APPLICATION TO CONVERT EXISTING PRIVATE HIRE DRIVER LICENCE
TO HACKNEY CARRIAGE DRIVER LICENCE


Please print, complete, make payment online and then send to us with a copy of your driving assessment pass certificate

Please read and complete this form carefully before signing and submitting your application. Applications which contain information known to be false, will be refused. This may also affect your existing Private Hire Drivers Licence.

Conditions of Application:

1) Applicants must already hold a valid Private Hire Drivers Licence issued by this Council. Upon grant of a successful application, you will be asked to return your Private Hire Licence and badge.
2) The expiry date of your badge will remain unchanged. Example: if your private hire licence is due to expire on 25/11/19, the expiry of the hackney carriage drivers licence will also expire on 25/11/19.
3) You must undertake and pass the enhanced driving and wheelchair assessment test with one of the Council’s approved external providers prior to submitting this application, and include a copy of your pass certificate with this application.
4) Applicants are responsible for arranging booking and paying for the hackney carriage and wheelchair assessment test with one of the council’s approved providers.
5) Pass certificates from other providers will not be accepted.
6) Applicants must carefully read and understand the providers test requirements and ensure that they take with them all that is required for the driving assessment test, e.g. roadworthy Peterborough licensed vehicle, valid driving licence etc.
7) The appointed providers are duty bound to report to us, any behaviour of an applicant, which may question their fit and proper status.

Driving assessment test requirements:

The driving assessment test assesses driving ability, safety, control of the vehicle, awareness of controls within the vehicle and local knowledge without the use of satellite navigation equipment. As hackney carriage drivers can be hired on the spot, the local knowledge part of the test is more rigorous.

Five streets in Peterborough will be chosen at random. If a street is attempted and missed, it will be considered a failure. If before attempting the street the applicant informs the examining officer he/she does not know where it is, an alternative street might be given depending on the Applicant’s performance. This can only be done once. The applicant will also be required to proceed to two locations of local interest (i.e. Railword – Flag Fen).

All hackney carriage vehicles are designated WAV’s (Wheelchair Accessible Vehicles), applicants must be able to demonstrate that they can safely load, unload and safely secure a passenger in a wheelchair in the vehicle.

As all hackney carriage vehicles are designated under section 165 of the Equality Act 2010, it is a criminal offence for a driver; to refuse to convey, or provide reasonable assistance, or charge extra for wheelchair users. Drivers who wilfully fail to comply with the requirements of the Act can be fined up to £1000 and are unlikely to be considered ‘fit and proper’.
APPLICATION

I apply to the Peterborough City Council for a licence to act as a driver of a licensed Hackney Carriage within the Peterborough District.

NAME in full (block capitals) __________________________________________________

ADDRESS ________________________________________________________________

_________________________________________________________________________

Telephone No: ______________________________

Email Address: ______________________________

Private Hire Badge No: ________________

PARTICULARS OF EMPLOYMENT OVER THE LAST THREE YEARS

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<th>Name and Address of Employer</th>
<th>Nature of Employment</th>
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Are you subject of any outstanding Charge or Summons? YES/NO

If so, please give the date of Court hearing if known.

If the answer is “yes” the applicant will be invited for an Interview to establish whether the nature of the charge or alleged offence warrants a deferment of the application.

Have you ever been convicted by any court? YES/NO

If yes please give particulars:
Please provide your DVLA ‘Share my Licence’ code

If at the time of processing your application, the ‘Share my Licence’ code has expired, do you give your consent to the licensing department to obtain access on your behalf?

Yes  No

Peterborough City Council is required to collect and use this information to process your application for a taxi licence and to meet its duties under the Town and Police Clauses Act 1847 and Local Government (Miscellaneous Provisions) Act 1976 which requires the local authority to ensure applicants are ‘fit and proper’ prior to granting a licence.

In order to determine the application and verify the information provided, we may contact other regulating bodies and or other partner agencies (such as other licensing authorities, the police, Home Office, the councils fraud team, DVLA, DBS, the council’s occupational health adviser or medical health assessor, etc.) only in as far as necessary to determine the application. We may also share relevant information with these bodies to ensure continued compliance.

By submitting this application I acknowledge that:

● I understand that my personal information will be shared where required to assist determination and as described above.
● We will retain your personal information in line with our retention policy. Read more about the taxi licensing policy here: [https://www.peterborough.gov.uk/business/licences-and-permits/taxis-and-private-hire/taxi-enforcement](https://www.peterborough.gov.uk/business/licences-and-permits/taxis-and-private-hire/taxi-enforcement)
● I declare that I have the lawful right to live and work in the United Kingdom and I understand that I will be required to provide original documents to demonstrate that right. (A list of acceptable documents has been published by the Home Office, [further information can be found here](https://www.gov.uk/guidance/fees-for-uk-citizens-seeking-to-work-in-the-united-kingdom))
● I understand that any criminal convictions, civil convictions and/or endorsements or cautions must be notified to the council as soon as practically possible.
● I confirm that the contents of this application are true and complete. Note: Section 57(3) of the 1976 Act provides that: “if any person knowingly or recklessly makes a false statement or omits any material particular in giving information under this section he shall be guilty of an offence.”
● I have read, understood and undertake to comply with, all conditions and Bylaws set by the Council.

Signed ………………………………………………….  Date ……………………………………..

**IMPORTANT: PAYMENT MUST BE MADE BEFORE SUBMITTING THIS APPLICATION**

To make a payment go to: [www.peterborough.gov.uk/pay/taxi](http://www.peterborough.gov.uk/pay/taxi)

Enter Your Payment Reference Number Here:-

Enter your driving assessment pass certificate number here:-