

Licence Number: SSD _____ Expiry Date: _____

RENEWAL APPLICATION TO BE SUBMITTED BY: _____

APPLICATION TO RENEW A SINGLE STATUS DRIVER'S LICENCE



Please note: This form is for a Single Status Driver's Licence (SSD) where the applicant is applying to renew an existing licence to drive hackney carriage and private hire vehicles before it expires. If you wish to apply for a Halton Borough Council SSD Licence and you do not currently hold one then please use the separate "New Application" form.

Applications must be completed by the applicant only* and in full, prior to attending the appointment and with the documents stated on the application checklist. *if you require any assistance completing the form please contact the Licensing Department

Application Checklist

Before submitting your application, tick the following boxes ☒ to ensure you have included and read all the necessary documentation. Any omissions will result in delays to your application.

All applications must be submitted in person to the Licensing Section at the Municipal Building, Kingsway, Widnes (next to the college).

Only original documents will be accepted and these must reflect the same spelling of names and addresses.

- ☐ I have read Halton Borough Council's "Professional Standards Policy"
- ☐ I understand that I must subscribe to the Disclosure & Barring Service (DBS) Update Service within 30 days of the DBS certificate being issued to me and provide the details with this application **if not already done so*

I submit the following:

- ☐ Application form - fully completed and signed
- ☐ DVLA Group II medical report - fully completed and signed as per details in application pack
- ☐ DBS application form (fully completed)
**not required if you already subscribe to the DBS update service*
- ☐ Identification documents for DBS (see attached flyer)
**not required if you already subscribe to the DBS update service*
- ☐ DVLA driving licence - must display your current address
- ☐ DVLA driving licence form - fully completed and signed
- ☐ Identification documents to prove I have the right to work in the UK (see attached flyer)
- ☐ HMRC tax check code - see page 3 for details

Applicant Details**Name of applicant****Title**

Mr / Mrs / Miss / Ms / Other - Please indicate

Date of Birth**Home address**

(You cannot provide a postal address it must be where you actually reside)

Home phone number**Mobile phone number****E-mail address****National Insurance number****Additional Details**

Have you ever been absent from the UK for a period of 3 months or more (this includes holidays) since your current licence was granted?

Yes ☐No ☐

If yes, you must contact the Consulate or the Embassy of that country and obtain a Certificate of Good Conduct. When the information is received in addition to being in the native language of the country it must also be translated into English and certified as a true copy. The Certificate should be produced to the Licensing Section.

Do you hold a current licence to drive private hire vehicles and/or hackney carriage vehicles with any other Authority?

Yes ☐No ☐

If yes, please provide details

Have you ever been refused or had revoked, a licence to drive private hire vehicles and/or hackney carriage vehicles with any Authority?

Yes ☐No ☐

If yes, please provide reasons for refusal/revocation

Which Private Hire Operator (Taxi Company) do you work for? (if any)

What vehicle do you currently drive?

Hackney Carriage / Private Hire
**(delete as appropriate)*

Plate number

Registration number

Do you currently subscribe to the Disclosure & Barring Service (DBS) Update Service?

Yes

☐

No

☐

If yes, please provide the original DBS Certificate to which the Update Service is linked. **Please note** that the Licensing Section will need to see the original certificate to verify what checks were requested. It may be that a new certificate is required in which case we will let you know at the earliest possible opportunity so that this can be requested. If a new DBS certificate is required you must sign up to the Update Service within 30 days of the new certificate being issued as Halton Borough Council **will not** issue a licence without this.

Do you have a medical condition which is aggravated by exposure to dogs?

Yes

☐

No

☐

Do you have a medical condition which would make it difficult for you to load and unload passengers in wheelchairs?

Yes

☐

No

☐

If yes is the answer to either of the previous 2 questions then medical information is required to support an exemption from the duty to carry assistance dogs and/or the loading and unloading of passengers in wheelchairs. If you believe that you should hold an exemption certificate from carrying assistance dogs and/or the loading and unloading of passengers in wheelchairs it is your responsibility to apply for one from the Licensing Section who will decide if you meet the criteria.

HMRC Tax Requirements

The government has put in place new tax requirements for anyone applying to renew a licence to drive hackney carriages or private hire vehicles from 4th April 2022. This is supported by a new digital service, developed by HMRC. It helps people who drive hackney carriages and/or private hire vehicles to complete a new tax check.

Most people are registered to pay tax and this is about ensuring everyone pays the tax they should, creating a level playing field for the compliant majority. HMRC are working with industry bodies to make this as straightforward as possible. The check should take a few minutes every few years and is simply to confirm that someone is appropriately registered for tax.

Please refer to the following link to obtain your individual tax check code:

<https://www.gov.uk/guidance/complete-a-tax-check-for-a-taxi-private-hire-or-scrap-metal-licence>

Please record your tax check code here:

Convictions, Cautions, Reprimands and Warnings

Important: Applicants are required to declare both current and spent convictions, cautions, reprimands, warnings and endorsable fixed penalties they have received and to provide details of all criminal matters of which they are currently the subject of criminal investigation or prosecution.

Any person applying to be a licensed driver should be aware that this role is exempt from the Rehabilitation of Offenders Act 1974. This means that no offence can be treated as ever being spent.

Should you fail to declare any matters that appear on your DBS check and/or DVLA driving record check your application will be referred to the Taxi Sub-Committee due in line with our Professional Standards Policy which can be found at the following link:

<https://www3.halton.gov.uk/Documents/business/licencing/Taxis/AssessmentofPreviousConvictions.pdf>

Have you ever been found guilty by a Court or cautioned by the Police for any criminal offence?

Yes

☐

No

☐

If yes, please provide details

Date of conviction

Offence

Sentence or Order

Are you aware of any pending enquiries or investigations of any kind being made at the present time by the Police, Government Agency or any Local Authority involving you (including motoring)?

Yes

☐

No

☐

If yes, please provide details

Date you were notified

Details

Do you currently have a clean driving licence?

Yes

☐

No

☐

If you are unsure of what points are currently held on your driving licence please check your licence details at the following website: <https://www.gov.uk/view-driving-licence>

If yes, please provide details

Date	Offence	Penalty Points

Declaration

IMPORTANT PLEASE READ BEFORE SIGNING

Please tick ☒

- ☐ I declare that to the best of my knowledge and belief the statements made on this application form are true and correct. I am aware that by withholding or knowingly giving false information in order to obtain a licence I may be liable to prosecution as well as having any licence refused or withdrawn
- ☐ I have read and understand the Councils Single Status Drivers licence conditions.
- ☐ I have read and understand the Councils criteria on Hackney Carry and Private Hire licensing.
- ☐ I understand that Hackney Carriage vehicles and Private Hire vehicles may only be driven by persons holding a Single Status Drivers licence.
- ☐ I acknowledge that any details disclosed by me to the Council can be used by the Council and any Government Agency in the investigation of matters involving or related to my status as a licence holder.
- ☐ I have read the Standard/Enhanced Check Privacy Policy for applicants <https://www.gov.uk/government/publications/dbs-privacy-policies> and I understand how DBS will process my personal data and the options available to me for submitting an application."
- ☐ I consent to Halton Borough Council Licensing Team carrying out an online status check of my DBS Enhanced Disclosure Certificate(s) and at intervals determined by the Licensing Team as necessary to ensure our records remain up to date. The DBS update privacy policy can be found at <https://www.gov.uk/government/publications/update-service-privacy-policy>
- ☐ The information provided in this application is true and accurate.
- ☐ Should I be refused any application for a licence or have a licence that has been granted be subsequently revoked, then my details will be recorded on the NR3 database. Full details of the Councils NR3 Policy can be found at: <https://www3.halton.gov.uk/Documents/business/licensing/Taxis/NR3%20Policy.pdf>
- ☐ I confirm that I am aware of the content of the HMRC guidance relating to my tax registration obligations.

Signed

Print name

Date

PRIVACY NOTICE

The Council's corporate privacy notice, which includes details of the authority's Data Protection Officer and your Information Rights is available at:

<https://www4.halton.gov.uk/Documents/council%20and%20democracy/dataprotection/privacynotices/PrivacyNotice.pdf>

Details of how your data is used when applying for a licence to drive hackney carriage and private hire vehicles is available at:

<https://www4.halton.gov.uk/Documents/council%20and%20democracy/dataprotection/privacynotices/legalservicespn.pdf>

FOR OFFICE USE ONLY**DBS FORM****Date sent****Form reference number**

ID documents checked

Driving licence

☐

Passport

☐

Birth Certificate

☐

Other documents

Date of certificate

Certificate number

Convictions

No

☐

Yes

☐

See attached copy of result

Action required

☐

DBS Update Service reference number

Original DBS certificate provided

Yes

☐

No

☐**INSURANCE DOCUMENT****CERTIFICATE**☐**COVER NOTE**☐

Company

Policy/Certificate number

Vehicle registration number

Name of policy holder

Start date

Expiry date

Persons insured to drive

Policy holder only

☐Policy holder & following
named drivers☐

Use

Public Hire / Private Hire

FEES PAID

Licensing fee and DBS fee

Date

Receipt number

Amount

Method of payment

Certificate of Good Conduct Required?

YES

☐

RECEIVED

☐

NOT REQD

☐

Medical Required?

YES

☐

RECEIVED

☐

NOT REQD

☐

System Operator.....

SYSTEM OPERATOR FORM

TO BE COMPLETED & SIGNED BY THE SYSTEM OPERATOR

I hereby certify that the below named is or will be a driver operating from this system.

Drivers name

SSD Licence number

Hackney Carriage/Private Hire plate number

Vehicle registration number

Trading name of business

Private Hire Operator's licence number

Operator email address

I understand that if any of the details above are found to be false or incorrect then my Operator's licence may be revoked or suspended.

Signed

Print name

Dated