

**SOLIHULL METROPOLITAN BOROUGH COUNCIL**  
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 Telephone: 0121 704 6830



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# NEW APPLICATION FOR A PRIVATE HIRE/HACKNEY CARRIAGE DRIVER'S LICENCE

Please tick the relevant box

Private Hire  Hackney Carriage

**NB: YOU CANNOT APPLY UNTIL YOU HAVE HELD A FULL U.K DRIVING LICENCE FOR 2 YEARS  
 PLEASE ENSURE ALL PARTS OF THE FORM ARE FILLED IN OR MARKED 'NOT APPLICABLE' (N/A)**

- Applicants will be required to produce proof of right to work in the UK, (passport, residency permit)
- Applicants will be required to produce a valid driving licence (photocard licence and DVLA check code) in support of this application.
- This form should be returned with the application charge and if your application is successful you will be required to pay the licence fee before the licence can be issued.
- The badge remains the property of Solihull MBC and must be returned within 14 days of expiry or if you leave the trade.

<b>1) Full Name of Applicant</b> All names must be given, including previous names)	<b>Forename(s)</b>	
	<b>Surname</b>	

<b>2) Permanent Residential Address of Applicant</b>		
<b>Postcode</b>		

<b>3) Date of Birth</b>		<b>Nationality</b>	
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<b>4) Contact Details</b> (Please provide a mobile telephone no. and/or email address as this is how we intend to contact you)	<b>Mobile Telephone No.</b>	
	<b>Email address</b>	
	<b>Home Telephone No.</b>	

<b>5) Details of Private Hire Operator (base where you intend to work OR the Name and Address of the Proprietor of the Hackney Carriage you intend to drive. If none write 'none'</b>		

<b>6) Are you eligible to work in the UK</b>		<b>Passport No.</b>	
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**7) Have you ever been convicted by a Court? You must disclose details of all Criminal Convictions, including 'Spent' convictions. (The Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 2002).**

Yes  No  If yes, please give details below

OFFENCE	COURT	DATE	RESULT

Please continue on a separate sheet if necessary

**8) Have you been cautioned for any offence by the Police, or other regulatory body, in the last 5 years?**

Yes  No  If yes, please give details below

OFFENCE	POLICE/REGULATORY AUTHORITY	DATE

Please continue on a separate sheet if necessary

**9) Have you received any Officer/Simple Cautions from this or any other Authority in the last 5 years?**

Yes  No  If yes, please give details below

OFFENCE	LOCAL AUTHORITY	DATE

Please continue on a separate sheet if necessary

**10) Have you received any Motoring Convictions, including Fixed Penalty Notices, in the last 5 years?**

Yes  No  If yes, please give details below

OFFENCE	COURT	DATE	POINTS

Please continue on a separate sheet if necessary

**11) Have you ever held a Private Hire or Hackney Carriage Driver’s Licence with this Authority or any other Authority?**  
 Yes  No  If yes, please give details below

LOCAL AUTHORITY	DATE OF ISSUE & EXPIRY	LICENCE TYPE
Please continue on a separate sheet if necessary		

**12) Have you ever held or applied for a Private Hire or Hackney Carriage Driver’s Licence, which has been REFUSED, REVOKED or SUSPENDED, by this Authority or any other Authority?**  
 Yes  No  If yes, please give details below


LOCAL AUTHORITY	DATE	LICENCE TYPE	REASON FOR ACTION	ACTION TAKEN
Please continue on a separate sheet if necessary				

**13) Are you, or have you been, the subject of any investigation or enquiry by any other body eg Police, Housing, Benefits, UK Border Agency etc or by any other Authority?**  
 Yes  No  If yes, please give details below

Please continue on a separate sheet if necessary

**DECLARATION** I declare that the above answers are true and understand that if there are any wilful omissions or false statements, my application will be refused or if a licence has been issued, it will be liable to immediate suspension or revocation. N.B. A false statement may render an applicant liable to prosecution under the Local Government (Miscellaneous Provisions) Act 1976 or the Fraud Act 2006. I agree that all appropriate information recorded against me and received from the Disclosure and Barring Service (DBS) or Medical Examiner may be disclosed to the Licensing Sub-Committee (LSC) or delegated officers in order that my application may be fully and fairly considered.

**Signature** ..... **Date** .....

 <b>Data Protection</b>	<p>The information that you have provided on this form will be used by the Council to determine your eligibility for a Private Hire/Hackney Carriage Driver’s Licence. The Council may also contact internal partners, other Local Authorities and other agencies in order to clarify <b>and share</b> information that you have provided and/or obtain additional information that will assist us in determining your eligibility for a Private Hire/Hackney Carriage Driver’s Licence. If you would like further information on how the Council will use your information please contact 0121 704 6830. Your information may also be shared with other council services and partner organisations to ensure our records are kept accurate and to help us to identify services or benefits you may be entitled to or interested in. We may also need to share your information for the prevention and detection of fraud and/or other crimes or as the law requires. For further information about how we use your information please refer to the Council’s Privacy Statement on <a href="http://www.solihull.gov.uk">www.solihull.gov.uk</a> or contact <a href="mailto:licensing@solihull.gov.uk">licensing@solihull.gov.uk</a></p>
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## **Frequently Asked Questions – New Applicants for a Driver’s Licence**

### **Checklist**

**Please note that you must attend the office before 1:00pm to submit your application.**

I have enclosed:

- Medical certificate (dated within 1 month)
- Disability Training pass certificate (dated within 12 months)
- Blue Lamp Driving Assessment certificate (dated within 12 months)
- Driving licence photocard and DVLA check code,( refer to our website for how to obtain this code.)
- Passport photograph
- Proof of right to work in the UK
- DBS disclosure reference number
- HMRC tax check number
- Supporting documentation
- Application charge

### **Q Do I have to declare all of my convictions on my application form, even if they are very old?**

A Yes, you are legally obliged to declare all of your convictions on your application form, regardless of how old they are. Failure to do so will be considered a false declaration and will have serious implications on your application for a licence.

### **Q I have been refused a licence or had a licence revoked by another Council. Can I apply for a licence in Solihull?**

A You must declare this on your application form, however as long as you have no unspent convictions, and meet our application requirements you can apply. Before a licence can be issued your application will be considered by an officer who will look at all the circumstances before making a decision.

### **Q What is a DVLA check code?**

A. Since 8<sup>th</sup> June 2015 the green paper counterpart of your DVLA driving licence is obsolete. However we still need to check your entitlement to drive and if you have any motoring convictions. This is done by applying online for a check code which enable us to look at your driving licence. There is no charge for this service. See our website for full details.

### **Q I have a DBS disclosure from another organisation. Can I use it here?**

A We can accept your Enhanced DBS however it must be no more than 3 months from the date of issue.

### **Q Is the Suitability Assessment available in any other language besides English?**

A No, the test is only available in English, however a course is available to anyone who feels they may need help with their English. Contact Adult Education Centre, 477 Stratford Road, Sparkhill, B11 4LE 0121 464 1893.

### **Q Is there anything I can buy to help with the Suitability Assessment?**

A The Hackney Carriage & Private Hire Applicant Handbook which is issued at the time of application and the highway code and DSA Theory Test book can help you to revise for the test.

### **Q I have failed my written test and I want feedback**

A We can give you some general feedback on the numbers of incorrect answers in each section.

### **Q Can I re-arrange the date of my Suitability Assessment/ Knowledge Test?**

A You must give us at least 24 hours notice. The appointment can be rescheduled twice, the third time you must pay again.

### **Q How long will my DBS take? How can I chase it up?**

A As the DBS are a separate organisation, we have no influence over the time it takes for the form to be returned. You can chase up the progress by calling the DBS direct on 0870 9090 844, however the DBS advise not to chase until you have waited for 12 weeks.

**Q I have a medical issue and I am not sure if I will be able to get a medical certificate**

A Contact the Council's approved Doctor (Coventry Road Medical Practice) for advice on 0121 743 2154.

**Q I have made an application but no longer wish to pursue it.**

A You must notify us in writing. All charges paid to date are non-refundable.