

Environmental Health – Licensing
 King's Court
 Chapel Street
 King's Lynn
 PE30 1EX
 Telephone: (01553) 616200
 Email: ehlicensing@west-norfolk.gov.uk

Borough Council of
**King's Lynn &
 West Norfolk**



Application for the Renewal of a License to act as a Driver of a Hackney Carriage or/and Private Hire Vehicle

Public Health Act 1875, Town Police Clauses Acts 1847 and 1889 Local
 Government (Miscellaneous Provisions) Act 1976

Please answer all questions in **BLOCK CAPITALS** using continuation sheets if required.

APPLICANT

Title (Mr / Mrs / Miss / Ms / Other)

Surname:		Full Forename(s):	
Full Address: (where ordinarily resident) – including postcode			
Email Address:	@		
Telephone Number(s):	Home:		Mobile:
Date of Birth:		Sex:	Male / Female (delete as appropriate)
Driver's Badge Number:	CD0	Date Current Badge Expires:	/ /
Have there been any changes to your medical health since the date of your last medical certificate? Y or N			
If Yes, please provide details:			
Are there any prosecutions (including driving offences) pending against you? Y or N			
If Yes, please state alleged offence and date of Court hearing etc.:			
Have you received any convictions (including penalty points on driving licence etc.) in the past 3 years? Y or N			
If Yes, please state offence(s) and date of award of points / Court hearing(s):			
Is the driving of this Authority's licensed vehicles your sole occupation? Y or N			
If No, what are your other occupations?			
Have you ever been declared insolvent, bankrupt or had a County Court Judgement (CCJ) made against you in the past 3 years? Y or N			
If yes, please give full details, e.g. circumstances dates etc.			

Are you currently licensed to drive a taxi or private hire vehicle with any other authority? Y or N		
If yes, please give details: (e.g. which authority, dates, etc.)		
What is the name, address and telephone number of the person or firm you drive for (if private hire)?		
Please give details of employment other than driving a Borough Council taxi or private hire vehicle during the last three years:		
Name & Address of Employer	Employment Dates (from / to)	Reason for Leaving
Do you have a right to work in the United Kingdom (UK)? Y or N		
The Borough Council will not issue any taxi or private hire licences unless the applicant has a right to work in the UK. Checks will be undertaken to establish an individual's right by using the 'Home Office Right to Work Checklist' which can be found at the following link: https://www.gov.uk/government/publications/right-to-work-checklist		
With respect to the Borough Council of King's Lynn & West Norfolk, are you a member of staff, an elected member, related to a member of staff or related to an elected member? Y or N		
If Yes, please provide details:		
Are you registered for the Disclosure & Barring Update Service? Y or N		

Documentation (please ./ as appropriate)

- Fees: ☐
- DVLA Mandate: ☐
- Current DVLA Driving Licence: ☐
- Right to Work Checklist ☐
- Current DBS Disclosure Certificate: ☐
- Photograph (if requires updating): ☐

Declaration

- I have received, read and understood the Borough Council's Licensing Conditions and the notes below. I understand that I may be liable to prosecution if I have knowingly or recklessly made a false statement or omitted any material particular from this application.
- I understand that in determining my application the Borough Council may contact any third party identified on this application for further information (e.g. employer or other licensing authority if previously licensed).
- I understand that if I was requested by the Borough Council to produce my DVLA Driving licence, a new medical or DBS Disclosure certificate during the past three years and have not done so then the Borough Council will be unable to process my renewal application.
- I understand that if I have applied for my Enhanced Disclosure & Barring Service (DBS) through the Borough Council that I must produce the original Disclosure when received. I also authorise this Authority to access my DBS record as part of the enhanced checks required for the issue of this licence.
- I understand that by providing an email address that the Borough Council may use this to contact me.

Date.....

Signed.....

The Council has a duty to process and store your personal information safely and securely in line with data protection legislation, which here means the General Data Protection Regulations (Regulation (EC) 2016/679 which is in force from 25 May 2018) (GDPR) and any national implementing laws, regulations and secondary legislation, as amended or updated from time to time, in the UK and then any successor legislation to the GDPR.

The Borough Council of King's Lynn and West Norfolk (the Council), of Kings Court, Chapel Street, King's Lynn, Norfolk, PE30 1EX is the data controller for the purposes of the GDPR and associated domestic law.

We will use your personal information for the purposes of the provision of the licensing services. The processing of this information is necessary for the Council to undertake a public task, i.e. the processing is necessary for the Council to perform a task in the public interest or for its official functions, and the task or function has a clear basis in law, in this case the Local Government (Miscellaneous Provisions) Act 1976 / Town Police Clauses Act 1847.

Your data will be used for this specific purpose and may be passed to such third parties, including Council departments and other agencies where there is lawful authority to do so, including for the purposes of preventing or detecting fraud or other crimes. This includes sharing information on the National Register of Taxi Licence Revocations and Refusals.

Your information will be kept strictly confidential. It will be stored separately from other information in a secure, password-protected database on the Council's computer system.

Your personal information will be kept for as long as you require a licence and for a period after the service is terminated. You can find more information about our retention policy on the [privacy notice](https://www.west-norfolk.gov.uk/privacy) page which can be found at the following link <https://www.west-norfolk.gov.uk/privacy>. We will only use your data within the terms of data protection laws, will delete your data securely and only keep it for as long as necessary. We will review dates for keeping personal data in the future and if necessary update these privacy notices.

You have a number of rights available to you, including the right to see copies of all the data held about you by the Council, to ask for it to be corrected, updated or deleted, to request the Council to restrict what it does with your data in certain circumstances, to object to what the Council may do with your data, and to data portability.

Please note that these rights are not absolute and that there are circumstances where they do not apply or the Council's obligations may override these rights. If this is the case, you will be informed of this.

You can find more information about Data Protection and the Council's Data Protection Officer, on our [Data Protection](https://www.west-norfolk.gov.uk/dataprotection) page which can be found at the following link <https://www.west-norfolk.gov.uk/dataprotection>.

If you are unhappy with the way your personal information is being handled you can contact the [Independent Information Commissioner](https://ico.org.uk/), website: <https://ico.org.uk/>.

Please complete in BLOCK CAPITALS, using black ink and keeping within the boxes (* Mandatory Fields)

Section 1: Company Details*

ID/Ref: _____

Company / Employer

BOROUGH COUNCIL OF KINGS LYNN AND WEST NORFOLK

Organisation / Branch

ENVIRONMENTAL HEALTH - LICENSING

Section 2: Reason for processing information*

(To be filled in by the company making enquiry before driver fills in Sections 3 & 4)

To check driving entitlement for the purpose of: (Select from below)

Employment of Drivers ☒

Management of Fleet Drivers ☐

Do you need CPC information Yes ☐ No ☐

Do you need tachograph information Yes ☐ No ☐

Section 3: Driver Details*

First Name

Middle Name(s)

Surname

Date of Birth

Gender

Driver Number

Current Address

Address on Licence (if different)

Postcode

Postcode

Section 4: Driver Declaration (To Be Completed By The Driver)*

I am the person referred to in Section 3. I understand GB Group plc ('GBG') will ask DVLA for my driver record information which will then be provided to the company listed in Section 1, as and when they require, for the purpose set out in Section 2. I understand DVLA will disclose to GBG all relevant information relating to my driver record from the computerised register of drivers maintained by DVLA and this will be disclosed by GBG to the company in Section 1. This includes personal details; driving entitlements; valid endorsements; and/or disqualifications (if relevant); photo images and Certificate of Professional Competence (CPC) and Digital Tachograph Card details (where appropriate).

This declaration will expire when I stop driving in connection with the company or in any case, three years from the date of my signature.

Signature

Date of Signature

GB Group Plc Registered address: The Foundation, Herons Way, Chester Business Park, Chester, CH4 9GB
(Note: Consent forms should not be issued to this address. Please return to issuing party)

Guidance Notes

Driving licence information Fair Processing Declaration Form

Guidance Notes for the DRIVER

1. DVLA handles your personal data in accordance with road traffic law and data protection laws. The law allows DVLA to release your data to the police and other enforcement bodies. DVLA also provides data to other parties where the law allows it. For further information about how DVLA processes your data, your rights and who to contact, see DVLA's privacy notice at www.gov.uk/dvla/privacy-policy or request a written copy by phoning 0300 790 6106.
2. We, GBG, are requesting information from your driving licence record at DVLA on behalf of the company listed in Section 1.
3. You should only fill in this form if you have read and understood how your driving licence information will be processed by GBG Group plc ('GBG') and the company in Section 1. GBG or the company in section 1 must first fill in Sections 1 and 2. You must then fill in Section 3 and sign and date the declaration in Section 4. DVLA will not accept forms if they haven't been signed and dated by you. If you change any information on this form, you must initial and date these changes.
4. If your connection with the company in Section 1 stops, you have the right for your information not to be requested or processed by them. Please refer to the fair processing information and privacy policy for the company in Section 1.
5. If the details on your driving licence are not up to date, return it to DVLA and tell them about the changes they need to make. By law, you must tell DVLA immediately if you change your permanent address or name. You could be fined up to £1,000 if you do not tell DVLA about these changes.
6. If your licence has been lost, stolen or destroyed you will need to apply for a replacement. You can find out how to do this online at www.gov.uk/apply-online-to-replace-a-driving-licence. Or, as long as you have not changed the details on your photocard licence, you can apply for a replacement licence using a debit card or credit card by phoning 0300 790 6801 between 8am and 7pm Monday to Friday, and between 8am and 2pm on Saturdays.

Guidance Notes for the COMPANY

1. You must fill in Sections 1 and 2 before the driver signs the declaration in Section 4.
2. If you require Certificate of Professional Competence (CPC) or Digital Tachograph Card information or both, please ensure that the 'Yes' boxes in Section 2 are ticked.
3. You must select a reason for requesting this information in Section 2 by checking the appropriate box.

You must only use this information for this reason. If you do not provide a reason or enough information, this form will not be deemed as valid and will be rejected.
4. GBG has a duty under data protection law to protect personal information. To ensure adequate protection, we require that the driver (the data subject) is informed and understands how their driving licence information will be processed.
5. It is an offence to unlawfully obtain personal data, which is contrary to data protection law. The penalties for these offences are fines issued in the magistrate's court or Crown court.
6. If we receive a legitimate complaint about information obtained unlawfully, we may pass it on to the Information Commissioner. If we have evidence that the information has been obtained or used inappropriately, we can refuse all future requests.