

Current Uniform Ref:	
New Uniform Ref:	
PHB NO:	



Application for the Renewal of a Private Hire Driver's Licence

IMPORTANT: PLEASE READ THE GUIDANCE NOTES ATTACHED FIRST AND CHECK YOUR DETAILS BELOW. PLEASE AMEND WHERE NECESSARY.

PART ONE: APPLICANT AND ADDRESS DETAILS

Title:		First Name(s):		Surname:	
Address:					
Date of Birth		Email Address:			
Home Telephone No:		Mobile No:			
National Insurance Number:					
Do you have a right to live and work in the UK:					

PART TWO: DRIVING LICENCE DETAILS

Driving Licence No:		Expiry Date:	
---------------------	--	--------------	--

PART THREE: CONVICTIONS/PENDING PROSECUTIONS/CAUTIONS - Are there any motoring endorsements and/or criminal convictions including cautions recorded against you or any pending motoring endorsements and/or criminal prosecutions?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	(Tick appropriate box) - If yes, please provide the following information:
Date of Conviction/Next Hearing		Offence:		Sentence:

PART FOUR: MEDICAL INFORMATION - Do you have an existing medical condition that could affect your ability to drive and act as a licensed driver including any medical or physical condition that would prevent you assisting passengers in wheelchairs? If yes, please provide written evidence from your GP. Are you receiving any treatment/medication either via your GP or hospital consultant?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	(Tick appropriate box)
-----	--------------------------	----	--------------------------	------------------------

PART FIVE: PREVIOUS LICENSING HISTORY - Have you ever applied for a driver's licence with any other Local Authority?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	(Tick appropriate box) - If yes, please provide the following information:
Local Authority:		Decision (i.e. granted, refused, revoked, application not pursued)		

If the decision was to refuse or revoke a licence please summarise the reasons for this:

--



PART SIX: DURATION OF PRIVATE HIRE DRIVER'S LICENCE - Please indicate below which duration of licence you are making application for: (See guidance notes overleaf before completing this section)

3 Years	<input type="checkbox"/>	Cost: £257.00	1 Year	<input type="checkbox"/>	Cost: £95.00	(Tick appropriate box)
---------	--------------------------	---------------	--------	--------------------------	--------------	------------------------

PART SEVEN: OPERATOR DETAILS

Name of Private Hire Company:	<input type="text"/>	Signature:	<input type="text"/>
-------------------------------	----------------------	------------	----------------------

PART EIGHT A: DECLARATION - LICENSING AUTHORITY

I wish to apply for the renewal of a Private Hire Driver's Licence in Portsmouth. I have personally read the details provided above including the attached guidance notes and I have made any necessary changes to the information currently held by Portsmouth City Council. I have not made any false statements and know it is a serious offence to give false or misleading information in support of my application. By renewing my licence I accept and understand the conditions of my licence and my general obligations to act in accordance with the provisions of both the Town Police Clauses Act 1847 and the Local Government (Miscellaneous Provisions) Act 1976. I also understand that I may also be subject to general, targeted and test purchase inspections by authorised officers.

PART EIGHT B: DECLARATION - DBS

Privacy Policy - Standard/Enhanced checks (paper and e-Bulk applications) declaration:
I have read the Standard/Enhanced Check Privacy Policy for applicants (<https://www.gov.uk/government/publications/consent-privacy-policy>) and I understand how DBS will process my personal data and the options available to me for submitting an application.

Signature of Applicant:	<input type="text"/>	Date:	<input type="text"/>
-------------------------	----------------------	-------	----------------------

FOR OFFICE USE ONLY

Date Received:	<input type="text"/>	Fee:	<input type="text"/>	Receipt No:	<input type="text"/>	Date:	<input type="text"/>		
Applicant DVLA Check:	<input type="text"/>	DLC Service:	<input type="text"/>	UK Driving Licence:	<input type="text"/>	EC/EEA Driving Licence:	<input type="text"/>	Officer Initials:	<input type="text"/>
Right to work and live in the UK:	<input type="text"/>	Documents copied:	<input type="text"/>	<i>(only required at 2019 renewal for 3 year licences)</i>					

Officer Notes:



Licensing Service - Contact Details				
Address:	Licensing Service, Civic Offices, Guildhall Square, Portsmouth, Hants, PO1 2AL			
Telephone:	023 9283 4073	Fax:	023 9383 4811	Email: Licensing@portsmouthcc.gov.uk
Opening Hours:	Mon to Fri: 9 am until 4 pm - *These hours may be extended until 5pm at busy periods			
Contact Details for Hackney Carriage and Private Hire Trade Representatives				
Mr Shahed Uddin Tel: 07796 935966 Email: uddin.shahed@yahoo.co.uk Deputies: Forhad Al Mahmud Tel: 07544 428004 Email: falmahmud@hotmail.com Nizam Ahmed Tel: 07903 015566 Email: nizamahmed@tiscali.co.uk			Citywide Taxis: Mr Tony Jefferson Tel: 023 9283 3333 Email: citywidetaxis@citywidetaxis.org.uk	
Mr Chris Dixon Tel: 023 9238 3645 / 07775 740344 Email: christopherdixon51@yahoo.co.uk			Aqua Cars Ltd: Mr Bruce Hall Aqua Cars Ltd Tel: 02392 616161/654321 Email: Bruce.hall@aquacars.co.uk	
Mr Viv Young Tel: 07721 318128/9283 3333 Email: vivyoung1976@gmail.com			Uber: Mr Fred Jones Email: uber.pcc@uber.com	

Portsmouth City Council will process your personal information in accordance with data protection law. The personal details provided by you will be used for licensing service purposes. Your details will be held on a database and where the law allows, may be shared with other departments within the council to update details they hold about you. The council may also be required to disclose personal information to third parties (such as Police, Department for Work and Pensions or for the National Fraud Initiative) for the purposes of preventing or detecting crime or apprehending or prosecuting offenders.

For further information about how the Council collects and uses personal information please visit our website: <https://www.portsmouth.gov.uk/ext/the-council/data-protection-privacy-notice>



GUIDANCE NOTES:

Your Private Hire Driver's Licence is due for renewal on or before 31 January 2018 and I have attached your part completed renewal application form. **Please check these details are correct and make changes if required (i.e. if you have changed address/telephone number).** However, you must still complete all other sections and tell us of any changes to your medical fitness to drive.

Hackney Carriage/Private Hire Statement of Licensing Policy

You are strongly advised to familiarise yourself with the Council's statement of licensing policy which can be found on the Council's website at: <https://www.portsmouth.gov.uk/ext/documents-external/lic-hackney-carriage-private-hire-licensing-policy-final-v3.pdf>

Choice of 1 year or 3 year PH driver's licence

The Deregulation Act 2015 has introduced changes to the duration of your private hire driver's licence. You may now apply to renew your licence for a maximum 3 year period. A shorter period of duration of 1 year is permissible or will be required by the Licensing Authority in certain circumstances.

Payment by debit card

We are now able to accept payments by credit/debit card. Please give consideration to paying your renewal fee by this method as this will mean that your application can be processed far quicker than cash transactions.

Late renewals no longer permissible

Please be aware that "late renewals" of your private hire driver's licence will no longer be possible. This is because the Courts have ruled that late renewals can only be considered under exceptional circumstances and in any respect should be by no more than 2 or 3 days after the licence has expired. This will mean that if a licence is not renewed after this time then you will have to make a new application for the grant of a licence.

Driving Entitlement and Endorsement Information from DVLA

In order to renew your driver's licence you will need to provide us with information on your driving entitlements and any endorsements from the DVLA. You can do this on-line at www.gov.uk/view-driving-licence. You will be able to either download a summary of your driving licence (this should be printed no more than 48 hours prior to renewing) or provide a check code to us to view your records when you renew your licence. (Guidance notes for this process are attached). If you do not have access to the internet you can telephone DVLA on 0300 0830013 who can provide you with a check code over the phone.

PLEASE NOTE THAT IF YOU ARE ABLE TO DOWNLOAD A SUMMARY OF YOUR DRIVING LICENCE FOR PRODUCTION TO LICENSING STAFF THIS WILL SIGNIFICANTLY REDUCE THE TIME IT WILL TAKE TO RENEW YOUR HACKNEY CARRIAGE DRIVER'S LICENCE.

Renewing your Licence

Please ensure that you have the following information/documents with you when you renew your licence:

- The appropriate fee (depending on whether you are applying for a 1 year or 3 year licence)
- Your old private hire badge
- Your Driving Licence
- A check code or a printed summary of your driving licence from DVLA - **Only applicable for those applicants holding an EC/EEA driving licence**
- A passport showing the holder is a British Citizen, an EEA passport or national identity card, a permanent residence card, a biometric residence permit, a current immigration status document or a full birth certificate together with a document issued by any Government agency or previous employer with their name and national insurance number (only required at 2019 renewal for 3 year licences) **(only required at 2019 renewal for 3 year licences)***

Please do not leave the renewal of your licence until the last day (Wednesday 31 January 2018) as this causes severe congestion in the office.

* *Immigration Act 2016*