

Application for Dual Badge Hackney Carriage/Private Hire Driver's Licence

Before completing this application form, please ensure you have read and understood the Taxi Licensing Policy and Licence Conditions 2025.

This is available on our website - www.staffordbc.gov.uk/taxi-licensing-policy-and-licence-conditions-2025-2030

Licences are issued for three years providing the applicant pass an initial interview with a Licensing Officer, a medical with Occupational Health and also a written knowledge test.

Applicants are also required to have an Enhanced Criminal Disclosure (DBS) check and to subscribe to the DBS Online Update Service within 30 days of your certificate's issue date. secure.crbonline.gov.uk/crsc/apply

For further instruction on how to subscribe, please see our website.

To apply for a Dual Badge Driving Licence

You must be 21 years or older and hold a full DVLA driving licence for more than 12 months for the class of vehicle that you are intending to drive.

All applicants should submit the required documentation, as indicated below, via post or by hand to the Council Reception desk. You will be then contacted by the Licensing Section to arrange an interview:

- completed Driver Application Form
- current Full Paper or Photo Card Driving Licence and Online Counterpart Sharing Code
- completed DBS Application via Aarons Department - once certificate is received, applicants must sign up to the online update service with the DBS, please see this link; www.gov.uk/dbs-update-service
- one passport type photograph in colour
- payment of application fee (this includes payment for your Medical, DBS application, first Knowledge Test and 3-year Licence (non-refundable))

In the event that an applicant holds 7 or more 'live' points on their DVLA driving licence, has received a driving ban or been convicted of an offence for driving without due care or attention, they will be required to undertake a driving assessment. Please see our policy for more information. The driving assessment fee is an additional payment made directly to the Council's nominated assessor upon booking.

Following your appointed interview with the Licensing Team, payment for the application should be made. Upon receipt of payment, you will be given a Medical form.

Payment:

- cash payments will not be taken
 - payments must be made by cheque (made payable to Stafford Borough Council) or by debit card over the phone to 01785 619745 or at our Council Reception desk
 - full payment must be made on the day of your appointed interview
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Application for a Dual Badge Drivers Licence

In accordance with the appropriate provisions of the Town Police Clauses Act 1847 and the Local Government (Miscellaneous Provisions) Act 1976.

I, the undersigned, do hereby apply to Stafford Borough Council for a licence to act as the driver of any vehicle licensed within Stafford Borough.

If any person knowingly or recklessly make a false statement or omits any material particulars in giving information he/she shall be guilty of an offence.

Please ensure that you answer all of the questions below.

Failure to do so will result in your application being rejected at interview.

Personal Details

1. Full Name

2. Full Address and Postcode

3. Email Address (must be provided)

4. Telephone No:
Mobile No:

5. Date of Birth:
Place of Birth:

6. National Insurance Number:

7. Do you hold a UK or EU Passport?
Yes ☐ No ☐

Do you hold a National Identity Card?

Yes ☐ No ☐

Do you have a UK Birth Certificate?

Yes ☐ No ☐

8. Within the past 12 months, have there been any medical reasons why you could not undertake the full range of Hackney Carriage or Private Hire duties, incl. driving, lifting or carrying etc.?

If so, what were they?

9. For how many years have you held a **full** driving licence?

Please provide the following;

(a) Driving Licence No:

(b) Period Valid:

From:

To:

(c) Online Counterpart Sharing Code:

(this is case sensitive so please ensure your capitals and lower case are clear enough for us to check)

10. Are you the proprietor or owner or operator of the vehicle(s) you intend to drive?

If 'NO', please state the name and address of the Hackney Carriage/Private Hire company you intend to work for?

11. In which area(s) do you intend to work as a Licensed Driver?

12. Are you currently licensed as a Hackney Carriage/Private Hire Driver with any other Authority?

Please provide full details of the Local Authority(s) and licence number, issue date and expiry date:

Have you ever held a Hackney Carriage or Private Hire Driver's Licence with another Authority?

Please provide full details of the Local Authority(s) and licence number, issue date and expiry date:

Have you ever been refused a Hackney Carriage/Private Hire Driver's Licence by any other Authority?

Please provide full details of the Local Authority(s) and licence number, issue date and expiry date:

Have you ever had a Hackney Carriage/Private Hire Driver's Licence suspended or revoked?

Please provide full details of the Local Authority(s) and licence number, issue date and expiry date:

13. Do you intend to follow any occupation in addition to driving a Hackney Carriage/Private Hire vehicle?

Section A: Details of Previous Convictions

- A. Within the past 12 months, have you been convicted of any motoring offences or have you received any fixed penalty notices? If yes, please give details in Section B.

Yes ☐ No ☐

- B. Have you ever been convicted of or cautioned for any criminal offences? If yes, please give details in Section B.

Yes ☐ No ☐

- C. Do you have any pending convictions or appearances at Court or Fixed Penalty Notices? If yes, please give details in Section B.

Yes ☐ No ☐

- D. Do you have any convictions or pending matters in any other country? If yes, please give details in Section B.

Yes ☐ No ☐

Section B: Convictions Cautions and Pending Prosecution Details (including Motoring and Criminal)

Date Convicted	Type of Conviction (Criminal Motoring, Caution or Pending Matter)	Court or Police	Offence or Pending Matter	Penalty
Example: 27/08/2010	Example: Motoring conviction	Example: 1733 or M/C	Example: IN10 Driving without insurance	Example: £500 fine and 6pts

Have you ever been questioned, interviewed, arrested or charged in connection with:

- touching a child or young person unnecessarily or inappropriately

Yes ☐ No ☐

- making offensive or inappropriate comments towards a child

Yes ☐ No ☐

- misusing or attempting to misuse personal details obtained as part of a fare or booking

Yes ☐ No ☐

- sexual activity with a child or vulnerable person

Yes ☐ No ☐

- inappropriate relationship with a child or vulnerable person

Yes ☐ No ☐

- violence, coercion or intimidation of a child or vulnerable person

Yes ☐ No ☐

- trafficking a child or vulnerable person

Yes ☐ No ☐

If **Yes** given for any answer, you **MUST** inform Stafford Borough Council. You **MUST** specify the nature of the incident in the space below and include the date of the incident, the date of the arrest and/or questioning.

Declaration of Applicant

I hereby declare that the information I have given is true, complete and correct and that I have no objection to the information being verified. I have read the Taxi Policy and Conditions and understand that before the Council can determine this application for a Licence, it will need an enhanced disclosure from the Disclosure & Barring Service.

Your right to work/remain in the UK will be checked as part of your licence application, this could include the licensing authority checking your immigration status with the Home Office. We may otherwise share information with the Home Office. You must therefore provide a document(s) that are stipulated as being suitable for this check. The list of documents is set out at (Home Office Guidance).

You must provide the original document(s), such as your passport or biometric residence permit, as indicated in the published guidance, so that the checks can take place. The document(s) will be copied and retained by the licensing authority. The original document(s) will be returned to you. Your application will not be considered valid until all the necessary information and original document(s) have been produced and the relevant fee has been paid.

If there are restrictions on the length of time you may work in the UK, your licence will not be issued for any longer than this period. In such circumstances the check will be repeated each time you apply to renew or extend your licence, If, during this period, you are disqualified from holding a licence because you have not complied with the UK's immigration laws, your licence will lapse and you must return it to the licensing authority. Failure to do so is a criminal offence.

Applicants are reminded that to make a false declaration or to omit any particulars for the purpose of obtaining a licence may make them liable to prosecution for a criminal offence.

I declare to the best of my knowledge and belief the answers given above are true and complete.

☐ I declare I have read and understood the Taxi Licensing Policy (ticking this box is mandatory)

Date:

Signed:

BLOCK CAPITALS:

How we use your personal information

The information that you have provided on this form will be used by Stafford Borough Council, who are the data controller, for the processing of your application and providing you with a licence. We only keep this data for the time specified in our retention schedule. We will only share your information with/ or on The Public Register, The Home Office, other Government agencies, Council departments and Enforcement agencies and the National Fraud Initiative when necessary or where the law otherwise requires or allows us to do so. For further information, please see www.staffordbc.gov.uk/privacynotices