



**Please submit via the letterbox at:**

Customer Service Centre  
2 Horne Lane  
Bedford MK40 1RA

## **APPLICATION FOR NEW GRANT OF A PRIVATE HIRE/HACKNEY CARRIAGE DRIVER LICENCE**

(including School Transport Authorisation)

### **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 Conviction & Character policy for Hackney Carriage/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](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/378926/employers_right_to_work_checklist_november_2014.pdf)

#### **Length of Licence Period**

**From 1 April 2020, this Authority implemented the Local Government (Miscellaneous Provisions) Act 1976 (as amended) setting a standard length at 3 years for Hackney Carriage and Private Hire drivers licences. Any shorter duration will only be issued when the licensing authority thinks it is appropriate in the specific circumstances of the case. Such circumstances could include where the licensing authority considers that a probationary period is necessary or where required (eg when the licence holder's leave to remain in the UK is time-limited).**

All new applicants will need to complete an application for a Disclosure and Barring Service (DBS) Enhanced Certificate. The form will be sent to you when we receive your driver application form. These DBS application forms have their separate requirements for valid ID.

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/db](http://www.gov.uk/db)

The DBS will send the certificate back to you; you will need to provide this certificate to the Licensing Team before processing of your TXD/PHD application can be completed.

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.

Make sure your application is complete. You will need to obtain the following:

- **Pass certificate for Blue Lamp Trust Driving Skills Assessment of TXD/PHDs**
- **Pass certificate for the Council's Driver Suitability Assessment**  
This assessment is designed to ensure that applicants have a good understanding of Taxi/Private Hire law, Safeguarding, Council Policy and the English language prior to receiving a licence. The questions will cover all taxi and private hire law/policy and is divided into 5 sections. The assessment will involve a 'virtual' meeting with an officer who will verbally ask 59 questions over a 60-minute period, with 1 question requiring a written answer. Whilst the pass mark is 80% the tester does have discretion to fail an applicant, regardless of this score, based on public safety grounds.
- **Certificate of attendance at Child Sexual Exploitation (CSE) Awareness training**  
All drivers must attend CSE awareness training which is delivered online. On receipt of your application you will be notified of the next available training date. This date may be subject to change at short notice depending on trainer availability.

**Cancellation charges will apply in respect of the Driver Suitability Assessment unless at least 24 hours notice is given.**

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, 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 and the Driver Suitability Assessment. If the Chief Officer Legal & Democratic Services at the Council is not satisfied that you are a fit and proper person to hold a Licence, you will be advised of this. 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 determination.

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.

### **National Register of Taxi Licence Refusals and Revocations (NR3)**

The licensing authority provides information to the National Register of Taxi Licence Refusals and Revocations (NR3), a mechanism for licensing authorities to share details of individuals who have had a Hackney Carriage or Private Hire Driver licence revoked, or an application for one refused. This is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the licensing authority – that is, assessing whether an individual is a fit and proper person to hold a Hackney Carriage or Private Hire Driver licence.

Therefore:

- Where a Hackney Carriage/ Private Hire Driver licence is revoked, or an application for one refused, the authority will automatically record this decision on NR3.
- All applications for a new licence or licence renewal will automatically be checked on NR3. If a

search of NR3 indicates a match with an applicant, the authority will seek further information about the entry on the register from the authority which recorded it. Any information received as a result of an NR3 search will only be used in respect of the specific licence application and will not be retained beyond the determination of that application.

The information recorded on NR3 itself will be limited to:

- name
- date of birth
- address and contact details
- national insurance number
- driving licence number
- decision taken
- date of decision
- date decision effective

Information will be retained on NR3 for a period of 25 years.

This is a mandatory part of applying for/being granted a Hackney Carriage/ Private Hire Driver licence. The authority has a published policy on the approach it will take to requests by other authorities for further information about entries on NR3, and about the use it will make of any further information provided to it.

Information will be processed in accordance with the Data Protection Act (DPA) 2018, General Data Protection Regulation (GDPR) and any other Data Protection legislation. Any searches, provision or receipt of information of or under NR3 are necessary to the authority's statutory licensing functions of ensuring that all drivers are fit and proper to hold the applicable licence. It is not intended that any NR3 data will be transferred out of the United Kingdom.

If you wish to raise any issue related to the Data Protection legislation, including by relying on any of the rights afforded to data subjects under the Data Protection legislation, you can do so by writing to the authority's:

Data Protection Officer  
Room 326 Borough Hall  
Cauldwell Street  
Bedford  
MK42 9AP

Alternatively please email [dpo@bedford.gov.uk](mailto:dpo@bedford.gov.uk)

Advice on how to raise a concern about handling of data can be found on the ICO's website:

<https://ico.org.uk/make-a-complaint/>

### **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](http://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](mailto:dpo@bedford.gov.uk) or writing to Information Governance, Bedford Borough Council, Borough Hall, Cauldwell Street, Bedford MK42 9AP. 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](http://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](http://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.

<https://www.bedford.gov.uk/licencing/>

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

Telephone: (01234) 276943

Email: [licensing@bedford.gov.uk](mailto:licensing@bedford.gov.uk)

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

## 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 nominal fee to cover such costs.
3	If you have previously held 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 had a previous licence/badge.
3a-3b	These questions are only for those have held a PHD/TXD Licence from Bedford Borough Council and they ask for some brief details of your previous Licence
3c-3g	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.
4-15	<p>These questions are about your name, any other name you have had and your contact details. As Licensing Staff are working remotely 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 - 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"> <li>• National Insurance Card (red and blue style)</li> <li>• A formal document showing National Insurance Number (irrespective of date), eg payslip, P45, P60 HMRC letter benefit letter etc.)</li> </ul> <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>

16-16c	<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>
17	<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"> <li>• Valid UK passport confirming that the holder is a British Citizen (or citizen of another EEA country – including Switzerland)</li> <li>• 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</li> <li>• Full UK Birth / Adoption Certificate together with any of the above National Insurance Number documents found in guidance note 5-16</li> <li>• Biometric Residence Permit</li> </ul>
18-18c	<p>This question does not have to be answered by someone who held a PHD Licence from the Council which expired 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 <a href="http://www.bluelamptrust.org.uk">www.bluelamptrust.org.uk</a> 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>
18d-18g	<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 <a href="http://www.bluelamptrust.org.uk">www.bluelamptrust.org.uk</a> or by telephoning 0333 700 0157. The test should be taken and passed within 6 weeks of applying for a Licence. 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. The earlier you take the test the quicker you can address a problem if you fail it.</p>

19	<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 a new 'virtual' Driver Suitability Assessment that replaces the English and Knowledge tests. The same assessment applies if you have had a gap of 6 months or more since you last held a TXD/PHD Licence from the Council.</p> <p>Once you have attended the CYP CSE Awareness course you will be contacted by an Officer to arrange a convenient time to undertake the suitability assessment.</p> <p><b><i>For the assessment you will be required to show photographic ID, such as your passport or DVLA licence. You must demonstrate that you are alone in a quiet room and not to be disturbed for the duration of the assessment, otherwise it may be cancelled and you will have to book to re-sit it. Only two attempts are permitted.</i></b></p>
20-20b	<p>All applicants are required to demonstrate that they have undertaken Child Sexual Exploitation (CSE) awareness training as provided by CYP First on behalf of Bedford Borough Council, Central Bedfordshire Council and Luton Borough Council. Child Sexual Exploitation (CSE) Awareness Training must be attended 'virtually' before the suitability test is undertaken. Upon receipt of your application, you will be notified of the next available CSE training date. Please note this date may be subject to change at short notice depending on trainer availability.</p>
21-26	<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>
27	<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>
28	<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>

29	<p>This question asks you to indicate the fee you are paying with the application. The details of the current fees are available on the Council's website.</p> <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> <p>The fee must be paid via the Council's website  <a href="https://www.bedford.gov.uk/licencing/other-licensing-information/on-line-payment/">https://www.bedford.gov.uk/licencing/other-licensing-information/on-line-payment/</a></p>
30	<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>
31	<p>If you have given us a nominee at question 30 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.</p>
32-35	<p>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.</p>
36	<p>At this point in the application process we ask you to outline <b>all</b> 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.</p>
37	<p>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 DBS Certificate this may help you complete this section. Anything from abroad or since the DBS Certificate was issued will need to be added to the section as well as convictions such as for illegal plying for hire.</p>
38	<p>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.</p>

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	<p>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.</p>
<p>If you are unsure about the form, please contact Licensing via email to seek assistance <a href="mailto:licensing@bedford.gov.uk">licensing@bedford.gov.uk</a></p> <p><b><i>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 behaviour, including persistent shouting, will not be tolerated. Such unreasonable behaviour could be grounds to suspend, revoke or refuse to renew / grant a Licence.</i></b></p>	



**APPLICATION FOR THE GRANT OF 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 Have you previously held a Bedford Borough Council Private Hire/Hackney Carriage Driver Licence? Yes  Now go to question 3a  
No  Now go to question 3c

**For those who previously held a Licence from the Council**

3a What was your previous Licence Number?

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3b When did your previous Licence expire?

D	D	M	M	Y	Y	Y	Y

**For those who hold/held a Licence from another Council**

3c 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 3d  
No  Now go to question 4

3d Which Council issued your Licence?

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3e Do you authorise Bedford Borough Council to make enquiries of this Council regarding your Private Hire/Hackney Carriage Driver record? Yes   
No

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

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3g	When does/did your Licence from the other Council expire?	D	D	M	M	Y	Y	Y
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**For all applicants**

4 What is your first name?

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

6 What is your surname?

7 What is your date of birth?

7a If you are over 65, have you submitted a medical certificate? Yes   
No

8 What is your National Insurance Number?

8a You need to provide a document which states your National Insurance Number (only required if you are submitting a DBS) Is this attached? Yes   
No

9 Have you attached a recent passport sized photograph? Yes

10 If you have ever used another name then please record the other name(s) here.

11 What is the full address where you live?

12 What is the postcode of this address?

13 What is your home telephone number?

14 What is your mobile telephone?

15 What is your email address? Email is the preferred method of correspondence. Please leave blank if you do not have an email address.

16 What is your DVLA Driving Licence Number?

16a What is your DVLA check code to allow us to check your driving record online? This code is case sensitive so please record the details accurately.

16b You need to provide your Photocard Licence or old style paper licence. Yes

16c 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

17 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 Yes

What is that document?

**You can skip to question 20 if you previously held a Licence less than six months ago**

18 Have you passed the Blue Lamp Trust Driving Skills Assessment for Private Hire/Hackney Carriage Drivers? Yes  Now go to question 18a  
No  Now go to question 18b

18a You need to attach your Blue Lamp Trust Test Pass Certificate. Is it attached? Yes   
Hackney Carriage/Dual Licence applicants now go to question 18d.  
Private Hire applicants go to question 19

**For applicants needing to pass the Blue Lamp Trust Test**

18b You need to tell us when your Blue Lamp Trust Test is booked for:

D		D		M		M		Y		Y		Y		Y
---	--	---	--	---	--	---	--	---	--	---	--	---	--	---

18c You need to tell us the booking reference for the Blue Lamp Trust Test:

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**For new Hackney Carriage Driver applicants**

18d 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 18e  
No  Now go to question 18f

18e Have you a verifiable certificate that you have met the standards required by the Passenger Assistance Training Scheme?

Yes  Now go to question 19  
No  Now go to question 18f

18f It is a requirement for 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
---	--	---	--	---	--	---	--	---	--	---	--	---	--	---

18g You need to tell us the booking reference for the PATS test:

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**For applicants needing to pass the Council's Driver Suitability Assessment**

19 Applicants must pass the Council's Driver Suitability Assessment. Please acknowledge that you are aware of this.

Yes

**For all applicants**

20 Have you attended Child Sexual Exploitation (CSE) Awareness Training

Yes   
No

20a **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.

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20b **If no**, you will be contacted to advise of the next available training date.

- 21 Do you have any medical condition which would affect your ability to drive? Yes   
No
- 22 Do you have any physical disability which may affect your ability to drive? Yes   
No
- 23 Are you registered disabled, consider yourself disabled or qualify for any travel concession/parking permit (including 'Blue Badge') based upon a disability? Yes   
No
- 24 Do you hold a Medical Certificate exempting you from wearing a seat belt? Yes   
No
- 25 Does your DVLA driving licence require you to wear spectacles or corrective eyewear? This is indicated by the code 01 on the reverse of your DVLA driving licence photocard. Yes   
No

26 Please set out details for the above question(s) you answered 'Yes' to:

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

28 Please give the names and contact details of two independent referees who the Council may contact concerning your application. The referees must have known you for at least 3 years and 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

29 You must now pay the required fee online at <https://www.bedford.gov.uk/licencing/other-licensing-information/on-line-payment/>

**Private Hire or Hackney Carriage Driver Licence Fee**

Is payment submitted? Yes

**Dual Licence Fee**

Is payment submitted? Yes

**Driver Suitability Assessment**

Is payment submitted? Yes

**Child Sexual Exploitation (CSE) Awareness Training**

Is payment submitted? Yes

30 If you want to authorise the Council to discuss this application with someone else please provide details

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

31 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**

32 Which Private Hire Operator will be employing you?

**For applicants for Hackney Carriage Driver Licences**

33a Which Hackney Carriage Proprietor will be employing you?

**For Dual Licence applicants**

33b Are questions 32 AND question 33a completed? Please indicate when this is the case Yes

**For all applicants**

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

35 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 36, 37, 38 and 39 and the details at 37a, 38a and 39a. 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

36 Have you any motoring convictions/endorsements? Yes   
No

37a 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

38 Have you any other convictions or cautions (anything other than motoring convictions/endorsements) Yes  Now go to question 38a  
No  Now go to question 39

38a 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

39 To your knowledge, are there any alleged offences that the Police are investigating? Yes  Now go to question 39a  
No  Now go to the Declaration

39a Set out the details of the investigations you are aware of:

Alleged offence	Date of Hearing/bail
<b>Declaration by all applicants</b>	

**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 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 Legal & Democratic 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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Office Use  
only

## Applicant's Checklist

- |  |                              |                                    |
|--|------------------------------|------------------------------------|
| 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"/> |
| Have you paid the fee online?  | Yes <input type="checkbox"/> | Receipt No:                        |
|  | No <input type="checkbox"/>  | _____                              |
| Are you attaching a copy of your DVLA 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 DVLA check code?  | 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"/> |