



Doncaster  
Council

[www.doncaster.gov.uk](http://www.doncaster.gov.uk)

# Hackney Carriage & Private Hire Driver Application

**To avoid potential disappointment and expense, anyone who is considering embarking down the road of becoming a licensed driver must first read Doncaster Councils Hackney Carriage & Private Hire Licensing Policy, in particular Appendix 2 of the Policy which gives guidance on the relevance of convictions, before taking any of the required tests and medical.**

## Guidance to applicants

Before submitting your application you should complete the following:

Read 'Doncaster Councils Hackney Carriage and Private Hire Licensing Policy' which can be viewed online at: [www.doncaster.gov.uk/taxipolicy](http://www.doncaster.gov.uk/taxipolicy)

You are advised to pay particular attention to 'Appendix 2 Relevant Convictions Policy' before doing anything else.

If you have spent more than 3 consecutive months outside the UK since the age of 18, you must contact the relevant embassy(s) for a certificate of good conduct.

Book, attend and pass the Council's practical driving test (and wheelchair exercise if applying for Hackney Carriage or Joint licence) – tests can be booked online at:

<https://www.doncaster.gov.uk/doitonline/book-a-practical-taxi-driving-test>

You must attend the test in a suitable vehicle. Please refer to 'Practical Driving and Wheelchair Assessment' in this pack, for full details. You must apply for a licence within 12 months of passing the practical / wheelchair test.

Revise for the Council knowledge test.

Book, attend and pass the Doncaster Council knowledge test – tests can be booked online at <https://www.doncaster.gov.uk/doitonline/book-a-taxi-driver-knowledge-test>

You MUST produce photographic I.D. (valid passport / driving licence) each time you attend for a test. Anyone who fails to produce the required identification will not be permitted to sit the test. You must apply for a licence within 12 months of passing the knowledge test.

Book and attend a Safeguarding Awareness Training session. All applicants are required to attend a Doncaster Council Safeguarding Awareness Training session. Please refer to the booking guidance in this document. You must apply for a licence within 12 months of attending the training.

Ensure your driving licence is a valid UK licence and shows your current address. You must have held a full driving licence for a minimum of 2 consecutive years prior to making your licence application.

Book and attend a 'Group 2 Standards' equivalent medical with a suitably qualified medical practitioner. You must use the medical form attached. Please refer to the 'advice to the applicant' included on the form. Your medical certificate must be less than 3 months old when you submit your application.

Get a passport sized photograph of yourself (taken recently). No hats or head covering (unless worn for religious reasons).

Fill in the application form and provide a valid email address so that Drivercheck can gain your consent to contact DVLA to access your driver record, this includes personal details, driving entitlements, valid endorsements and disqualifications (if relevant).

Fill in the Disclosure & Barring Service (DBS) application form (you will be provided with a form once you have passed the Council's knowledge test). You will need to subscribe to the DBS update service.

Obtain 2 forms of ID (other than your driving licence) which confirm your address (e.g. 2 utility bills no more than 3 months old).

If you do not hold a UK passport, you will need to provide evidence of your right to work in the UK.

**Once you are satisfied that you have complied with all of the above requirements you can submit the application, supporting documents and fee to the Licensing Department at Doncaster Council**

## **Practical Driving and Wheelchair Assessment**

There are 3 types of assessment you can take dependant on which type of vehicle you wish to drive:

- A. the standard driving assessment (private hire driver)
- B. the standard driving assessment with a wheelchair exercise (hackney driver)
- C. wheelchair exercise if you have done the standard assessment and now want to do the wheelchair exercise

### **What the assessment involves**

The assessment lasts for about 40 minutes.

### **Eyesight test**

At the start, you will have to read a number plate from a distance of:

- 20 metres for vehicles with a new-style number plate
- 20.5 metres for vehicles with an old-style number plate

You must use glasses or contact lenses during the whole test if you need them to read the number plate.

You can't take the driving part of the assessment if you fail the eyesight test. You can still do the wheelchair exercise if you are taking the enhanced assessment.

### **Practical assessment**

The assessment will include:

- a manoeuvre where you will be asked to turn your vehicle to face the opposite direction
- around 10 minutes of driving without being given turn-by-turn directions by the examiner
- stops at the side of the road as if a passenger is getting in or out
- related questions, like what to do if a passenger leaves property in your vehicle
- questions from The Highway Code and identifying traffic signs and road markings
- You might also be asked to do an emergency stop.

You will pass the assessment if you make 9 faults or fewer. You will fail if you make a serious or dangerous fault.

### **Wheelchair exercise**

You will have to do a wheelchair exercise if you wish to drive a hackney carriage vehicle – **you will need to bring a wheelchair accessible vehicle.**

**You will need to show your ability to:**

- safely load and unload the wheelchair in your vehicle
- use the wheelchair brakes to secure and release it
- fasten the seat belts or safety harness
- secure any wheel belts or clamps fitted to your vehicle

### **Vehicle requirements**

Your vehicle must meet the same requirements as the car driving test, except it cannot have L-plates. It must also be wheelchair accessible if you are taking the enhanced test (for example, London-style 'black cabs').

### **Documents you must bring**

- You must bring your UK driving licence. If you have an old-style paper licence instead of a photo card, you must also bring a valid passport.
- Valid MOT & insurance certificate for the vehicle you are driving
- Your National Insurance Number to enable a driving licence check to be carried out.

### **Passing the assessment**

When you pass your assessment(s), you will get a pass certificate.

### **Failing the assessment**

If you fail the assessment you will get a debrief from the examiner.

## **Private Hire and Hackney Carriage Knowledge Test**

In order to become a licensed driver it is important that you have a good knowledge of the area in which you are going to work and be a safe and competent driver. The knowledge test is designed to confirm that you have a good working knowledge of the area, of conditions set by the council and of driving safely. Applicants should note that the Council does not teach the knowledge required for this test. Each applicant will be responsible for his/her own studies to meet the required standard.

The questions and format of the knowledge test will be subject to change but can include —

- Identifying the location of various premises (pubs, shops, places of interest etc) within the town centre. This will be tested by asking you to mark the location of premises on a town centre map.
- Identifying the location of various premises (pubs, shops, places of interest etc) within the Borough of Doncaster (other than the town centre). This will be tested by requiring you to provide the page number and grid references of premises by using a map provided. Please ensure you can read a map using grid references before attempting this exam.
- Questions on the Conditions, Regulations and Rules for Private Hire / Hackney Carriage. These will be questions on the information within the Hackney Carriage and Private Hire Licensing Policy and relevant Road Safety laws. In addition Hackney Carriage drivers will need to be familiar with information relating to the various ranks within Doncaster as well as the fare card.
- You will be required to describe the route you would take from the Civic Office to various locations within the Doncaster Borough. This must be done by using road names, villages you would drive through, turnings you would take etc.
- Questions on disability awareness.
- Spoken English language skills.

## **Information for Hackney Carriage and Joint Driver Applicants**

### **Table of Fares**

- Hackney Carriage vehicle fares are set by the local authority and revised from time to time. The current fare table can be downloaded from the Councils website <https://www.doncaster.gov.uk/services/business-investment/hackney-carriage-taxi-vehicle>

### **Location of Taxi Ranks**

- The location and capacity of Hackney Carriage stands (Ranks) on the highway are set by the local authority and may be revised from time to time.
- Ranks which are located on private land also require authorisation from the local authority but these ranks are not managed by the Council and licence holders may need to apply for permission to use a Hackney Carriage vehicle on a private rank.
- The current list of approved Hackney Carriage stands can be viewed on the Councils website <https://www.doncaster.gov.uk/services/business-investment/taxi-ranks>

**Guidance for Hackney Carriage and Private Hire Vehicle Drivers in respect of  
Lawful Bookings and illegal Plying for Hire**

**LAWFUL BOOKINGS**

- Hackney Carriages**
- (1) When situated on an appointed rank. (When on a rank it is an offence to refuse a fare without reasonable excuse).
  - (2) When proceeding at a reasonable speed to one of the appointed ranks. (Being hailed by a prospective hirer) Touting or importuning a fare is, however, an offence.
  - (3) When Pre-booked.
- Private Hire Vehicles**
- (1) **ONLY** when pre-booked. (By such methods as personal calls, telephone call or some direct method of communication between customer and operator).

**ILLEGAL PLYING FOR HIRE**

- Hackney Carriages**
- (1) When parked other than on an appointed rank.
  - (2) Calling out or otherwise importune any person to hire such a carriage and shall not make use of any other person for the purpose.
- Private Hire Vehicles**
- (1) Taking any fare that has not been pre-booked by or on behalf of the proposed hirer with the operator and entered into the operator's records before the commencement of the journey.

**IMPLIED PLYING FOR HIRE**

Any vehicle that has been pre-booked should attend promptly at the time and place and should not wait more than ten minutes after the appointed time before moving off. Private Hire Vehicles should not rank up on a street or a road with the drivers in attendance.

The above notes are not a comprehensive review of the law in respect of these matters and are merely issued for guidance.

## **Safeguarding Awareness Training**

All new applicants must attend a safeguarding awareness session approved by the Council before they are granted a licence.

We expect that all our prospective licence holders will recognise the benefits of attending one of these sessions and see it as integral to demonstrating that they are a fit and proper person to hold their licence.

The training is free and the session will last for approximately 1 hour.

By attending you will gain a greater understanding of the following key areas:

- Understanding the need to protect vulnerable adults, young people and children.
- Identifying possible victims of abuse and exploitation by understanding indicators of risk.
- Identifying sources of advice and pathways for reporting concerns.
- Understanding your role and responsibilities in relation to personal safety and security.

The training will empower you to raise concerns at an early stage which allows safeguarding agencies to prevent harm and take action against potential offenders. By working in partnership with the taxi trade and other local businesses, we will have more eyes and ears on the ground to help us safeguard vulnerable people.

Each person attending will receive a certificate of attendance.

### **Online Booking Guide**

You can book a place on the Safeguarding Awareness Training online by following these steps:

1. Please visit the following website: [www.eventbrite.co.uk](http://www.eventbrite.co.uk) and find the available sessions by typing **safeguarding awareness Doncaster taxi** into the 'search for events' box and press enter/return
2. The events will appear and you should select your preferred date
3. Some dates may have more than one session available, choose one of the available start time options.
4. Click REGISTER
5. Click CHECKOUT
6. Complete your name and email address and click COMPLETE REGISTRATION
7. You will receive an automated email confirming that you have registered.

## **ADVICE TO APPLICANTS AND MEDICAL PRACTITIONERS IN RESPECT OF THE MEDICAL REQUIREMENTS OF HACKNEY CARRIAGE (TAXI) AND PRIVATE HIRE DRIVERS**

### **Part A: For the Applicant**

This Certificate is the method by which the Licensing Authority is advised that the Applicant is medically fit to drive Hackney Carriage / Private Hire vehicles.

Applicants must be examined and certified as being medically fit (to a Group 2 Standard) by a doctor registered or practising in the United Kingdom who must have taken into account previous medical history. The Council may require a further examination or referral following this initial certification.

This certificate is not one which must be issued free of charge as part of the National Health Service. Medical fees are payable by the driver / applicant. Before contacting your doctor please read the DVLA guide 'Assessing fitness to drive: a guide for medical professionals', freely available on the government website <https://www.gov.uk/government/publications/assessing-fitness-to-drive-a-guide-for-medical-professionals>

If you have any of the relevant conditions referred to in the guide you may not be granted a licence.

**If, after reading the above guide, you have any doubts about your ability to meet the standards, consult your Doctor / Optician for advice before you arrange for the medical certificate to be completed. The doctor will normally charge you for completing it. In the event of your application being refused, the fee you pay your Doctor is not refundable. The Council accepts no liability to pay for any medical.**

All new applicants for a driver's licence are required to submit a medical certificate. Once licensed, medical certificates will remain valid until the driver's 45<sup>th</sup> birthday or, in the case of new drivers aged 40 years and over, for a minimum of five years and, thereafter, will be required at five yearly intervals up to age 65 unless restricted to a shorter period for medical reasons. From age 65 years a Group 2 standards medical certificate will be required annually.

### **Part B: For the Applicant's Medical Practitioner**

Doncaster Council requires confirmation that applicants meet the GROUP 2 standards of fitness for occupational drivers' licences.

- Doncaster Council has adopted the Group 2 Medical Standards for Fitness to Drive Hackney Carriage and Private Hire Vehicles in accordance with the DVLA and Department for Transport Best Practice Guidance.
- The C1 criteria for insulin treated diabetes are adopted in relation to Hackney Carriage and Private Hire drivers.
- Medical certificates are only accepted if completed by a registered medical practitioner.

For these purposes your attention is drawn to the current DVLA guide for Medical Practitioners 'Assessing fitness to drive: a guide for medical professionals' which can be found on the government website <https://www.gov.uk/government/publications/assessing-fitness-to-drive-a-guide-for-medical-professionals> The standards are subject to regular review.

It should be remembered that, as part of their duties, taxi and Private Hire drivers are obliged to assist passengers with their luggage and, where applicable, with loading and unloading wheelchair passengers.

Please refer any questions or queries to the Licensing Officer using the contact details below:  
Email: [licensing@doncaster.gov.uk](mailto:licensing@doncaster.gov.uk)

**MEDICAL CERTIFICATE (Group 2 Standards)  
FOR USE BY HACKNEY CARRIAGE OR PRIVATE HIRE VEHICLE DRIVERS**

DETAILS OF APPLICANT		
Surname		Full Address:
Forename(s):		
Date of Birth:		
Telephone No:		
Date of Examination:		
GENERAL QUESTIONS ONLY		
<b>PLEASE REFER TO THE DVLA GUIDE 'ASSESSING FITNESS TO DRIVE: A GUIDE FOR MEDICAL PROFESSIONAL' AND COMPLETE THE CERTIFICATE IN ACCORDANCE WITH THE GROUP 2 STANDARDS</b>		
1	Did you have full access to the applicant's medical records and were they taken into account when completing this examination?	YES / NO
2	Do you consider that any further medical examination is necessary? If YES please give details on a separate sheet.	YES / NO
3	Does the applicant have a medical condition, which is aggravated by exposure to dogs? If YES, is it so severe that the Council should grant the applicant an exemption from carrying assistance dogs in their vehicle?	YES / NO
4	Does the applicant have any of the disorders or conditions listed in any of the chapters of 'Assessing fitness to drive – a guide for medical professionals' referred to above?	YES / NO
If YES to question 4, please confirm on a separate sheet whether or not the applicant has satisfied all the qualifying conditions and tests set out in the Group 2 entitlement. Please include details of any consultant reports/tests or other monitoring, which you used to undertake the assessment.		
DECLARATION BY MEDICAL PRACTITIONER		
<p><b>I certify</b> that I have today examined the above named person who has signed this form <b>in my presence</b>. I am a registered Medical Practitioner who has examined the Applicant with due regard to the advice and guidance appertaining to Group 2 drivers set out in 'Assessing fitness to drive – a guide for medical professionals', issued by the DVSA, and I consider that the Applicant: (Place a tick against the relevant statement below and delete the statement that does not apply)</p> <p><input type="checkbox"/> Meets Group 2 standards of fitness for occupational drivers and is therefore <b>FIT</b> to drive a Hackney Carriage or Private Hire Vehicle.</p> <p><input type="checkbox"/> Does not meet Group 2 standards of fitness for occupational drivers and is therefore <b>UNFIT</b> to drive a Hackney Carriage or Private Hire Vehicle.</p> <p>Please provide further information (if appropriate) on why the applicant does not meet the Group 2 standard on a separate sheet(s), if necessary.</p> <p>Applicants signature: _____ Date _____ (to be signed in the presence of the Medical Practitioner)</p>		
Name of Medical Practitioner (BLOCK CAPITALS):		Licence No:
Signed:		Date:
Surgery Address / Stamp:		

Completed certificates must be presented to the Licensing Authority within 3 months of the examination date



## **Work Eligibility**

Your right to work in the UK will be checked as part of your licence application, this could include the licensing authority checking your immigration status with the Home Office.

We may otherwise share information with the Home Office.

You must therefore provide a document or document combination that is stipulated as being suitable for this check.

The list of documents is set out in

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/675533/A\\_Licensing\\_Authority\\_guide\\_to\\_right\\_to\\_work\\_checks\\_-\\_England\\_and\\_Wales.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/675533/A_Licensing_Authority_guide_to_right_to_work_checks_-_England_and_Wales.pdf)

You must provide the original document(s), such as your passport or biometric residence permit, as indicated in the published guidance, so that the check can take place.

The document(s) will be copied and the copy retained by the licensing authority.

The original document will be returned to you.

Your application will not be considered valid until all the necessary information and original document(s) have been produced and the relevant fee has been paid.

If there are restrictions on the length of time you may work in the UK, your licence will not be issued for any longer than this period.

In such circumstances the check will be repeated each time you apply to renew or extend your licence.

If, during this period, you are disqualified from holding a licence because you have not complied with the UK's immigration laws, your licence will lapse and you must return it to the licensing authority.

Failure to do so is a criminal offence.

## APPLICATION FOR A LICENCE TO DRIVE A

### PRIVATE HIRE / HACKNEY CARRIAGE VEHICLE

I hereby apply to Doncaster Metropolitan Borough Council for the grant of a licence to drive the following category of vehicle within the Borough of Doncaster:

- Hackney Carriage vehicle
- Private Hire vehicle
- Hackney Carriage & Private Hire vehicle (Joint licence)

#### 1. APPLICANT DETAILS:

<p><b>(1a) Title:</b> (Mr, Mrs, Miss, Ms, Other)</p> <p>.....</p> <p><b>(1b) Surname:</b></p> <p>.....</p>	<p><b>(1c) Forename(s):</b></p> <p>.....</p> <p>.....</p> <p>.....</p>																
<p><b>(1d) Home address:</b></p> <p>.....</p> <p>.....</p> <p>.....</p>																	
<p><b>(1e) Postcode:</b></p> <p>.....</p>																	
<p><b>(1f) Date of Birth:</b> (dd/mm/yyyy)</p> <p>...../...../.....</p>	<p><b>(1g) Phone Number(s):</b></p> <p>Home .....</p> <p>Mobile .....</p>																
<p><b>(1h) National Insurance Number:</b></p>	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 5%;">.....</td> <td style="width: 5%;">.....</td> <td style="width: 5%;">.....</td> <td style="width: 5%;">.....</td> <td style="width: 5%;">.....</td> <td style="width: 5%;">.....</td> <td style="width: 5%;">.....</td> <td style="width: 5%;">.....</td> <td style="width: 5%;">.....</td> <td style="width: 5%;">.....</td> </tr> </table>							.....	.....	.....	.....	.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....	.....	.....	.....	.....								
<p><b>(1i) Email Address:</b></p> <p>.....@.....</p>																	

#### 2. PREVIOUS / EXISTING LICENCE DETAILS

<p><b>(2a) Do you hold or have you previously held a Hackney Carriage and/or Private Hire Driver's Licence?</b></p>	<p>YES / NO</p>
<p><b>If YES (2a), please give details below:</b></p>	
<p>Name of Council: ..... Expiry Date: .....</p>	
<p>Type of Licence: ..... Badge Number: .....</p>	

<b>(2b) Have you ever had a Hackney Carriage and/or Private Hire Driver's licence refused, revoked or suspended?</b>	YES / NO
<b>If YES (2b), please give details below:</b> Name of Council: ..... Date: ..... Reason: ..... ..... .....	

**3. REFERENCES**

**Please give the name and address of two people from whom character references can be obtained. Referees must have known the applicant for at least two years, must not be related to the applicant, must not be connected to the taxi/private hire trade and must not be an elected member of Doncaster Council.**

(3a) Name: .....	(3b) Name: .....
Address: .....	Address: .....
.....	.....
Relationship to Applicant: (e.g. Friend / Employer / Solicitor)	Relationship to Applicant: (e.g. Friend / Employer / Solicitor)

**4. EMPLOYMENT HISTORY**

<b>(4a) Current / Most Recent Employer:</b> .....	
<b>(4b) Employers Address:</b> .....	
<b>(4c) Nature of Duties:</b> .....	
<b>(4d) Hours Employed:</b> .....	
<b>(4e) Do you intend to remain in this employment if your application is granted?</b>	YES / NO

**5. INTENDED EMPLOYMENT**

(5a) **State the name (and trader name) and address of the person (or firm) by whom you will be employed as a Private Hire/Hackney Carriage Vehicle Driver (where applicable):**

Name: .....

Address: .....

---

(5b) **For approximately how many hours do you intend to work as a licensed driver?**

Hours per day: ..... Hours per week: .....

**6. DRIVING LICENCE**

(6a) <b>Do you currently hold a full UK Driving Licence?</b>	YES / NO
(6b) <b>Have you held a full UK Driving Licence for a consecutive period of at least two years immediately prior to making this application?</b>	YES / NO
(6c) <b>Have you ever had a driving licence revoked or refused for medical reason?</b>	YES / NO
<b>If you answered YES (6c), please provide details:</b>	
.....	
.....	

**7. EVIDENCE OF CONDUCT**

(7a) <b>Have you ever been convicted of any offences in any country (you must also include cautions, motoring offences and fixed penalties)? If YES, please give details below:</b>	YES / NO
(i) Date: .....	(ii) Date: .....
Offence: .....	Offence: .....
Court/Police Station: .....	Court/Police Station: .....
Sentence/Fine: .....	Sentence/Fine: .....
(iii) Date: .....	(iv) Date: .....
Offence: .....	Offence: .....
Court/Police Station: .....	Court/Police Station: .....
Sentence/Fine: .....	Sentence/Fine: .....
	<b>Please continue of a separate sheet if necessary</b>

(7b) Are you the subject of any outstanding charges, summons or other investigation?	YES / NO
<p><b>If YES (7b), please provide:</b></p> <p>(i) Nature of alleged offence(s):</p> <p>.....</p> <p>.....</p> <p>(ii) Date of Court hearing, if known:</p> <p>.....</p> <p><b>Note:</b> If you are awaiting a court hearing for an alleged offence, you may be invited to an interview to establish whether or not it is appropriate to defer your application.</p>	
(7c) Since the age of 18, have you spent more than 3 consecutive months outside of the UK?	YES / NO
<p><b>If YES, you must provide details below:</b></p>	
<p>(i) Country:</p> <p>.....</p> <p>Dates: (MM/YYYY)</p> <p>From: .....</p> <p>To: .....</p>	<p>(ii) Country:</p> <p>.....</p> <p>Dates: (MM/YYYY)</p> <p>From: .....</p> <p>To: .....</p>
<p>(iii) Country:</p> <p>.....</p> <p>Dates: (MM/YYYY)</p> <p>From: .....</p> <p>To: .....</p>	<p>(iv) Country:</p> <p>.....</p> <p>Dates: (MM/YYYY)</p> <p>From: .....</p> <p>To: .....</p>
<p><b>You must provide a 'Certificate of Good Character' from the relevant embassy for each of the countries where you spent 3 or more consecutive months. Guidance can be found on the government website <a href="https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants">https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants</a></b></p>	

## 8. CHECKING AND RECORDING DATA

The licensing authority provides information to the National Register of Taxi Licence Refusals and Revocations (NR3), a mechanism for licensing authorities to share details of individuals who have had a Hackney Carriage or Private Hire Vehicle licence revoked, or an application for one refused. This is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the licensing authority – that is, assessing whether an individual is a fit and proper person to hold a Hackney Carriage or Private Hire vehicle licence

Therefore:

- Where a Hackney Carriage / Private Hire vehicle licence is revoked, or an application for one refused, the authority will automatically record this decision on NR3.
- All applications for a new licence or licence renewal will automatically be checked on NR3. If a search of NR3 indicates a match with an applicant, the authority will seek further information about the entry on the register from the authority which recorded it. Any information received as a result of an NR3 search will only be used in respect of the specific license application and will not be retained beyond the determination of that application.

The information recorded on NR3 itself will be limited to:

- name
- date of birth
- address and contact details
- national insurance number
- driving licence number
- decision taken
- date of decision
- date decision effective

Information will be retained on NR3 for a period of 25 years.

This is a mandatory part of [applying for] [being granted], a Hackney Carriage / Private Hire vehicle driver licence. The authority has a published policy on the approach it will take to requests by other authorities for further information about entries on NR3, and about the use it will make of any further information provided to it. You can read that policy at [www.doncaster.gov.uk/taxipolicy](http://www.doncaster.gov.uk/taxipolicy)

Information will be processed in accordance with the Data Protection Act (DPA) and General Data Protection Regulation (GDPR). Any searches, provision or receipt of information of or under NR3 are necessary to the authority's statutory licensing functions of ensuring that all drivers are fit and proper to hold the applicable licence. It is not intended that any NR3 data will be transferred out of the United Kingdom.

If you wish to raise any issue related to the data protection legislation, including by relying on any of the rights afforded to data subjects under the GDPR, you can do so to the authority's Data Protection Officer at [information.governance@doncaster.gov.uk](mailto:information.governance@doncaster.gov.uk) This includes submitting a subject access request.

You always have the right to make a complaint to the Information Commissioner's Office (ICO). Advice on how to raise a concern about handling of data can be found on the ICO's website: <https://ico.org.uk/make-a-complaint/>

## 9. DECLARATION

*I DECLARE that the answers given in this application, to the best of my knowledge and belief, are correct and that I am not ineligible for any reason from holding or obtaining the licence for which I am now applying.*

*I understand that I must inform the Licensing Department at Doncaster Council immediately if I am convicted of an offence of any nature (including convictions, cautions and fixed penalties).*

*I have read the Doncaster Council Hackney Carriage & Private Hire Licensing Policy and I undertake, in the event of a licence being granted, to observe and perform the requirements contained therein at all times.*

(9a) **Name:** .....  
(print name of applicant)

(9b) **Signature:** .....  
(applicant's signature)

(9c) **Date:** .....

**It is an offence for any person knowingly or recklessly to make a false statement or to omit any material particular in giving information required in this form.**

**Data held by the authority will be used for cross system and cross authority comparison purposes for the prevention and detection of fraud.**

This form should be completed and returned to the Licensing Department at Doncaster Council, with the following documents:

**Failure to provide the following documents will result in your application being rejected.**

- Application form completed in full and signed by the applicant.
- Application fee.
- Full UK Driving Licence (original only).
- Group 2 Standards Medical Certificate less than 3 months old  
(Councils approved form)
- Doncaster Council Practical Taxi Test Pass Certificate  
(Issued within the last 12 months).
- Wheelchair Test Pass Certificate  
(Hackney Carriage / Joint Applications only and issued within the last 12 months)
- Doncaster Council Knowledge Test Pass Certificate  
(Issued within the last 12 months)
- Passport sized photograph.
- Disclosure & Barring Service (DBS) application form completed and signed.
- Certificate of Good Character from the appropriate Embassy  
(Applicants who have spent 3 or more consecutive months outside the UK since the age of 18)
- Valid UK Passport or Proof of right to work in the UK.
- Proof of address other than the above documents  
(e.g. 2 utility bills showing full name and address, dated less than 3 months prior to application date).
- Safeguarding Awareness Training Certificate  
(Issued within the last 12 months)