategies-and-policies/data-protection/privacy-notices](http://www.rbwm.gov.uk/home/council-and-democracy/strategies-and-policies/data-protection/privacy-notices)

[www.rbwm.gov.uk/sites/default/files/2020-04/privacy\\_notice\\_taxi\\_licences.pdf](http://www.rbwm.gov.uk/sites/default/files/2020-04/privacy_notice_taxi_licences.pdf)