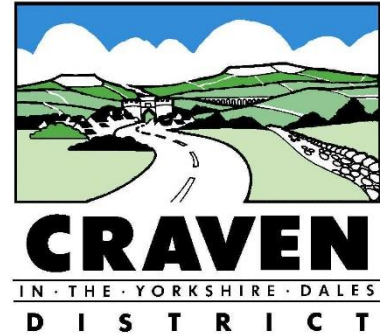


Craven District Council  
1 Belle Vue Square  
Broughton Road  
Skipton  
BD23 1FJ

Telephone: 01756 706251  
Email: [licensing@cravendc.gov.uk](mailto:licensing@cravendc.gov.uk)



## HOW TO APPLY FOR OR RENEW A:-

# PRIVATE HIRE OR HACKNEY CARRIAGE OR COMBINED DRIVER LICENCE

*Local Government (Miscellaneous Provisions) Act 1976 / Town Police Clauses Act 1847*

Please read the following enclosed documents when completing your application:

- a) Notes for Applicants
- b) Application Fees
- c) Proof of Right to Work in the UK - list of acceptable documentation
- d) Disclosure & Barring Service - list of acceptable documentation
- e) Convictions Policy
- f) Notes regarding Practical Driving Test

### Documents to be submitted with your application

You must attend the Licensing Office when submitting your application so that your proof of Right To Work in the UK can be checked and original documents checked.

1. Application Form
2. Colour Passport Photograph – to meet Passport Agency Requirements
3. Fee
4. Completed Data Protection Mandate to check Driving Licence (see notes)
5. Proof of Right to Work in the UK (see notes)
6. Medical Certificate
7. Practical Driving Assessment Certificate – New applicants only
8. ID Documents to support your DBS application (see separate guidance from the DBS on what ID documents are required)
9. HMRC Check code (for Renewals only - see notes on page 16)

**Please Note:** All supporting documents to this application including Medical Certificate, Practical Driving Assessment and Knowledge Test must be completed within 3 months of receipt of a satisfactory Disclosure & Barring Service Certificate. Failure to provide the necessary documents within 3 months will result in the application being refused.

Type of Application:	Hackney Carriage <input type="checkbox"/>	Private Hire <input type="checkbox"/>	Combined <input type="checkbox"/>
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Badge Number: (if previously licensed)		Expiry Date:	
---	--	--------------	--

Surname:		Date of Birth:		Age:	
----------	--	----------------	--	------	--

Title:		Forenames:	
--------	--	------------	--

Address:			
----------	--	--	--

	Post Code:	
--	------------	--

Telephone No:		Mobile Tel No:	
---------------	--	----------------	--

Email address:			
----------------	--	--	--

NI Number:			
------------	--	--	--

Tax Check Code (renewals only – 9 characters)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------

Have you ever been known by any other name(s):	Yes <input type="checkbox"/>	No <input type="checkbox"/>
--	------------------------------	-----------------------------

If YES please declare all name(s) known by including dates:			
---	--	--	--

Operator Trading Name: (for PH Drivers only)			
---	--	--	--

Have you held a FULL driving licence for at least 5 years? (if no an application cannot be submitted)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
--	------------------------------	-----------------------------

Are you aware of any <b>ENQUIRIES OR INVESTIGATIONS</b> of any kind or description being made by the Police or any Local Authority or any other agencies such as the Department for Work and Pensions/HMRC/ Inland Revenue for example? (These are just examples and the list is not exhaustive) (If YES, please give details – continue on a separate sheet if necessary)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
---	------------------------------	-----------------------------

--	--	--

Have you ever had any summons served on you for any offence(s) which has <b>NOT</b> been heard at Court? (If YES, please give details)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
---	------------------------------	-----------------------------

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**Statutory Declaration of Convictions (including Spent Convictions), Cautions,  
Warnings and Reprimands/Driving Offences including fixed penalty tickets**

**Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 2002** (this order means that no criminal convictions for a hackney carriage or private hire driver ever become spent)

I Declare that I \_\_\_\_\_ (full name)

1. Have never been convicted of any offence and I have never been cautioned, warned or reprimanded for any offence (including road traffic offences);

OR

2. Declare here full details of every offence for which I have ever been convicted, together with full details of every offence for which I have been cautioned, warned or reprimanded (including road traffic offences).

**Convictions, Cautions, Warnings & Reprimands, Road Traffic offences (inc Binding Overs)**

<b>Date of Conviction /Caution etc</b>	<b>Offence</b>	<b>Penalty / Sentence imposed</b>

If you feel it appropriate, you may wish to provide the Council with written details of any mitigating circumstances in respect of your convictions, which you consider should be taken regard of.

If the Licensing Section is mindful to refuse your application in line with the Conviction Policy you will be asked to provide supporting evidence as to why the Policy should not apply to you.

**WARNING**  
The making of a false statement or submission or omission of any material particular either knowingly or recklessly can lead to prosecution. The maximum fine is £1,000.

<p>Do you have a medical condition, which is aggravated by exposure to dogs or restricts your ability to assist passengers in a wheelchair?</p> <p>If YES medical information is required to support an application for exemption from the duty to carry assistance dogs/assist passengers in wheelchairs. An application form is available from the Licensing Office.</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>
--	--

<p>Do you currently hold or have you <u>ever</u> held a private hire or hackney carriage licence with any other local authority?</p> <p>If YES, please state which authority/ies and dates below:</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>

<p>Have you <u>ever</u> had an application to <b>any</b> Local Authority for the grant or renewal of a Hackney Carriage Drivers licence, a Private Hire Drivers licence or a Combined Drivers licence <b>refused</b>, or had a licence <b>revoked or suspended</b>? (If YES, please give details below)</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>

I **DECLARE** that the answers to ALL questions and all other particulars provided in connection with this application are accurate and no relevant information has been omitted either knowingly or through lack of care. I also hereby give my consent for the Council to retain a copy of my DBS Certificate. Any copy taken will be destroyed in line with DBS Code of Practice. I am aware of the content of HMRC guidance relating to my tax registration obligations and give my consent for my Tax Check code to be checked with HMRC.

**Please note:** Your Right To Work in the UK will be checked as part of your licence application, this could include the Licensing Authority checking my immigration status with the Home Office. We may otherwise share information with the Home Office. You must therefore provide a document or document combination that is stipulated as being suitable for this check. The list of documents is set out at pages 9 & 10 of this application form. You must provide the original document(s), such as your passport or biometric residence permit, as indicated in the published guidance, so that the check can take place. The document(s) will be copied and the copy retained by the Licensing Authority. The original document(s) will be returned to you. Your application will not be considered valid until all the necessary information and original document(s) have been produced and the relevant amount has been paid.

If there are restrictions on the length of time you may work in the UK, your licence will not be issued for any longer than this period. In such circumstances the check will be repeated each time you apply to renew or extend your licence, If, during this period, you are disqualified from holding a licence because you have not complied with the UK's immigration laws, your licence will lapse and you must return it to the Licensing Authority. Failure to do so is a criminal offence.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Craven District Council requires the requested information in order to process your application for a licence. It has a duty to protect and safeguard the public and therefore may share the information you have provided on this form with other service areas within the Council, Government departments, law enforcement agencies and partners for these purposes.*

*This authority is required to protect the public funds it administers. It may share information provided to it with other bodies responsible for auditing or administering public funds, or where undertaking a public function, in order to prevent and detect fraud. For more details see <http://www.cravencd.gov.uk/nfi>*

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## NOTES FOR APPLICANTS

1. A licence, if granted, will be valid for a period not exceeding three years.
2. Until you hold a valid private hire or hackney carriage driver's licence then you are not permitted to drive any private hire or hackney carriage vehicle for any purpose. If you are found to be driving a private hire or hackney carriage vehicle without a valid licence you may be liable to prosecution.
3. Any vehicle which you intend to drive for private hire or hackney carriage purposes must be a licensed private hire or hackney carriage vehicle. In addition, a private hire vehicle must be booked through a licensed private hire operator. Application forms for both are available from the Licensing Office.
4. If a licence is granted to you, any change in the information supplied on this form must be notified to the Council immediately.

### Only Original Documents will be accepted

5. **DVLA Driving Licence.** You must have held a full DVLA driving licence for at least 5 years at the date of application. Driving licences must show your correct full name and correct full address. You will be required to produce your driving licence on application and on collection of a licence. From 8<sup>th</sup> June 2015 the paper counterpart to a photocard licence will not be valid and will no longer be issued by DVLA. Any new penalty points will only be recorded electronically and will not be printed on either a photocard licence or old style paper driving licence. In order for us to check your driving record you must complete a data protection mandate which we will email to you, from a company who undertakes a check of your driving record and provides us with the information.
6. **Disclosure & Barring Service (DBS) Enhanced Disclosures** are required with the following applications:
  - a) First Grant
  - b) Failure to subscribe or maintain online update service
  - c) Change of circumstances affecting online update service check

Apply for a DBS Check online by visiting <https://www.northyorks.gov.uk/apply-employment-check> - Please note this can only be done on a computer, not on a mobile or tablet.

Once you have completed your online application, contact the Licensing Team who will arrange a meeting to verify the evidence used in your application. You must produce several documents proving your identity.

There is a fee of £66 to pay for your DBS check which can be paid at this meeting.

It is your responsibility to ensure that once you have received your DBS Certificate through the post you produce it at the Licensing Office within 28 days of the date of issue otherwise your application will be refused.

**You must also sign up to the DBS online update service within 14 days of the issue date of your certificate** <https://www.gov.uk/dbs-update-service>

7. **Medical Requirements.** It may be preferable to delay going to the expense of a medical examination (if you have concerns regarding your conviction record) until you are notified of whether or not the Council is prepared to approve your application in principle.

As part of the licensing process for all drivers, the Council requires every applicant for a driver licence to meet Group 2 Medical Standard for Vocational Drivers as determined by DVLA in association with the British Medical Association.

A Medical Certificate to Group 2 Standard is required on the occasions listed below:-

- (a) First application for a licence;
- (b) Application for renewal on or after age 45 and then every 5 years until age 65;
- (c) Application for renewal after age 65 and every year thereafter (badges only issued for up to one year); and
- (d) Any other time when required by the Council.

8. **Practical Driving Assessment Certificate.** Book, attend and pass the Taxi Driver Assessment. The Blue Lamp Trust will provide your assessment and you can book your test by phoning 0300 777 0157 or visiting the following website: [www.bluelamptrust.org.uk](http://www.bluelamptrust.org.uk)
9. **Knowledge Test.** All new applicants must pass the Council's Knowledge Test. A training pack will be issued to all new applicants when they submit an application, at which time an appointment to undertake the test will also be booked.
10. **English Language Test.** In addition to the Knowledge Test, new applicants will be required to demonstrate that they have abilities in English by **undertaking the English Language Test B1 provided by Trinity College. You will be given a leaflet which tells you how to access this training and the costs associated with the course can be found online.**
11. The Council believes all passenger transport drivers whose role demands high standards in driving and customer service would benefit from training which includes customer care, meeting the needs of people with disabilities, road safety, the handling of emergencies and how to diffuse difficult situations and manage conflict, in addition to training around safeguarding issues.

As such, applicants (who are not existing licence holders) whose application for a drivers licence is determined on or after the date on which this Policy becomes effective will be required to provide evidence that they have undertaken the following:

Satisfactory completion of an approved training/awareness raising course in relation to safeguarding children and vulnerable people. This course must have been approved by Craven District Council Licensing Service.

In addition to the above, all drivers that are licensed on the day that this Policy is introduced, or are issued with a licence after this date, will be required to undertake awareness raising sessions on safeguarding children and vulnerable adults before their licence is renewed.

**See 15 below.**

- 12. Proof of Right to Work in the UK**– The Immigration Act 2016 came into force on 1<sup>st</sup> December 2016. The Council is required to check all applicants' proof of Right To Work on first application for a driver licence or on application to renew your current driver licence after 1st December 2016. Please see attached guidance for more information and a list of acceptable documents.
- 13. Convictions Policy** - In the case of an applicant with convictions, the Convictions Policy provides a clear and easy to understand eligibility criteria for applicants.

It may be preferable to delay going to the expense of a Medical and practical driving test if you have concerns regarding your conviction record until you are notified of whether or not the Council is prepared to approve your application in principle.

- 14. Application Timescale.** All supporting documents to this application including medical certificate, practical driving assessment certificate and Knowledge Test must be submitted within 3 months of a satisfactory Disclosure & Barring Service Certificate. If an applicant fails to provide the necessary documents in the timescale provided their application will be refused.

If you fail to renew your licence before it expires and wish to re-apply, you will be a new applicant and will be required to undertake the DBS, medical, Knowledge Test, practical driving test and any other current requirements as a new driver.

**15. Safeguarding Training.**

As of 1<sup>st</sup> June 2018 all existing drivers (upon renewal) and all new drivers will be required to undertake an approved Safeguarding Training Course. This course will be online and will cost £18.00. To undertake the test an appointment will be made for you to attend the Council Offices at a mutually convenient time where you will be given access to a computer to undertake the training.

You will need to bring with you a form of identification (passport/driving licence) as confirmation of your identity.

## APPLICATION FEES

### HACKNEY CARRIAGE DRIVER – GRANT/RENEWAL APPLICATION FEE

Including Badge and ID Card	£109.58 1 year
Including Badge and ID Card	£173.83 3 years

### PRIVATE HIRE DRIVER – GRANT/RENEWAL APPLICATION FEE

Including Badge and ID Card	£88.06 1 year
Including Badge and ID Card	£151.31 3 years

### COMBINED HACKNEY CARRIAGE/PRIVATE HIRE DRIVERS LICENCE APPLICATION FEE

Including Badge and ID Card	£149.58 1 year
Including Badge and ID Card	£212.83 3 years

#### Additional Fees Due

Disclosure & Barring Service Disclosure	£66.00
Knowledge Test	£14.07
DVLA Check	1 year £4 and 3 years £12
Driving Test Fee (payable direct to Bluelamp)	£87.00
Group Two Medical (payable to Doctor carrying out Examination)	As per individual surgery charges
Safeguarding Training (payable direct)	£18

#### NOTE

In the case of new applicants, in addition to the application fee you will be required to pay the Disclosure and Barring Service Fee, Knowledge Test Fee, DVLA Check Fee, Medical Costs (direct to Doctor carrying out the examination) and Practical Driving Test Fee.

In the case of renewals, in addition to the application fee you will be required to pay the Disclosure and Barring Service Fee and DVLA Check Fee and Medical Costs (direct to Doctor carrying out the examination only if required under policy on medicals).



## **PROOF OF RIGHT TO WORK IN THE UK IMMIGRATION ACT 2016**

On 1<sup>st</sup> December 2016, the Immigration Act 2016 relating to hackney carriage and private hire driver licences, and private hire operator licences came into force.

The Immigration Act 2016 means that the Council as a licensing authority is now under a legal duty to ensure that driver and operator licences are not issued to people who are illegally present in the UK, who are not permitted to work, or who are permitted to work but are subject to a condition that prohibits them from holding such a licence. The Council must comply with this legal requirement by carrying out 'right to a licence' checks.

The Act has also added immigration offences and penalties to the list of grounds on which driver and operator licences may be suspended or revoked by the Council and has also made it a criminal offence not to return a licence to the Council where a licence expires, is suspended or revoked on immigration grounds.

### **Who must have a right to a licence check?**

The Council must check that applicants are entitled to hold a licence. This includes all nationalities, including UK citizens, who hold a hackney carriage or private hire driver licence, or a private hire operator licence.

The check must be performed when an applicant first applies for a driver or operator licence or applies to renew their current licence after 1 December 2016.

All drivers and operators will only need to have the check carried out once, unless there are restrictions on the length of time you may work in the UK. If this is the case your licence will not be issued for any longer than the period of time you are entitled to work in the UK and the check will be repeated each time you apply to renew your licence.

### **How will the right to a licence check be completed?**

On application for a driver or operator licence you must attend the Licensing Office in person and provide us with a suitable document, which shows your right to remain and work in the UK. The Council is required to:

1. Obtain the original document
2. Check the document(s) in the presence of the applicant and
3. Make and retain a clear copy of the document(s)

We are not permitted to re-use copies of documents that we already have on file or have seen before.

### **What documents can I use for the right to a licence check?**

If you produce a document from List A this means there are no immigration restrictions on your right to work in the UK. Once the Council has undertaken the necessary check, and retained a copy of your document, you will not have to repeat the check when you subsequently apply to renew your licence.

<b>List A</b>	
<b>1.</b>	A passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.
<b>2.</b>	A passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
<b>3.</b>	A Registration Certificate or Document Certifying Permanent Residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
<b>4.</b>	A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.
<b>5.</b>	A <b>current</b> Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
<b>6.</b>	A <b>current</b> passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
<b>7.</b>	A <b>current</b> Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, <b>together with</b> an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
<b>8.</b>	A <b>full</b> birth or adoption certificate issued in the UK which includes the name(s) of at least one of the holder's parents or adoptive parents, <b>together with</b> an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
<b>9.</b>	A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, <b>together with</b> an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
<b>10.</b>	A certificate of registration or naturalisation as a British citizen, <b>together with</b> an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

If you produce a document from List B this means there are immigration restrictions on your right to work in the UK. A licence may be issued (subject to statutory limitations) up to the expiry date of your permission to work in the UK. The Council will check your immigration status each time you apply to renew your licence.

<b>List B</b>	
<b>1.</b>	A <b>current</b> passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question.
<b>2.</b>	A <b>current</b> Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to do the work in question.
<b>3.</b>	A <b>current</b> Residence Card (including an Accession Residence Card or a Derivative Residence Card) issued by the Home Office to a non-European Economic Area national who is a family member of a national of a European Economic Area country or Switzerland or who has a derivative right of residence.
<b>4.</b>	A current Immigration Status Document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay

	in the UK, and is allowed to do the type of work in question, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
5.	A Certificate of Application issued by the Home Office under regulation 17(3) or 18A (2) of the Immigration (European Economic Area) Regulations 2006, to a family member of a national of a European Economic Area country or Switzerland stating that the holder is permitted to take employment which is <b>less than 6 months old together with a Verification</b> from the Home Office Evidence and Enquiry Unit. The licence may be granted for six months from the date of the Certificate of Application.
6.	A <b>Verification</b> issued by the Home Office Evidence and Enquiry Unit to you, which indicates that the named person may stay in the UK because they have an in time application, appeal or administrative review and which is outstanding. The licence may be issued for six months from the date of the licence decision.

## Disclosure & Barring Service – ID documents

What identity documents can be used?

All applicants must initially be considered for Route one.

Can the applicant produce a Group 1 document? If yes, then the applicant must produce 3 documents:

- One document from Group 1 (refer to list of Valid Identity Documents below); and
- Two further documents from Group 1, 2a or 2b; one of which must verify their current address.

If the applicant has satisfied this route, then the document check is complete.

Every applicant must produce a Current Driving Licence as part of this application therefore this route will nearly always be satisfied. If you have any issues producing a document from Group 1, please contact the Licensing Office for further guidance on which documents you will be required to produce.

### Group 1 – Primary Trusted Identity Credentials

Document	Notes
Passport	Any current and valid passport
Biometric residence permit	UK
Current driving licence – photo card with counterpart where one is issued	UK/Isle of Man/Channel Islands and EU (full or provisional) (Please note some European countries do not issue counterparts) All licences must be valid in line with current DVLA requirements
Birth certificate – issued at time of birth	UK and Channel Islands – including those issued by UK authorities overseas, eg embassies, High Commissions and HM Forces
Adoption certificate	UK and Channel Islands

### Group 2a – Trusted Government/State Issued Documents

Document	Notes
Current driving licence – photo card (where a counterpart has been issued but no counterpart is presented)	All countries (full or provisional) All licences must be valid in line with current DVLA requirements
Current driving licence – paper version	UK/Isle of Man/Channel Islands and EU (full or provisional). All licences must be valid in line with current DVLA requirements
Birth certificate – issued after time of birth	UK and Channel Islands
Marriage/civil partnership certificate	UK and Channel Islands
HM Forces ID card	UK
Firearms licence	UK, Channel Islands and Isle of Man

## Group 2b – Financial/Social History Documents

Document	Notes	Issue date and validity
Mortgage statement	UK or EEA	Issued in last 12 months
Bank or building society statement	UK and Channel Islands or EEA	Issued in last 3 months
Bank or building society account opening confirmation letter	UK	Issued in last 3 months
Credit card statement	UK or EEA	Issued in last 3 months
Financial statement, e.g. pension or endowment	UK	Issued in last 12 months
P45 or P60 statement	UK and Channel Islands	Issued in last 12 months
Council Tax statement	UK and Channel Islands	Issued in last 12 months
Work permit or visa	UK	Valid up to expiry date
Letter of sponsorship from future employment provider	Non-UK or non-EEA only – valid only for applicants residing outside of the UK at time of application	Must still be valid
Utility bill	UK – not mobile telephone bill	Issued in last 3 months
Benefit statement, e.g. Child Benefit, Pension	UK	Issued in last 3 months
Central or local government, government agency, or local council document giving entitlement, e.g. from the Department for Work and Pensions, the Employment Service, HMRC	UK and Channel Islands	Issued in last 3 months
EU National ID card		Must still be valid
Cards carrying the PASS accreditation logo	UK and Channel Islands	Must still be valid
Letter from head teacher or college principal	UK – for 16 to 19 year olds in full time education Only to be used in exceptional circumstances if other documents cannot be provided	

## Practical Driving Assessment

Craven District Council has appointed the following organisation to provide driver assessments.

### **The Blue Lamp Trust.**

This does not provide a wheelchair assessment.

### **How much does it cost?**

£87

### **What does the test consist of?**

The assessment consists of a driving licence and eyesight check followed by a 45 minute driving test across a variety of road types. Each candidate will be asked to perform two reversing manoeuvres and possibly an emergency stop. A maximum of 9 driving faults are allowed and a high level of driving competence is required to pass.

### **How do I book?**

By calling **0300 7770157** (Monday to Friday 09.30 –16.00) or by booking online at:-

[www.bluelamptrust.org.uk/?f=Driver\\_Training/taxi\\_driver\\_assessment.php](http://www.bluelamptrust.org.uk/?f=Driver_Training/taxi_driver_assessment.php)

The following steps will help you book:-

- Visit the above website address for Blue Lamp
- This takes you to a page for 'Taxi Driver Assessments'.
- Click on the orange box at the right hand side headed 'Book a Taxi Test Online'
- This brings up an 'Online Booking Form', before taking you to a secure payment page to pay the fee.

After booking, you will normally be contacted within 5 working days by an approved Driving Assessor in your local area to arrange a convenient date and time for your assessment.

Please note you must take your driver's licence with you, which must be presented before the assessment. Your licence should be at your current address and in date. If you have the older style paper licence then you will need to take an appropriate form of photo identification such as a passport.

Eyesight must conform to current legislation (20m/68ft) so if you require glasses / contact lenses please take them with you.

You must provide a vehicle for the assessment which must be right hand drive, in a roadworthy condition and comply with current road legislation, i.e. taxed, tested, insured and fit for purpose.

Be punctual, if you are later than 5 minutes the test may be cancelled at the discretion of the assessor and you will be charged.

You may cancel or change the appointment date up to 5 working days prior to the test without incurring costs, after which you will not receive a refund and rebooking will attract the full fee.

Please allow one hour for the test.

Once you have passed your assessment you will be issued with a copy of your marking sheet that you will then need to produce at the Licensing Office. The Blue Lamp Trust will email an e-certificate directly to the Licensing Office.

## **Privacy Notice – Craven District Council Licensing applications**

Details of the information that we collect from you, what we do with it, and who it might be shared with.

### **What information do we collect from you?**

When you apply for a licence to conduct a business or trade within the District, we will collect your name, contact details including home, email addresses and telephone number and other details depending upon the nature of the licence applied for. The details requested may include your date of birth, your national insurance number, details of your professional qualifications and membership of professional associations, and whether you have received any criminal convictions. Depending on the nature of the licence applied for, we may ask you to provide certain documentary evidence. In order to process your application, we will also collect details of your method of payment, usually by payment card.

### **Why do we collect this information?**

Your name and the other particulars are requested so as to confirm your identity and decide whether a licence can be issued. Your payment details are required so as to ensure that a payment for the relevant licence is made.

### **Who might we share this information with?**

The Council will not share any of the information that it holds about you with any third party, unless you have given your written consent, or if otherwise this is permitted by law. The law may require the Council to publish certain information, either in a register which is available for public inspection, or in response to a request made under the Freedom of Information Act, for example in the case of taxi licences some limited information such as licensee names and associated badge or licence numbers, together with the status and expiry dates of those licences may be made publicly available, in accordance with the Town and Police Clauses Act 1847 and Local Government (Miscellaneous Provisions) Act 1976, as applicable. Schedule 23 to Finance Act 2011 (Data Gathering Powers) and Schedule 36 to Finance Act 2008 (Information and Inspection Powers), grant HMRC powers to obtain relevant information from third parties. This includes licensing bodies being required to provide information about licence applicants.

### **What do we do with your information?**

The information that you have provided will be held by the Council and will only be accessed by authorised Council employees. We will only use the information that you have provided for the purpose of your application for the relevant licence, and will not use it for any other Council purpose, unless we have your consent, or this is provided by law. Payments made by card are administered by the Council in accordance with the Payment Card Industry Data Security Standard.

### **How long do we keep hold of your information?**

The Council will keep hold of your information permanently. Records of payments are retained for seven years in accordance with the relevant finance legislation.

### **How can I access the information you hold about me?**

By making a Subject Access Request and going onto the Council's website at <https://www.cravencd.gov.uk/data-and-transparency/data-protection-act/> or writing to the Data Protection Officer, Craven District Council, First Floor, Belle Vue Square, Broughton Road, Skipton, BD23 1FJ. You also have the right to complain to the Information Commissioner's Office as it can investigate compliance with data protection law: [www.ico.org.uk](http://www.ico.org.uk)

## HMRC Tax Check Code

**Schedule 23 to Finance Act 2011 (Data Gathering Powers) and Schedule 36 to Finance Act 2008 (Information and Inspection Powers), grant HMRC powers to obtain relevant information from third parties. This includes licensing bodies being required to provide information about licence applicants.**

### Obtaining a new licence

If you are applying for a licence for the first time, you will not need to complete the tax check. However, we will ask you to read HMRC guidance on what you need to do to be properly registered for tax in the future and you will need to confirm you have done this.

### Renewing a licence

From 4<sup>th</sup> April 2022, if you renew or apply for a subsequent licence under the same or a different licensing body, you will need to do a tax check. You will be able to do this online and you will need to do it yourself i.e. an agent/accountant cannot do it on your behalf.

### About the tax check

You will be able to complete this tax check on GOV.UK, through your Government Gateway account. If you do not already have a Government Gateway account, you can sign up on GOV.UK

The tax check should only take a few minutes. You will only need to answer a few questions to tell HMRC how you pay any tax that may be due on income you earn from your licensed trade. There will be guidance on GOV.UK, and anyone who needs extra support will be able to complete the tax check by phone through HMRC's customer helpline.

When you've completed the tax check, you'll get a code. You must give this code to us as part of your application. **We cannot proceed with your licence application or renewal until the tax check is completed and we have received the code.** We will only receive confirmation from HMRC that you have completed the tax check. **We will not have access to any information about your income, finances or tax affairs.** Once you obtain the tax check code, it is valid for 120 days.

### What you need to do

If you have not registered to pay tax on earnings from your licensed trade, please go to [www.gov.uk](https://www.gov.uk) to check if you need to register as soon as possible:

- If you are an employee, find information on PAYE (Pay as You Earn) at <https://www.gov.uk/income-tax/how-you-pay-income-tax>



- If you are self-employed, find information on registering for Self-Assessment at <https://www.gov.uk/register-for-self-assessment>
- If you operate through a company, find information on Corporation Tax at: <https://www.gov.uk/corporation-tax>

If you should have been registered to pay tax and have not been, HMRC will work with you promptly and professionally to get you back on the right track. It is your responsibility to get your tax right, but HMRC are there to help.

You can get help from HMRC if you need extra support, for example if you need information in a different format or need help filling in forms. By going to [www.gov.uk](http://www.gov.uk) and search 'Get help from HMRC if you need extra support'.

For further guidance on the tax check, please visit: <https://www.gov.uk/guidance/changes-for-taxi-private-hire-or-scrap-metal-licence-applications-from-april-2022>