



Address: Licensing Team, Peterborough City Council, Sand Martin House, Bittern Way  
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**APPLICATION FOR PRIVATE HIRE DRIVER LICENCE**  
Town and Police Clauses Act 1847 and the Local Government  
(Miscellaneous Provisions) Act 1976

TO BE COMPLETED IN BLOCK LETTERS, and COMPLETE ALL QUESTIONS

**1) APPLICATION TYPE**

I am applying for a new licence

I am applying to renew my current licence

Licence number

**2) APPLICANTS DETAILS**

First name

Middle name

Last name

Address 1

Address 2

Address 3

Postcode

Telephone

Mobile

Email

Date of birth

National insurance no

New applicants Have you lived continually in the UK for the last 5 years YES NO

PLEASE NOTE: If you have answered NO above you must provide a certificate of good conduct issued by the country of residence

**3) DRIVING LICENCE DETAILS**

Driving licence share code (case sensitive)

You can obtain a share code by visiting: [www.gov.uk/view-driving-licence](http://www.gov.uk/view-driving-licence)

If due to circumstances beyond our control your application is delayed beyond 21 days and your DVLA check code expires, do you consent to Rutland County County contacting the DVLA to obtain your licence details? YES NO

3) DRIVING LICENCE DETAILS continued

At the date of this application, have you any convictions (spent or unspent) for:

a. Motoring offences YES NO

b. Other offences YES NO

If yes, please give details

4) TAX CONDITIONALITY Licensed drivers are required to be registered for tax purposes via the Government Gateway.

The council must ensure that new drivers are aware of the requirement to register for taxes before a new licence can be issued.

A tax conditionality code must be supplied with renewal applications, without this a licence cannot be issued.

New applications I understand that I must register for tax conditionality, (please tick)

Renewal applications Please provide your 9 digit tax conditionality code

5) RIGHT TO WORK The Immigration Act 2016 amends existing licensing regimes in the UK to seek to prevent people without lawful immigration status and the right to work from holding taxi or PHV driver licences.

Licensing authorities are under a duty not to issue licences to people who are disqualified by their immigration status from holding them.

To discharge this duty, we will conduct document checks as part of the licensing application process.

9 Digit right to work code

6) OPERATOR DETAILS Name and address of the operator you are, or will be working for:

Name

Address 1

Address 2

Postcode

## 6) DOCUMENTATION

In order for your application to be processed it must be complete; incomplete applications will be deemed invalid and will be rejected.

PLEASE TICK BELLOW AS REQUIRED

I have fully completed my application form as required (all relevant questions answered)

I have paid the correct fee and have provided proof of payment

I have provided a copy of my DVLA driving licence

I have provided a passport style photo (head and shoulders)

I have provided my medical form which is dated less than 3 months

I have provided an enhanced DBS certificate dated less than 3 months

I confirm I have enrolled with the DBS update service

I have provided a certificate of good conduct (where applicable)

I have provided my college course certificate (new applicants)

I have provided driving test certificate (new applicants)

I have provided documents demonstrating my right to work in the UK  
(not req'd if you have provided a RTW code on your application)

I have provided a tax conditionality code (renewals only)

I hereby request the Rutland County Council District Council to license me to act as a driver of any licensed Private Hire Vehicle in the County of Rutland, subject to the consent of the proprietor of such Private Hire Vehicle and, if the same is granted, I undertake to comply with the conditions and other provisions relating to the same and for the time being in force.

### DECLARATION

I declare the above particulars to be full, true, and correct. I declare that I have no 'unspent' convictions other than those set out herein.

I declare that my eyesight (with glasses, if worn) meets the statutory requirements for driving a motor car.

New drivers only – I declare that I have read the HMRC guidance on what I need to do to be properly registered for tax in the future.

Signed

Dated

This authority is under duty to protect public funds it administers, and to this end may use the information you have provided on this form within this authority for the prevention and detection of crime and fraud. It may also share this information with other bodies administering or in receipt of public funds solely for these purposes.