

APPLICATION FOR A PRIVATE HIRE DRIVERS LICENCE

NOTES : Before completing this form applicants should read the Notes for Guidance
Please complete the form in BLOCK CAPITALS or type
Delete as appropriate*

NAME **D.O.B.**

HOME ADDRESS

BUSINESS ADDRESS (IF APPLICABLE)

HOME TEL. No.

EMAIL ADDRESS (IF APPLICABLE)

TYPE OF APPLICATION NEW / RENEWAL / TRANSFER*

HAVE YOU HELD A FULL UK DRIVING LICENCE FOR AT LEAST 12 MONTHS? YES / NO *

DATE ISSUED **DATE EXPIRES**

DRIVING LICENCE NO **ISSUE NO**

NAME AND ADDRESS OF COMPANY YOU INTEND TO BE ASSOCIATED WITH

HAVE YOU EVER APPLIED TO ANOTHER COUNCIL FOR A LICENCE? YES / NO *

IF YES PLEASE STATE THE TYPE OF LICENCE APPLIED FOR, THE NAME OF THE COUNCIL AND WHETHER YOUR APPLICATION WAS GRANTED

DECLARATION OF CONVICTIONS AND CAUTIONS.

ALL CRIMINAL AND MOTORING CONVICTIONS/CAUTIONS MUST BE DISCLOSED. Please continue on a separate sheet if required. Do not be tempted to omit a conviction/caution as failure to disclose a conviction/caution may result in your application being refused, or lead to a licence suspension or revocation if a licence. If you are convicted (or receive an official Police caution) during the period of any licence issued to you then you must disclose it to the Council within 7 days.

<u>DATE OF CONVICTION /CAUTION</u>	<u>COURT</u>	<u>OFFENCE(S)</u>	<u>SENTENCE / PENALTY</u>

ARE THERE ANY PROSECUTIONS OR COURT CASES PENDING AGAINST YOU? YES / NO *

IF YES, PLEASE GIVE FULL DETAILS OF THE ALLEGED OFFENCE(S), DATE OF HEARING, WHICH COURT WILL HEAR THE CASE, ETC.

MEDICAL FITNESS

(renewals only) – SINCE THE ISSUE OF YOUR LAST LICENCE HAVE YOU SUFFERED ANY MEDICAL ILLNESS OR CONDITION WHICH MAY IMPAIR YOUR ABILITY TO DRIVE ? YES / NO*

IF YES, PLEASE PROVIDE DETAILS _____

ALL NEW APPLICANTS ARE REQUIRED TO HAVE A MEDICAL CARRIED OUT BY THE COUNCILS APPROVED MEDICAL EXAMINER

REFERENCE (to be completed for a new application for a licence)

A reference must be obtained from someone of standing in the community (such as a doctor, solicitor, civil servant, schoolteacher or similar) who has known you personally for at least 2 years.

TO BE COMPLETED BY THE REFEREE (alternatively, you can submit a letter from a referee)

I hereby certify that the applicant _____ has been known to me for _____ years and I believe that he/she* is sober, honest and of good character. I know nothing concerning his/her* character which may render him/her* unsuitable to be granted a licence by Knowsley Council.

NAME OF REFEREE _____

ADDRESS _____

DESIGNATION _____ DATE _____

DECLARATION

- (a) I declare that I have read the Council's Notes for Guidance and I am familiar with the Notes.
- (b) I submit this information in support of my application for a drivers licence and I declare that the information given in this application is correct to the best of knowledge and I understand that if I have made any false statement or omitted any relevant information from this document or any other document submitted in support of my application then I will be liable for prosecution.
- (c) I understand that if, as the holder of a drivers licence issued by Knowsley Council, I am disqualified from holding a DVLA drivers licence, then my licence (issued by the Council) will be void. In the event of such disqualification I will return my licence (issued by the Council) immediately.

Signed _____ **Date** _____

NOTE – You are also required to complete a Criminal Records Check Disclosure form and a DVLA Check form. The grant of a licence is subject to satisfactory checks being received.

CHECK LIST

Before your application can be processed please produce this form, together with your completed Criminal Record Disclosure form and DVLA check form, with the following;

1. Your current DVLA driving licence
2. Birth certificate and passport (new applicants)
3. Medical form (where applicable)
4. Licence fee – New applications £68, Renewals £54
5. Fees for DVLA check and Criminal Records Check (where applicable)

Should you have any queries regarding your application please contact the Licensing Team located at the Computer Building, Westmorland Road, Huyton, Knowsley, Merseyside, L36 9YU. The office is open Monday to Friday between 9.30am and 12 noon, and from 1.30pm to 4pm.

Telephone numbers 0151 443 3605 / 3613 / 3607

Fax number 0151 443 3600

Email licensing@knowsley.gov.uk

NOTE – If you would your licence to be issued via email then please state your email address below

Email address _____