



Please submit in person at:

Customer Service Centre
2 Horne Lane
Bedford MK40 1RA

APPLICATION FOR A PRIVATE HIRE/HACKNEY CARRIAGE DRIVER LICENCE

(including School Transport Authorisations)

Guidance Notes

General Notes

If you want to be a driver of hackney carriages or private hire vehicles licensed in the Borough of Bedford you will need to apply for a driver licence using the Council's form.

These notes are designed to help you complete the application form. You should read these before completing your application. Please retain them for your reference together with a copy of the receipt for any fee paid. **You should also read the Council's Character and Convictions Policy for Hackney Carriages/Private Hire Drivers (TXD/PHD). If the policy says that you will normally be refused a Licence you should consider whether you wish to proceed to apply as an application has costs which you will not be able to recover if your application is refused.**

With effect from 01 December 2016 the Immigration Act 2016 prohibits all licensing authorities across the UK to issue licences to those without lawful immigration status and the right to work. Please see the link at the following website which the Home Office determine as the list of acceptable documents.

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/378926/employers_right_to_work_checklist_november_2014.pdf

If you do not currently hold a TXD/PHD Licence you will also need to complete an application for a Disclosure and Barring Service (DBS) Certificate of any Convictions/Cautions or Police information about you. These DBS application forms have their separate requirements for valid ID.

Those renewing a TXD/PHD Licence may also be required to complete a DBS application form. In all cases where a DBS application form is completed it must be sent to the DBS by the Council. The Council complies with the DBS code of practice for such checks and this is available to read on the Council's website. Please note all supporting documentation must be in the name as recorded in Section A of the form. Guidance on how to complete the DBS application form can be found at www.gov.uk/dbs

If you are subscribed to the update service, your previous **Bedford Borough Council** DBS certificate can be produced along with your written agreement for the Council to access your records. If there have been changes since the last DBS certificate then a new DBS application must be made.

The DBS Service will send the certificate back to you; you will need to bring this to the Customer Service Centre before your application can be processed.

Applications to the Council for a TXD/PHD Licence will also be used to assess whether you should be permitted to drive licensed vehicles for school and other contract work awarded by the Council.

Remember that when you apply we will always need to see your DVLA Driving Licence and take a copy of it.

Make sure your application is complete. A complete application is normally processed in 6 weeks from when we receive it. If you do not currently have a TXD/PHD Licence from the Council you will need this time to apply for and pass the following tests:

- Blue Lamp Trust Driving Skills Assessment of TXD/PHDs
- The Council's Basic English Assessment
- The Council's Knowledge of the Bedford Area test
- Child Sexual Exploitation (CSE) Awareness training (details of CSE awareness courses are published on the Council's website http://www.bedford.gov.uk/business/licences_and_street_trading/taxi_licensing/taxi_licence_fees_2011.aspx)

Please note you are required to bring photographic ID with you on each occasion.

The following cancellation charges will apply in respect of the Knowledge of the Bedford Area test

- 24 hours given – no charge**
- 24 hours not given (or failure to attend) – charge £40.00**

If you are applying for renewal of a Licence the application must be submitted six weeks before the expiry date of your TXD/PHD. Otherwise, there may be a gap in the Licence period as the processing of the application may not have been completed.

Please ensure that you answer the questions on the form truthfully as it is an offence to lie to the Council or fail to tell the Council something important concerning your application.

If you are unsure about anything on the application form or in these guidance notes, please contact the Licensing Team using the details in the 'Contact us' section of these notes.

Applications are assessed on an individual basis and this assessment uses information obtained from the application form, from the DVLA, from the DBS, from referees (if sought), from a GP/health care professional (if appropriate) as well as other information that is held by or comes to the Council. This information may include the results of the Blue Lamp Trust Test, English Assessment and Knowledge of the Bedford Area test. If the Chief Officer for Democratic and Registration Services at the Council is not satisfied that you are a fit and proper person to hold a Licence (or you meet one or more of the criteria to refuse to renew a current Licence), you will be advised. This decision will then be actioned 21 days later unless in that period you seek to refer the Officer's decision to the Council's General Licensing Sub-Committee for it to determine the application.

If the Council refuses your application there is a legal right of appeal against that decision and this is to the Magistrates Court. The appeal must be lodged within 21 days of the decision being communicated to you.

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 (Keith Simmons) at dpo@bedford.gov.uk or writing to Information Governance, Bedford Borough Council, Borough Hall, Cauldwell Street, Bedford MK42 9AP (Telephone (01234) 267422). 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 Private Hire and Hackney Carriage Drivers applications can be viewed here: www.bedford.gov.uk/gdprprivacy

A TXD/PHD Licence does not entitle you to use any vehicle as a Private Hire or Hackney Carriage. Nor does it entitle you to take bookings for those vehicles. If you wish to use a vehicle for Private Hire or Hackney Carriage purposes you will need to apply to license the vehicle (in this case to Bedford Borough Council). If you want to accept bookings for those vehicles you will need to apply for a Private Hire Operator Licence. An application for a Licence does not of itself authorise you to undertake the licensable activity.

Contact us

The Council's website has a range of information about applications and licensing. This information may help you.

If you need to talk on the telephone or email a question, then use these details:

Telephone: (01234) 276943
Email: licensing@bedford.gov.uk

Democratic and Registration Services
(Licensing)
Room 318
Borough Hall
Bedford
MK42 9AP

The individual named in the application must apply in person to the Council's Customer Service Centre at the following address:

2 Horne Lane
Bedford
MK40 1RA

Opening hours are Monday to Thursday: 8.45am to 5.00pm, Fridays: 8.45am to 4.45pm.

Specific Guidance on Individual Questions

Throughout the application form, when you are asked for a date to be written please use the eight digit date format where the first two digits refer to the day of the month, the next two digits refer to the month of the year and the last four digits refer to the year.

Question Number	Guidance
1	Please make sure you have read these guidance notes before you start to complete the application.
2a	Tell us what type of Licence you are applying for. You can apply for a Licence just to drive Private Hire Vehicles, just to drive Hackney Carriages or you can apply for a Licence to drive both types of vehicle ("Dual"). If you are unsure what type of vehicle you will be driving then you should seek further advice.
2b	Applicants residing outside the Borough of Bedford will be subject to additional checks with other licensing authorities and those applications will incur an additional fee of £20 to cover such costs.
3	If you hold a PHD/TXD Licence from Bedford Borough Council you should answer this question 'Yes'. If not, answer it 'No'. Remember that this question is asking whether you have a valid current licence/badge. So even if it expired a day before you should answer 'No'.
3a-3c	These questions are only for those with a current PHD/TXD Licence from Bedford Borough Council and they ask for some brief details of your current Licence. If you are applying to renew those Licences with less than 6 weeks until the current expiry date you may have a gap in that Licence period.
3d-3g	These questions are only for those with NO current PHD/TXD Licence from Bedford Borough Council. You are asked to give details of any previous Licence you have held with the Council. If you have held a TXD/PHD from Bedford Borough Council and it expired less than 6 months ago you will be able to bypass questions 22-24 on the form. In addition, you are directed to completing the separate DBS application for a certificate of convictions etc. This should be given to the Council at the same time as the TXD/PHD Licence application. The DBS Service will send the certificate back to you; you will need to bring this to the Customer Service Centre before your application can be processed. This will tell us all your convictions, cautions etc and also police information about you. So think about what we will know before you apply for a Licence. You should also check the Council's Character and Convictions Policy.
3h-3k	These questions are also only for those with NO current PHD/TXD Licence from Bedford Borough Council. Here we ask you for details of any PHD/TXD Licence you hold (or held) with a Council other than Bedford. This would include Transport for London or a PHD/TXD Licensing Authority outside of England. We will contact any Authority which has issued you with a current PHD/TXD licence.
4	Here you are asked about any School Transport Badge you hold with Bedford Borough Council. In most cases, if you are granted a PHD/TXD licence you will be able to have the authorisation to drive on Bedford Borough Council School Transport Contracts continued.

5-16	<p>These questions are about your name, any other name you have had and your contact details. It would be very helpful to have an email address so that we can get in touch with you without delay. It is important that we can confirm your ID and so we will need the details you give us to match other documents you show us; like your Driving Licence, Passport etc. If they do not match we will normally ask you to change the one that is wrong. Check these documents before you make your application. Only the following original documents are acceptable as proof of National Insurance Number:</p> <ul style="list-style-type: none"> • National Insurance Card (red and blue style) • Recent payslip (last three months) • Active Benefit Claim • HMRC/DWP/Central/Local Government letter detailing entitlement (last 3 months) • P60 or P45 (last 12 months) <p>If you do not live within the Borough of Bedford, you will need to provide a letter to advise why you are applying for a Bedford Borough Council Licence.</p> <p>If you are aged 65 or over you will be asked to provide a medical certificate which confirms that you are fit to carry out the role of a PHD/TXD including the assistance with luggage etc stated in the Conditions attached to the Licence. This must be provided before the licence can be granted.</p>
17-20	<p>These questions are about your DVLA Licence. We need to check that you hold the right permission to drive a motor vehicle that will be also licensed as a PHD/TXD. You must have held your full DVLA Licence for at least 12 months before we can grant you a Licence.</p>
21	<p>This question requires all applicants to provide evidence of a right to work in the UK. Examples of acceptable documents are as follows:</p> <ul style="list-style-type: none"> • Valid UK passport confirming that the holder is a British Citizen (or citizen of another EEA country – including Switzerland) • Valid passport or other current travel document endorsed to show that the holder is allowed to stay in the United Kingdom and undertake paid employment • Full UK Birth / Adoption Certificate together with any of the above National Insurance Number documents found in guidance note 5-16 (excluding the National Insurance Card) • Biometric Residence Permit
22a-c	<p>These questions do not have to be answered by someone who holds a PHD Licence from the Council (or held one within the last 6 months).</p> <p>Other than the people referred to, there is a requirement on those who apply for a PHD Licence to take and pass the Taxi Driver Assessment test mentioned on the form. You can make your booking at www.bluelamptrust.org.uk or by telephoning 0333 700 0157. You should have passed the test by the time you apply to the Council for a PHD Licence; or at least have booked your Taxi Driver Assessment test. If you have already passed the test then tell us here and make sure the certificate is provided with your application form.</p>

22d-22e	<p>These questions are just for those who do not currently hold a TXD Licence and are applying for this Licence type. This will generally be those who do not currently hold a TXD from the Council and haven't held such a Licence in the last 6 months.</p> <p>These questions ask whether you have passed the wheelchair element of the Taxi Driver Assessment test or the Passenger Assistant Training Scheme (PATS) including Module B2. As all Hackney Carriages in the Borough must be wheelchair accessible, new TXDs must have passed the wheelchair element of the Taxi Driver Assessment test or, alternatively, passed the Passenger Assistance Training Scheme (PATS). The Blue Lamp Trust now offers the PATS test. You can make your booking at www.bluelamptrust.org.uk or by telephoning 0333 700 0157. The test should be taken and passed within 6 weeks of applying for a Licence. The earlier you take the test the quicker you can address a problem if you fail it.</p>
22f-22g	<p>You need to give us the details of the PATS test booking you have made. An application cannot be made without these details if the questions relate to you. You will need to put the PATS test date and booking reference at questions 22f and 22g. The Test should be taken and passed within 6 weeks of applying for a Licence. The earlier you take the test the sooner you can address a problem if you fail it.</p>
23	<p>The Council expects all TXD/PHDs to have a basic ability to converse with passengers in English, to read road names, to write receipts and to demonstrate an understanding of Licence conditions. The Council has its own test for this and new applicants for TXD/PHD Licences will need to make your own arrangements to take and pass this test. The same applies if you have had 6 months or more gap since you last held a TXD/PHD Licence from the Council. The tests are normally held at Borough Hall on Tuesdays and bookings are made at Customer Services on submission of the application. You will be booked into the first available test slot. The Test should be taken and passed within 6 weeks of applying for a Licence.</p>
24	<p>The Council also expects all TXD/PHDs to have a good understanding of where roads and well known buildings in the towns of Bedford and Kempston are. The Council has its own test for this and new applicants for TXD/PHD Licences will need to make your own arrangements to take and pass this test. The same applies if you have had 6 months or more gap since you last held a TXD/PHD Licence from the Council. The initial tests are normally held at Borough Hall on Tuesdays and re-sits are on Thursdays. Bookings are made at Customer Services on submission of the application. You will be booked into the first available test slot. The Test should be taken and passed within 6 weeks of applying for a Licence.</p>
25-26	<p>All new applicants, and applicants who have not held a licence for 6 months or more, are required to demonstrate that they have undertaken Child Sexual Exploitation (CSE) Awareness training as provided for by Bedford Borough Council and Luton Borough Council.</p>

27-32	<p>Here you are asked about any medical issue that may be relevant to you holding a TXD/PHD Licence. If you do have a medical condition you should declare it in these questions. The Council may then ask you for a report from your own GP (or a suitable health care professional). In addition, if you are over 65 years of age the Council will normally ask you for a report from your GP. The cost of these reports will be for you to pay.</p> <p>If your DVLA driving licence shows a code of 01 on the reverse, this indicates that you must wear corrective eyewear for driving.</p>																
33	<p>This space is for you to tell us of any special reason that you think a TXD/PHD Licence should be granted. You are encouraged to use this space and, particularly, if you have a medical issue, conviction or anything else that might otherwise mean your application should be refused. You are urged to read the Council's Character and Convictions Policy to help you identify such reasons.</p>																
34	<p>You are asked to name two people who we can contact as referees. These referees should know you for more than three years and should not be relatives, friends or involved in Private Hire/Hackney Carriage businesses. It would be very helpful to have email addresses so that we can get the reference forms to them without delay. Referees for new applicants for TXD/PHD Licences will always be contacted.</p>																
35	<p>This question asks you to indicate the fee you are paying with the application. The details of the fees for one year are:</p> <table data-bbox="325 987 1289 1261"> <tr> <td>PHD Licence – Borough resident</td> <td>£113.00</td> </tr> <tr> <td>Resident elsewhere</td> <td>£133.00</td> </tr> <tr> <td>TXD Licence Borough resident</td> <td>£113.00</td> </tr> <tr> <td>Resident elsewhere</td> <td>£133.00</td> </tr> <tr> <td>Dual Licence Borough resident</td> <td>£122.00</td> </tr> <tr> <td>Resident elsewhere</td> <td>£142.00</td> </tr> </table> <p>This fee is to cover the cost of administering such Licences including the DBS application costs, charges for DVLA Checks, the English Assessments and other costs of the Council. As such, you do not normally receive any refund if an application is withdrawn.</p> <table data-bbox="325 1462 1289 1563"> <tr> <td>Knowledge Test</td> <td>£40.00</td> </tr> <tr> <td>Child Sexual Exploitation (CSE) Awareness Training</td> <td>£20.00</td> </tr> </table> <p><i>(Required for all new applicants and drivers who are applying after a break in their licence of more than 6 months. From 29 May 2018 training is mandatory and must be completed before a licence can be granted.)</i></p>	PHD Licence – Borough resident	£113.00	Resident elsewhere	£133.00	TXD Licence Borough resident	£113.00	Resident elsewhere	£133.00	Dual Licence Borough resident	£122.00	Resident elsewhere	£142.00	Knowledge Test	£40.00	Child Sexual Exploitation (CSE) Awareness Training	£20.00
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Child Sexual Exploitation (CSE) Awareness Training	£20.00																
36	<p>The Council knows that you may wish to have someone else contact us about your application. If you do want to let another person have access to details of your application then please give us their details here. We will ask them to confirm these details if they contact us. You do not need to nominate anyone else if you would prefer. We will not discuss your application with anyone on your behalf unless you have given us their details. You can change the nominated person at any time by notifying us. It will become effective when we confirm the change to you.</p>																

37	If you have given us a nominee at question 36 you can also authorise that person to have access to your personal details in the event that a Licence is granted to you. Again, you can notify us of any change at any time. It will become effective when we confirm the change to you.
38-40	Here you need to firstly tell us which Private Hire Operator and/or Hackney Carriage Vehicle Proprietor you plan to work for. Our intention is to contact these individuals/businesses and ask them whether they would be proposing to employ/engage you. As the application form potentially includes details of convictions, cautions and allegations of offences we would want to make sure that you are content for this information to be disclosed to the named Private Hire Operator and/or Hackney Carriage Vehicle Proprietor before we do that. We encourage openness between applicants for TXD/PHD Licences and their prospective "employer". So we would hope that you agree to this disclosure.
41 & 41a	At this point in the application process we ask you to outline all motoring convictions/endorsements against you. Please refer to your current DVLA Licence to help you complete this section. However, there may also be convictions/endorsements that are not yet printed on your DVLA Licence so make sure you include these as well.
42 & 42a	This question asks you about non-motoring convictions and cautions. We are entitled to know about any and all convictions including those committed abroad. So please record the details thoroughly. If you have an old CRB/DBS Certificate this may help you complete this section. Anything from abroad or since the CRB/DBS Certificate will need to be added to the section as well as convictions such as for illegal plying for hire.
43 & 43a	It is important to include in this section any details of alleged offences that you may have been questioned about, arrested for, charged for and/or where there are any court hearings that you know about in the future.
Declarations	<p>You are asked to make three declarations to the Council. The first is that if a Licence is granted you will abide by the requirements set out in law or by the Council concerning such Licences.</p> <p>The second declaration is that you have answered truthfully the questions in the application and if there is a material change that comes to light you will inform the Council immediately.</p> <p>The third declaration is for those completing a DBS application and states that you have read the DBS Privacy Policy and understand how the DBS will process your personal data.</p>
Checklist	To help you, a checklist is provided to ensure that you have completed the form fully and give the other items to the Council to accompany the form.
DVLA D906 Mandate	This is the form we need to send off to the DVLA to check the details they hold about your DVLA Licence.
<p>If you are unsure about the form, please contact Licensing on 01234 276943 to seek assistance.</p> <p>Whilst you may wish to make reasonable enquiries of the Licensing Authority's staff (and they will endeavour to be helpful in clarifying areas of doubt), you should take care not to act unreasonably towards them. Aggressive, abusive and intimidating behavior, including persistent shouting, will not be tolerated. Such unreasonable behaviour could be grounds to suspend, revoke or refuse to renew / grant a Licence.</p>	



**APPLICATION FOR A PRIVATE HIRE/HACKNEY
CARRIAGE DRIVER LICENCE**

For all applicants

1 Have you read and understood the guidance notes for this application? ***Please do not proceed until you can answer 'yes' to this question.*** Yes
No

If 'No' please contact Licensing for clarification before submitting an application

2a What is the application for? Private Hire Driver
Hackney Carriage Driver
Dual Driver

2b Do you live in the Borough of Bedford Yes
No

3 Do you currently hold a Bedford Borough Council Private Hire/Hackney Carriage Driver Licence? Yes Now go to question 3a
No Now go to question 3d

For those with current Licences from the Council

3a What is your current Licence Number?

3b When does your current Licence expire?

D	D	M	M	Y	Y	Y	Y
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3c Please note that if the date in answer to question 3b is less than 6 weeks to the day the application is validly made this may cause a gap in the period of your Licence. Do you accept this? Yes Now go to question 4

For those with NO current Licences from the Council

3d Have you previously held a Bedford Borough Council Private Hire/Hackney Carriage Driver Licence? Yes Now go to question 3e
No Now go to question 3g

For those who previously held a Licence from the Council

3e What was your previous Licence Number?

3f When did your previous Licence expire?

D	D	M	M	Y	Y	Y	Y

3g Have you completed the Disclosure and Barring Service application for an Enhanced Certificate of convictions, cautions and police information?

Please do not proceed until you can answer yes to this question:

Yes

For those who hold/held a Licence from another Council

3h Do you currently hold a driver's Licence issued by a different Council or have you previously held such a Licence?

Yes Now go to question 3i
No Now go to question 4

3i Which Council issued your Licence?

3j Do you authorise Bedford Borough Council to make enquiries of this Council regarding your Private Hire/Hackney Carriage Driver record?

Yes
No

3k What is/was your Licence reference number with that Council?

3l When does/did your Licence from the other Council expire?

D	D	M	M	Y	Y	Y	Y
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For those who hold a Council School Transport Badge

4 Do you currently hold a Bedford Borough Council School Transport Badge?

Yes
No

For all applicants

5 What is your first name?

6 What is/are your middle name(s)?

7 What is your surname?

8 What is your date of birth?

8a If you are over 65, have you submitted a medical certificate?

Yes
No

9 What is your National Insurance Number?

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9a You need to provide a document which states your National Insurance Number (only required if you are submitting a DBS) Is this attached?

Yes

- 10 Have you attached a recent passport sized photograph? Yes
- 11 If you have ever used another name then please record the other name(s) here.
- 12 What is the full address where you live?
- 13 What is the post code of this address?
- 14 What is your home telephone number?
- 15 What is your mobile telephone?
- 16 What is your email address? Email is the preferred method of correspondence. Please leave blank if you do not have an email address.
- 17 What is your DVLA Driving Licence Number?
- 18 What is the issue number of your current DVLA Driving Licence?
- 19 You need to provide your Photocard Licence or old style paper licence. Yes
- 20 Is your DVLA Driving Licence held under Regulation 20(2) of the Motor Vehicle (driving Licences) Regulations 1971 (relating to persons with epilepsy)? Yes
No
- 21 You need to provide one of the following to confirm that you may legally work in the UK:
- Valid UK passport confirming that the holder is a British Citizen (or citizen of another EEA country – including Switzerland) Yes
 - Valid passport or other current travel document endorsed to show that the holder is allowed to stay in the United Kingdom and undertake paid employment Yes
 - Full UK Birth/Adoption Certificate Yes
 - Biometric Residence Permit Yes

- Another document acceptable to the Council for this purpose
What is that document?

Yes

You can skip to question 25 if you have a current Driver Licence from the Council (question 3 above) or you previously held such a Licence less than six months ago

22 Have you passed the Blue Lamp Trust Driving Skills Assessment for Private Hire/Hackney Carriage Drivers?

Yes Now go to question 22a
No Now go to question 22b

22a You need to attach your Blue Lamp Trust Test Pass Certificate. Is it attached?

Yes
Hackney Carriage/Dual Licence applicants now go to question 22d. Private Hire applicants go to question 23

For applicants needing to pass the Blue Lamp Trust Test

22b You need to tell us when your Blue Lamp Trust Test is booked for:

D	D	M	M	Y	Y	Y	Y
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22c You need to tell us the booking reference for the Blue Lamp Trust Test:

For new Hackney Carriage Driver applicants

22d Did you pass the wheelchair element of the Taxi Driver Assessment test or the Passenger Assistant Training Scheme (PATS) test including Module B2 (Assisting Passengers who travel in their Wheelchairs)

Yes Now go to question 22e
No Now go to question 22f

22e Have you a verifiable certificate that you have met the standards required by the Passenger Assistance Training Scheme?

Yes Now go to question 23
No Now go to question 22f

22f It is a requirement of applicants for Hackney Carriage Driver Licences to pass the Passenger Assistant Training Scheme (PATS) test including Module B2 (Assisting Passengers who travel in their Wheelchairs)
You need to tell us when your PATS test is booked for:

D	D	M	M	Y	Y	Y	Y
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22g You need to tell us the booking reference for the PATS test:

For applicants needing to pass the English and Knowledge Tests

- 23 Applicants must pass the Council's Basic English Assessment Test within 6 weeks of making an application. Please acknowledge that you are aware of this. Yes
- 24 Applicants must pass the Council's Knowledge of the Bedford Area Test within 6 weeks of making an application. Please acknowledge that you are aware of this. Yes

For all applicants

- 25 Have you attended Child Sexual Exploitation (CSE) Awareness Training Yes
No

- 26 **If yes**, please provide a copy of your certificate or state when and where you attended the training provided by CYP First on behalf of Bedford Borough Council or Luton Borough Council.

If no, please book your training course and pay the fee of £20 at Customer Services when you submit the application, or by telephoning Licensing on 01234 276943.

- 27 Do you have any medical condition which would affect your ability to drive? Yes
No
- 28 Do you have any physical disability which may affect your ability to drive? Yes
No
- 29 Are you registered disabled, consider yourself disabled or qualify for any travel concession/parking permit (including 'Blue Badge') based upon a disability? Yes
No
- 30 Do you hold a Medical Certificate exempting you from wearing a seat belt? Yes
No
- 31 Does your DVLA driving licence require you to wear spectacles or corrective eyewear? Yes
No
- 32 Please set out details for the above question(s) you answered 'Yes' to:

33 Thinking about your application, what would you like the Council to take into account when considering it?

34 Please give the names and contact details for two independent referees who the Council may contact concerning your application. The referees should not be relatives, friends or involved with the Private Hire/ Hackney Carriage trades.

Referee 1 name		Referee 2 name	
Referee 1 Address		Referee 2 Address	
Referee 1 Email Address		Referee 2 Email Address	

35 You must now pay the required fee

Private Hire or Hackney Carriage Driver Licence Fee

Is payment submitted?

Yes

Enter amount

Dual Licence Fee

Is payment submitted?

Yes

Enter amount

Knowledge of the Bedford Area Test

Is payment submitted?

Yes

Enter amount

Child Sexual Exploitation Awareness Training

Is payment submitted?

Yes

Enter amount

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

Their name	Their relationship to you	Their date of birth	Their contact telephone number

37 If you are granted a Licence do you want this person to be able to discuss your Licence with the Council? Yes
 No

For applicants for Private Hire Driver Licences

38 Which Private Hire Operator will be employing you?

For applicants for Hackney Carriage Driver Licences

38a Which Hackney Carriage Proprietor will be employing you?

For Dual Licence applicants

38b Are questions 38 AND question 38a completed? Please indicate when this is the case Yes

For all applicants

39 The Council may send a copy of this form to the Operator/Proprietor identified above. Do you acknowledge this? Yes

40 The details of motoring and other convictions/cautions and alleged offences will be sent to the Private Hire Operator unless you tell us not to. These are questions 41, 42 and 43 and the details at 41a, 42a and 43a. If you answer 'Yes' the information will be sent and if you answer 'No' it will not be sent. In this case we will tell the Operator that you have told us not to provide it. Yes
 No

41 Have you any motoring convictions/endorsements? Yes
 No

41a Set out **all** motoring convictions/endorsements and details of any speed awareness courses undertaken as an alternative to points/prosecution:

Court Code	Date of Conviction	Offence Code	Date of Offence	Fine	Disqualification Period	Penalty Points	Speed Awareness Course

42 Have you any other convictions or cautions (anything other than motoring convictions/endorsements)

Yes Now go to question 42a
 No Now go to question 43

42a Set out **all** other convictions and/or cautions against you:

Court Code	Date of Conviction	Offence	Date of Offence	Fine	Other penalty (e.g. imprisonment)	Comments

43 To your knowledge, are there any alleged offences that the Police are investigating?

Yes Now go to question 43a
 No Now go to the Declaration

43a Set out the details of the investigations you are aware of:

Alleged offence	Date of Hearing/bail

Declaration by all applicants

Do you make the following declaration:

I am applying to Bedford Borough Council for a Licence to drive a Private Hire and/or Hackney Carriage Vehicle (as indicated in question 2) and, if the same is granted/renewed, I undertake to comply with all statutory provisions, byelaws and conditions relating to the Licence and accept that if I infringe or neglect to comply with any of these provisions, byelaws and conditions subject to which the Licence is held, the Licence shall be liable to being suspended, revoked or not renewed by the Council.

Yes
No

Do you make the following declaration:

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

Yes
No

If submitting a DBS application:

Please confirm that you have read the Standard/Enhanced Check Privacy Policy for applicants <https://www.gov.uk/government/publications/dbs-privacy-policies> and understand how DBS will process your personal data and the options available to you for submitting an application.

Yes
No

Signed

Print Name

Date of signature

D	D	M	M	Y	Y	Y	Y
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**The individual named in the application must apply in person, with all required supporting documents and the fee, to:
Customer Service Centre, 2 Horne Lane
Bedford, MK40 1RA**

Applicant's Checklist

Office Use
only

- | | | |
|--|------------------------------|------------------------------------|
| Have you completed all the relevant questions? | Yes <input type="checkbox"/> | |
| | No <input type="checkbox"/> | Confirmed <input type="checkbox"/> |
| Are you attaching documentary evidence of your National Insurance number? | Yes <input type="checkbox"/> | |
| | No <input type="checkbox"/> | Confirmed <input type="checkbox"/> |
| Are you attaching your recent passport size photograph? | Yes <input type="checkbox"/> | |
| | No <input type="checkbox"/> | Confirmed <input type="checkbox"/> |
| Are you submitting the full fee? | Yes <input type="checkbox"/> | Receipt No: _____ |
| | No <input type="checkbox"/> | |
| Are you attaching your Photocard Licence or old style paper licence? | Yes <input type="checkbox"/> | |
| | No <input type="checkbox"/> | Confirmed <input type="checkbox"/> |
| Are you submitting documentary evidence to confirm that you may legally work in the UK? | Yes <input type="checkbox"/> | |
| | No <input type="checkbox"/> | Confirmed <input type="checkbox"/> |
| Are you submitting a Blue Lamp Trust Test Pass Certificate? | Yes <input type="checkbox"/> | |
| | No <input type="checkbox"/> | Confirmed <input type="checkbox"/> |
| Are you submitting a fully completed DVLA D906 Mandate? | Yes <input type="checkbox"/> | |
| | No <input type="checkbox"/> | Confirmed <input type="checkbox"/> |
| Are you submitting a fully completed DBS Application or, if you are subscribed to the update service, a Bedford Borough Council DBS certificate and letter of authority? | Yes <input type="checkbox"/> | |
| | No <input type="checkbox"/> | Confirmed <input type="checkbox"/> |

For Office Use only

Date and Time of Receipt

Customer Services Advisor receiving the application

Has the applicant been advised to bring photographic I.D. with them for the English and Knowledge tests?

Date of English/Knowledge tests, if applicable

Other Information concerning the application that could be relevant:



Guidance notes for the driver – please read these notes before you fill in this form

- 1 DVLA handles your personal data in accordance with road traffic law and data protection laws. The law allows us to release your data to the police and other enforcement bodies. We also provide data to other parties where the law allows it. For further information about how we process your data, your rights and who to contact, see our privacy notice at www.gov.uk/dvla/privacy-policy or request a written copy by phoning 0300 790 6106.
- 2 You should only fill in this form if you have read and understood how your driving licence information will be processed by the company or companies in Section 1. The company making the enquiry must first fill in Sections 1 and 2. You must then fill in Section 3 and sign and date the declaration in Section 4. DVLA will not accept forms if they haven't been signed and dated by you. If you change any information on this form, you must initial and date these changes.
- 3 In some instances, the company asking for information from your driving licence record (the 'enquirer') may be requesting for the company you are connected to. The enquirer should fill in details of all the companies who will process this information in Section 1.
- 4 If your connection with the company or companies named in Section 1 stops, you have the right for your information not to be requested or processed by them. Please refer to the fair processing information and privacy policy for the named company or companies in Section 1.
- 5 You can also view or share your driving licence information online at www.gov.uk/view-driving-licence
- 6 If the details on your driving licence are not up to date, return it to DVLA and tell us about the changes we need to make. By law, you must tell us immediately if you change your permanent address or name. You could be fined up to £1,000 if you do not tell us about these changes.
- 7 If your licence has been lost, stolen or destroyed you will need to apply for a replacement. You can find out how to do this online at www.gov.uk/apply-online-to-replace-a-driving-licence
Or, as long as you have not changed the details on your photocard licence, you can apply for a replacement licence using a debit card or credit card by phoning 0300 790 6801 between 8am and 7pm Monday to Friday, and between 8am and 2pm on Saturdays.

Guidance notes for the company

- 1 You must fill in Sections 1 and 2 before the driver signs the declaration in Section 4.
- 2 If you require Certificate of Professional Competence (CPC) or Digital Tachograph Card information or both, please contact the Driving & Vehicle Standards Agency (www.gov.uk/government/organisations/driver-and-vehicle-standards-agency).
Please note this D906 form should not be submitted to DVSA. You can check full Driver Qualification Card (DQC) information and periodical training information at www.gov.uk/check-your-driver-cpc-periodic-training-hours
- 3 You must tell DVLA the reason for requesting the driving licence information in Section 2. You must only use this information for this reason. If you do not provide enough information or do not make sure this form is signed by the driver, it will become invalid and will be rejected. We will carry out checks to verify the information you provide.
- 4 DVLA has a duty under data protection law to protect personal information. To ensure adequate protection, DVLA requires that the driver (the data subject) is informed and understands how their driving licence information will be processed.
- 5 DVLA will only release driving licence information to confirm entitlement to drive and holds it in accordance with data protection law. Data controllers must comply with any notification requirements under data protection law. Driving licence information must be requested and processed in accordance with the terms and conditions provided by DVLA.
- 6 It is an offence to unlawfully obtain personal data which is contrary to data protection law. The penalties for these offences are fines issued in the magistrates' court or Crown Court.
- 7 If we receive a legitimate complaint about information obtained unlawfully, we may pass it on to the Information Commissioner. If we have evidence that information has been obtained or used inappropriately, we can refuse all future requests.

Buying a vehicle?

*The tax is no longer transferable so you must tax it
before you use it.*

www.gov.uk/vehicletaxrules

IMPORTANT: Please read the notes over the page before filling in this form and write clearly in **black ink** using CAPITAL LETTERS.

1. Company details (to be filled in by the company making the enquiry before driver fills in Sections 3 and 4):

Company name and address (the company):

BEDFORD BOROUGH COUNCIL

3RD FLOOR BOROUGH HALL

CAULDWELL STREET

BEDFORD

Postcode: M K 4 2 9 A P

Account number: 4 5 4 0

Reference number:

Are you making an enquiry on behalf of another company? Yes No

If yes, please give the company name below:

2. Reason for processing information (to be filled in by the company making the enquiry before driver fills in Sections 3 and 4):

TO OBTAIN DRIVER REPORT PRIOR TO GRANT OF PRIVATE HIRE/HACKNEY DRIVER LICENCE

3. Driver details (to be filled in by the driver):

Surname:

First name:

Middle name(s):

Date of birth:

DDMMYY

Current address:

Line 1

Line 2

Line 3

Post town

Postcode:

Address on licence (if different):*

Line 1

Line 2

Line 3

Post town

Postcode:

* You must tell DVLA about any changes to your address. If you don't, you could be fined up to £1,000.

Driver licence number:

4. Driver information fair processing declaration (to be filled in by the driver):

IMPORTANT: Please read the notes over the page before signing this form. Do not sign if Sections 1 and 2 are not filled in.

Declaration:

I am the person referred to in Section 3. I understand the company or companies listed in Section 1 will ask DVLA for my driver record information, as and when they require, for the purpose set out in Section 2.

I understand DVLA will disclose to the company or companies in Section 1 all relevant information held in the computerised register of drivers maintained by DVLA. This includes personal details, driving entitlements, valid endorsements and disqualifications (if relevant) and photo images.

This declaration will expire when I stop driving in connection with the company or in any case, three years from the date of my signature.

SIGNATURE:

DATE: DDMMYY