

**Application to RENEW a
licence to DRIVE a Hackney
Carriage &/or Private Hire**



Civic Offices
Union Street
Chorley
PR7 1AL
Tel: 01257 515151

This application will not be accepted unless all sections are completed correctly and all required documents are enclosed. Please book a Renewal Driver appointment with the Licensing Team when you're ready to submit your application.

1.	Type(s) of Licence applying to renew:	Hackney Carriage Driver Licence (HCD)	
		Private Hire Driver Licence (PHD)	
		Both HCD and PHD	
2.	Existing HCD Licence Number:	HCD	Expiry Date:
3.	Existing PHD Licence Number:	PHD	Expiry Date:

4.	Title:	
5.	Surname:	
6.	All Forename(s):	
7.	Date of Birth:	
8.	National Insurance Number:	

9.	Current Residential Address:	
10.	Post Code:	
11.	Contact Telephone Number:	
12.	Email Address: <small>You'll receive updates about your application if you provide this.</small>	

13. Are you entitled to work in the United Kingdom?
If Yes, write "YES". If no, write "NO". If you have a British Passport, you will need to provide it. If you are not a British Citizen, you will need to provide a Right to Work Share Code.

If you have a Right to Work Share Code, enter it here:

14. If you are renewing a PHD licence, which private hire operator do you work for?

15.	<p>Do you want to add authority to drive Wheelchair Accessible Vehicles to your existing licence? If Yes, write "YES". If no, write "NO". If Yes, you will need to enclose a Certificate from a Council-approved Disabled Access Vehicle Driver assessment.</p>

16.	<p>Do you want to apply for a medical exemption from carrying assistance animals? If Yes, write "YES". If no, write "NO". You must provide medical evidence if you wish to apply for this exemption. This request will be considered in line with the Council's Policy.</p>

17.	<p>Have you EVER been convicted, cautioned or subjected to any other penalty (eg. Fixed Penalty Notice, Binding Over, Antisocial Behaviour Order etc) for ANY offence? This includes motoring or any other kind of offence, regardless of whether it is "spent" or whether you have previously reported the offence to the Council or whether it is displayed on your DBS disclosure. If Yes, write "YES". If no, write "NO".</p>

18.		Offence Date	Conviction Date	Offence	Penalty
	<p>Give details of all offences falling under the previous question. Continue on separate sheet of paper, if required.</p>				

19.	<p>Do you have any pending prosecutions, have you been charged with any offence or are you currently being investigated by the Police or any other enforcement agency for any offence? Continue on separate sheet of paper, if required.</p>
<p>Who is investigating you?</p> <p>Why are they investigating you?</p> <p>What date does this relate to?</p> <p>Any other information you can give regarding this?</p>	

20.	Give details of EVERY Private Hire or Hackney Carriage driver, vehicle or operator licence issued by this, or any other Council you have EVER held. Continue on separate sheet of paper, if required.		
Issuing Council:	Licence No:	Issue Date:	Expiry Date:

21.	Have you EVER been refused a Private Hire or Hackney Carriage licence or had a licence revoked or suspended by this or any other Council? If Yes write "YES", if No write "NO". Give full details in the next section. Continue on separate sheet of paper, if required.

22.	Give details of revocations, refusals or suspensions Continue on separate sheet of paper, if required.	Council	Revoked, Refused Suspended?	Date	Reason

23.	Please provide your 9-character tax check code. Further information can be found at https://www.gov.uk/guidance/complete-a-tax-check-for-a-taxi-private-hire-or-scrap-metal-licence									
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 11.11%; height: 20px;"></td> <td style="width: 11.11%;"></td> </tr> </table>										

24.	Declarations of understanding	Write "Yes" in each box
I declare that I have completed this form in my own hand OR I have had assistance completing this application and the details of the person assisting are contained at section 25.		
I understand that it is a criminal offence to state anything in this application, intentionally or recklessly, which is not true and accurate or which I do not believe to be true and accurate.		
I understand that Chorley Council will carry out checks with other local authorities/ public bodies and may request my licensing history from them.		
I understand that the Council will check the National Register for Refusals and Revocations. I understand that, if there is a record relating to me entered, the Council will request the circumstances from the Council which entered it. I understand that, if this application is refused, or I am granted a licence and it's subsequently revoked, this information will be entered into the register and the circumstances provided to a requesting Council.		

I understand that Chorley Council will copy and retain all of the documents I have provided and that this information will be held indefinitely, in line with the Council's Privacy Notice and Retention Policy.	
I understand that my application will be returned to me after 3 months if my application is not complete. I understand there will be an administration charge deducted from the fee.	
I understand that, if granted a licence, I am required to report to the Council within 7 days, any change in my medical circumstances and/or any criminal convictions, cautions or any other penalty (eg. Fixed Penalty Notice, Binding Over, Antisocial Behaviour Order etc) for ANY offence, including motoring.	
I understand that my medical information will be shared with a Council-contracted Group II Medical expert in order to determine whether I meet Group II criteria. I understand it will be unlikely I will be granted a licence, or I will have my licence revoked, if I do not meet Group II criteria.	
I understand that it is my responsibility to renew my licence in good time. I understand that the Council are not able to renew a licence once it has expired and that I will be required to apply for a new licence if this happens.	
I understand that the information I provide may be shared with other bodies responsible for auditing or administering public funds.	
I understand Her Majesty's Revenue and Customs (HMRC) have powers to obtain relevant information from third parties. This includes licensing bodies being required to provide information about licence applicants.	
I confirm that I am aware of the content of HMRC guidance relating to my tax registration obligations.	

25.	Declaration of truth				
I declare that, to the best of my knowledge, the information contained within this application is true, accurate and complete.					
Name of applicant		Signature		Date	

26.	Declaration by person giving assistance				
This section needs to be completed if any person has given you help in completing the application.					
I declare that I, the person named below, gave assistance to the applicant in completing this application form. I declare that I explained each question in language the applicant understands and that the applicant gave the answers to each of the questions which were then entered into the application. I declare that I have not answered any of the questions myself.					
Name		Date of Birth		Signature	

27. Original Documents to Accompany Application		
	Applicant	Office Use
Disabled Access Vehicle Driver Assessment Certificate (if Yes at Section 15)		
British Passport or Right to Work Check Code. Residence Permits etc are no longer acceptable.		
Original DVLA Driving Licence		
Disclosure and Barring Service Enhanced Certificate and evidence of subscription to Update Service. Must state 'Chorley Council' as 'Name of Employer'. Must be issued within 3 months of date of application.		
D906 Driver Mandate Form		
D4 Driver Medical Form, completed by own GP or person with access to medical records. Must be dated within 3 months of date of application.		