

Badge No. / Plate No. (Office use only)



Taxi Licencing
taxis@swale.gov.uk
Licencing Team
Swale House, East Street
Sittingbourne ME10 3HT

TAXI LICENCE APPLICATION FORM

Section 1: Your Details – all applicants to complete

Section 2: Badge Details – to be completed for new and renewal badges

Section 3: Vehicle Plating – to be completed for new and renewal vehicle plating

Section 4: Operators Licence – to be completed for Private Hire Operators licence

Section 5: Declaration – all applicants to complete

For further information, to make a payment and to book an appointment, see our website:
www.swale.gov.uk/taxi

The completed application and any supporting evidence to be emailed to taxis@swale.gov.uk

Section 1: Your details

| | | | |
|--------------------------------------|--|----------------|--|
| Surname | | | |
| First Name(s) | | | |
| Home Address (including postcode) | | | |
| E-mail Address | | | |
| Mobile Phone No. | | Home Phone No. | |

Section 2: Badge Details (to be completed for new and renewal badge applications)

| | | | |
|--|--|----------------|--|
| What are you applying for: | A New Badge <input type="radio"/> To Renew a Badge <input type="radio"/> | | |
| National Insurance No. | | Date of birth | |
| UK Driving Licence No. | | Date of Issue | |
| | | Date of Expiry | |
| Which company are/will you be working for? | | | |

| | |
|---|---|
| Have you previously been licensed as a Hackney Carriage or Private Hire Driver? | Yes <input type="radio"/> No <input type="radio"/> If Yes complete details below |
| If answered Yes to being previously licensed, please state with which authority(s), the period/dates of licence and your badge number(s) | |
| What is the current status of your badge(s)? Current <input type="radio"/> revoked <input type="radio"/> suspended <input type="radio"/> expired <input type="radio"/> | |
| Do you declare yourself fit to drive? | Yes <input type="radio"/> No <input type="radio"/> |
| Do you have any physical disabilities? | Yes <input type="radio"/> No <input type="radio"/> |
| Do you have any criminal convictions? | Yes <input type="radio"/> No <input type="radio"/> |
| Have you ever been cautioned by the police for any reason? | Yes <input type="radio"/> No <input type="radio"/> |
| Do you have any traffic convictions (DVLA)? | Yes <input type="radio"/> No <input type="radio"/> |
| Do you have any pending matters for which you are currently being investigated, for example, by the police or other enforcement agency? | Yes <input type="radio"/> No <input type="radio"/> |
| Do you have any pending criminal or traffic convictions? | Yes <input type="radio"/> No <input type="radio"/> |
| Do you have any convictions or pending matters in any other country? | Yes <input type="radio"/> No <input type="radio"/> |

IF YOU HAVE TICKED YES TO ANY OF THE QUESTIONS ABOUT CONVICTIONS, CAUTIONS OR PENDING POLICE MATTERS - YOU MUST GIVE FULL DETAILS, WHETHER SPENT OR NOT

See website www.swale.gov.uk/taxi for Guidance on cautions, convictions and prosecutions

| Date Convicted | Conviction (Criminal, motoring, caution, pending matter) | Court or Police | Offence or Pending Matter | Penalty |
|----------------------------|--|--------------------------------|---|---------------------------------------|
| <i>Example:</i> 28.7.09 | <i>Example:</i> Motoring Conviction | <i>Example:</i> 1733 or M/C | <i>Example:</i> Driving without insurance IN10 | <i>Example:</i> £500 fine and 6pts |
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Section 3: Vehicle Plating (to be completed for new and renewal vehicle applications)

| | | | |
|---|--|----------------------------------|--|
| Hackney Carriage or Private Plate Number - if this is a renewal application | | | |
| Vehicle Registration | | Make | |
| Model | | Engine size (CC) | |
| Colour | | Date Vehicle First Registered | |
| MOT expiry date | | Tax expiry date | |
| Tinted windows | Yes <input type="radio"/> No <input type="radio"/> | Adapted for Disabled | Yes <input type="radio"/> No <input type="radio"/> |
| What will the vehicle be used for (please tick) | | Hackney Carriage or Private Hire | |
| Name and address of the company which will operate the above vehicle | | | |
| E-mail Address | | | |
| Business Phone No. | | Mobile Phone No. | |
| Taxi Meter Make | | Taxi Meter Model | |
| How many passengers will the vehicle be licensed for? | | | |
| Where vehicle kept over night | | | |

Section 4: Operators Licence

| | | | |
|---|--|--|--|
| Trading Name and Address | | | |
| E-mail Address | | | |
| Business Phone No. | | Mobile Phone No. | |
| Will records be kept of all bookings, vehicles and drivers at the trading address | Yes <input type="radio"/> No <input type="radio"/> | Will you have communication with your vehicles | Yes <input type="radio"/> No <input type="radio"/> |

Section 5: Declaration

Please note, it is a criminal offence, for which you may be prosecuted, if you:

- knowingly make a false statement or omit any information from this application; or
- drive a Hackney Carriage or Private Hire vehicle without a licence to drive issued by the Council
- I declare that to the best of my knowledge and belief, the answers given herein are true.
- I understand that if I knowingly or recklessly make a false statement I will receive Swale

Penalty Points and it may result in refusal or withdrawal of the licence if issued.

- I do not have any convictions or cautions to declare and I am not subject to any pending prosecutions or being investigated for any other matter. (Please tick if you have answered **No** to all questions in relation to convictions, cautions and pending police matters)

OR

- I list here full details of all convictions and cautions I have ever received. I also list full details of any offences for which I am currently being investigated. (Please tick if you have answered **Yes** to any questions in relation to convictions, cautions and pending police matters. You must also provide the details of any convictions)
 - I give my permission for Swale Council to access the DVLA website to check for penalty points on my Driving licence by allowing access to my National Insurance number, post code and Driving licence number.

DBS Update Service

1. I understand if I join the DBS Update Service, I give the Council explicit consent to access my records as and when the Council deem appropriate.
2. I certify that I will join the DBS Update Service when I receive my DBS Certificate check back. I certify that I will join the DBS Update Service within 30 days of receiving my DBS certificate.
3. I will provide the Council Licensing team with my DBS Update Service reference C number when received.
4. I certify that I will maintain my annual subscription with the DBS Update Service
 - I understand that the licence for which I now apply, if issued will be subject to the conditions of the policy and local conditions of Hackney Carriage and Private Hire.
 - The information I have provided will be held by the Council on computerised and manual files (some data will be made available on a public register as required by relevant legislation). The data may also be disclosed to other departments within the Council or other organisations, but only in order to ensure compliance with relevant legislation or for identification purposes or to prevent or detect fraud or a crime. Swale Borough Council is a registered Data Controller in accordance with the Data Protection Act 1998.

DBS Privacy Policy

- I have read the Standard/Enhanced Check Privacy Policy for applicants
www.gov.uk/government/publications/dbs-privacy-policies and I understand how DBS will process my personal data and the options available to me submitting an application

Date:

Name of sole applicant :

Name of additional applicant: