



APPLICATION FOR A **MID-TERM EXTENSION** OF A CLIENT TRANSPORT AUTHORISATION

Have you read and understood the guidance notes for this application? YES
 (Please do not continue until you can answer yes to this question as your application may be refused)

Section 1: Applicant Details

Reference number:	
Authorisation expiry date:	d d / m m / y y y y
Operator name:	
Full name: (including any middle names)	
e-mail address: (please note that all correspondence will be sent via e-mail)	
Address:	
Postcode:	

Section 2: Checklist – All of the following original documents must be submitted;

For PCV Drivers;	For Passenger Assistants;	For Section 19 Drivers;	For Drivers Licensed by Another Authority;
<input type="checkbox"/> Client Transport Authorisation	<input type="checkbox"/> Client Transport Authorisation	<input type="checkbox"/> Client Transport Authorisation	<input type="checkbox"/> Client Transport Authorisation
<input type="checkbox"/> Proof of address	<input type="checkbox"/> Proof of address	<input type="checkbox"/> Proof of address	<input type="checkbox"/> Proof of address
<input type="checkbox"/> Driver's License Card	<input type="checkbox"/> PATS certificate	<input type="checkbox"/> Driver's License Card	<input type="checkbox"/> Driver's License Card
<input type="checkbox"/> Drivers Qualification Card (DQC)		<input type="checkbox"/> MiDAS Certificate	<input type="checkbox"/> Private Hire Driver's License

Section 3: Declaration

I declare that all information that I have given is correct to the best of my knowledge and belief. I undertake to inform the Council's Chief Officer for Legal and Democratic Services immediately of any changes that come about or which come to my knowledge while my application is being processed and, should the Authorisation be granted, during the authorisation period.

I understand and accept that failure to disclose full or correct information will invalidate my application and may result in the withdrawal of any Client Transport Authorisation which has been issued to me.

Signed:	
Print Name:	
Date:	
Phone number:	

Section 4: Authorisation to discuss your application with another person or organisation

If you want to authorise the Council to discuss this application with someone else please record their details below;

Name:	
Relationship to you:	
e-mail address:	

For Customer Services Use only:

The applicant has completed the form in full Yes

All documents have been copied and verified original Yes

Have you scanned any documents via Trust ID? Yes No

If Yes – please specify Driver's License DQC other _____

CSA initials _____

Date of visit _____



Guidance Notes

You should only complete this application form where you have already been issued a Client Transport Authorisation **and** this has recently expired, or is due to expire, before the end of its 3 year term in line with one or more of your supporting documents.

Please complete all sections of the form. You must present this completed form, in person, to The Customer Service Centre along with the relevant, original documents in support of your application. Applications that are incomplete, or which are submitted without the required documentation, will be returned as invalid.

Upon receipt of a valid application your new authorisation will be issued up to the end of the original 3 year term, or to the first expiry date of any supporting documentation, whichever occurs soonest.

Please Note; there is no charge for a Mid-term Extension.

Information on how we collect, process, and store your information can be found on our Privacy Statement, which is available via our website www.bedford.gov.uk

Section 1: You should complete every part of section 1 to enable us to verify your existing authorisation and so that we can contact you regarding the application.

Please note that we will notify you via e-mail when your authorisation is ready to collect from The Customer Service Centre. If you do not have an e-mail address please enter your contact telephone number.

Section 2: There are four types of Client Transport Authorisation and the documents which are required are listed under each type of authorisation. Please tick or cross the box next to the name of the documentation which you are supplying.

You should submit all documents required as listed under the authorisation type that you are applying to extend. Original documents will be copied, verified by an advisor and returned to you.

PATS or MiDAS certificates must state your first name and surname as a minimum and do not need to be issued by your current employer.

All other supporting documentation must be issued in your full name, including any middle names.

Section 3: The declaration must be signed and dated by the applicant.

Section 4: This section is optional and should only be completed if you wish to give the council authorisation to discuss your application with someone else (for example, your employer). You should provide the name of the person or organisation, their relationship to you, and their e-mail address. If they do not have an e-mail address, you should enter their phone number.

Data Protection Privacy Advice

Through the relevant application/notice forms, accompanying documentation and payment facilities associated with this licensing function the Council (the data controller) collects personal data. Personal data may also be collected in respect of further related requests for information from the applicant/person submitting the notice. This is necessary for the performance of legal obligations on it in respect of the relevant licensing function or otherwise necessary for the performance of a task carried out in the public interest or in the exercise of official authority. These also form the basis for the further processing of the personal data by the Council in connection with the application/notice, any determination of the same and any subsequent authorisation/appeal and issues that arise during the period of the authorisation/appeal. Beyond that, the Council will retain the records for 5 years and then destroy them securely. The Council will maintain and retain public registers and these are not destroyed. The Council may from time to time extract information itself from those public registers. The Council will share with and receive information from the following:

- Home Office (right to work)
- Disclosure & Barring Service
- Other Council Services (where appropriate)
- Blue Lamp Trust
- Other Licensing Authorities (where appropriate)

in respect of data subjects who are applicants/notice givers and those who hold authorisations. It holds the personal data in a way designed to secure it from unauthorised use, loss or destruction. These measures include recruitment and training of staff, procurement of services and physical/cyber security. The Council's privacy statement for this function is available at www.bedford.gov.uk or upon request from the Council using the address and telephone contact details elsewhere on this form. The Council will update its privacy statement from time to time and you are urged to read that statement. You have information rights that are explained at <https://tinyurl.com/y7uccndm>. You can exercise your information rights by contacting the Council's Data Protection Officer at dpo@bedford.gov.uk or writing to - Information Governance, Bedford Borough Council, Borough Hall, Cauldwell Street, Bedford MK42 9AP (Telephone 01234 267 422). If you believe that the Council has failed to comply with its data protection obligations you may contact the ICO at 0303 123 1113 or at www.ico.org.uk. Further contact details are available upon request. The full Privacy Statement for Client Transport Authorisation applications can be viewed here: www.bedford.gov.uk/gdprprivacy