

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 Licence 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:	CD	Licence Expiry Date:	
National Insurance No:			
Have there been any changes to your medical health since the date of your last medical certificate? Yes or No?			
If yes, please provide details:			
Are there any prosecutions (including driving offences) pending against you? Yes or No?			
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? Yes or No?			
If yes, please offence(s) and date of aware of points/court hearing(s) etc:			
Is the driving of this Authority's licensed vehicles your sole occupation? Yes or No?			
If no, what are your other occupations?			
Have you ever been declared insolvent, bankrupt or had a County Court Judgement (CCJ) made against you? Yes or No?			
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? Yes or No?			
If yes, please give details: (e.g. which authority, dates, reason for ceasing to hold a licence 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 and Address of Employer	Employment Dates (Month/Year)		Reason for Leaving
	From	To	
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? Yes or No?			
If yes, please provide details:			
Are you registered for the Disclosure & Barring Update Service? Yes or No?			
If yes, please provide the original disclosure certificate to enable us to carry out the relevant checks.			
Licence check code number : Visit https://www.gov.uk/view-driving-licence to generate a check code to share your driving licence information with us. You need your driving licence number, national insurance number and the postcode on your driving licence. Note: The check code is only valid for 21 days.			

Data Protection

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 stored securely by The National Anti-Fraud Network.

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/>.

Checklist, please tick as appropriate

Fee/s		Driving Standards Test Certificate	
DVLA Driving Licence		Photograph	
DBS Disclosure/Application		Licence Check Code	
Medical Certificate			

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:		Signature:	
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