

APPLICATION FOR DRIVER'S LICENCE (NEW)

Local Government (Miscellaneous Provisions) Act 1976
Town Police Clauses Act 1847



INFORMATION NOTES

You will need to show that you have held a full, continuous DVLA driving licence for at least **12 MONTHS** before making this application. The DVLA driving licence must display your current **NAME AND ADDRESS**, and should be in good condition.

Before you can be issued with a driver's licence you are required to **COMPLETE A CHECK WITH THE DISCLOSURE AND BARRING SERVICE (DBS CHECK)**. At the same time as the DBS check is in progress, a **DVLA CHECK** will also be carried out – this is to check your driving history. The Council will only grant a licence to you providing it is satisfied that you are a **FIT AND PROPER PERSON** to hold a licence. It could take at least 8 weeks to determine your application, as the Council must wait until the above agencies have supplied the result of the checks.

You must make an **APPOINTMENT** for your application to be processed by contacting the Licensing Section on 01629 761345. You will be required to attend the Council Offices **IN PERSON**.

OFFICE OPENING TIMES – 9:00am to 16:00 pm - BY APPOINTMENT ONLY

YOU MUST BRING ALL THE DOCUMENTS LISTED BELOW WITH YOUR COMPLETED APPLICATION FORM AND FEE WHEN YOU ATTEND YOUR APPOINTMENT

Medical Form – (completed following medical examination)	DVLA Check form	National insurance number Please enter here:
Passport or other form of photographic identity.	DVLA Driving Licence (must show current address)	Birth and/or Marriage Certificate

DBS applications are processed electronically, you must provide a valid email address.

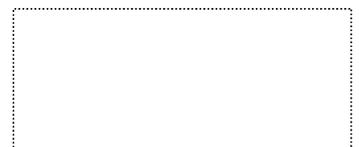
Please note that the above 3 forms of ID must be presented. If you are not in possession of any of the documents please telephone prior to your appointment to discuss alternative proof of identification.

Foreign Nationals (in addition to the above)

D9 UK Counterpart (must show current address)	Home Office Check (subject to Home Office guidelines on working within the UK)
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FEES

See list of Fees and Charges.



SECTION 1

Please complete in **BLOCK CAPITAL LETTERS** and in black ink

Title: Mr Mrs Ms Other

A: Full Forenames

B: Surname

C: Previous Names or Aliases

D: Current Home Address (Full Postal Address)

<input type="text"/>	
<input type="text"/>	
Post Code:	E mail address

E: Telephone Number (Home)

F: Office / Mobile

<input type="text"/>	<input type="text"/>
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G: Date of Birth

H: Place of Birth

<input type="text"/>	<input type="text"/>
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I: Name of Company you intend to work for (If self-employed please state your business operating name)

J: If self-employed please give details of any associates

<input type="text"/>
<input type="text"/>

K: Have you previously been licensed with this Authority? Yes No

If yes please give details:

SECTION 2

DETAILS OF CONVICTIONS/CAUTIONS

A: Have you any convictions or cautions recorded against you for any offence?

Yes

No

VERY IMPORTANT: Please note that the Council is entitled to consider information about all past convictions, spent or otherwise. The Rehabilitation of Offenders Act 1974 does not apply to applicants for Hackney Carriage or Private Hire Vehicle Drivers Licences.

If the answer to the above question is yes, please give full details in respect of each offence/caution. In the case of criminal convictions, please give details of the actual offence, the Court concerned and the date of conviction. In the case of cautions, please give details of the offence concerned, the relevant Police Force (and preferably the Police Station concerned) and the date(s) of the caution(s).

PLEASE NOTE: this includes all criminal offences, whether they be for motoring offences or for an offence not connected with motoring. This may also include being cautioned by the Police or Licensing Authority, Conditional or Absolute Discharge issued by a Court, any fine, being sent to prison, ordered to carry out community service, sent to a borstal or detention centre, subject to a Probation Order, being Bound Over, subject of a Care Order, subject of a Supervision Order or subject of an ASBO.

Please give details of Convictions:

Date	Offence	Court/Police Force	Penalty/Sentence

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SECTION 2 – Continued

If reporting a caution only, please give details

Date	Offence	Where Caution Administered

Please give details of any other offence(s) or caution(s) or prosecutions pending

SECTION 2 – Continued

MEDICAL CONDITIONS

B: Have you ever suffered an epileptic attack? Yes No
(If you have answered yes please give details in the box below)

C: Do you have any medical conditions? Yes No

Please give details in the box below (Please include those which might affect your driving)

SECTION 3

A: Do you currently hold a Hackney Carriage or Private Hire Vehicle Driver's Licence with another licensing authority?

If yes please state: Yes No

Council:

Badge No:

Date of Expiry:

B: Have you ever been refused a licence, or had a licence revoked by this or any other Council/Government Body?

Yes No

If refused or revoked please state why. Please state Council/Government Body, Badge No, date and type of licence held.

SECTION 4 – DECLARATION

TO BE COMPLETED BY ALL APPLICANTS

I declare that to the best of my knowledge and belief that the statements contained in this application are true and correct. I understand that if there are any omissions, false statement(s) or I omit any material particular, my application may be refused without further consideration or if a licence has been issued, I shall be liable to immediate suspension. I also consent to the result of my Disclosure and Barring Service disclosure being shown to members of any relevant Council Committee, if necessary to determine my application. If it comes to light after the licence has been granted that I have made omissions, false statements or omitted any material particular, I understand that I shall be liable for prosecution.

In the event of a licence being granted to me, I undertake to fulfil all reasonable obligations to the public and to comply with all the rules, orders, regulations and conditions at the time being in force.

Signature:

Date:

Print Name

(Full name):

PLEASE NOTE SECTION 57(3) OF THE LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976 STATES: IF ANY PERSON(S) KNOWINGLY OR RECKLESSLY MAKES A FALSE STATEMENT OR OMITTS ANY MATERIAL PARTICULAR IN GIVING INFORMATION UNDER THIS SECTION, HE SHALL BE GUILTY OF AN OFFENCE.

YOUR GUIDE TO DATA PROTECTION

All personal information provided to Derbyshire Dales District Council will be held and treated in confidence in accordance with the Data Protection Act 1998. It will only be used for the purpose for which it was given and may be shared with other Council departments or third party organisations.

WHAT INFORMATION DO WE HOLD AND HOW DO WE OBTAIN IT?

In addition to the information that you provide to us, we may also receive information about you from one or more of the following sources:

Police Authorities
Local Government Departments
Other Government Agencies

FOR WHAT PURPOSE DO WE HOLD THE INFORMATION?

We use your information for either one or more purpose, outlined below:

To process your licensing application, enforcement and issue a licence

To maintain a public register where appropriate

We must protect the public funds that we handle, so we may use the information you have provided on this form for the prevention and detection of fraud and crime and to confirm foreign nationals entitlement to work in the UK. We may also share this information for the same purpose with other organisations that handle public funds, and bodies involved in the investigation and detection of crime.

CARING FOR YOUR DATA

We undertake that we will have in place a level of security appropriate to the nature of the data and the harm that might result from a breach of security.

We further undertake that we will:

Not hold information about you which is excessive in relation to the purpose for which it is processed.

Keep any information about you accurate and, where necessary, up to date.

(To help us do this, please keep us informed if any of your details change).

Not keeping processed data for any purpose longer than necessary.

Process your information in accordance with your rights under the Data Protection Act 1998.

YOU HAVE CERTAIN RIGHTS UNDER THE DATA PROTECTION ACT IN RELATION TO THE INFORMATION THAT WE HOLD ABOUT YOU. IF YOU REQUIRE FURTHER INFORMATION ABOUT THESE RIGHTS PLEASE WRITE TO:

The Licensing Section, Derbyshire Dales District Council, Town Hall, Matlock, DE4 3NN or e mail: licensing@derbyshiredales.gov.uk.