



# Private Hire Driver First Grant Application Form 2A

TLO/002A

1. **Data Protection:** We will use the information provided to process your request for a licence, for updating purposes or to take enforcement action. The information is used to ensure the safety of the public and to protect public funds. It may be shared with other local authorities, the Cabinet Office, Insurance Companies and Enforcement Agencies. Information is held as part of a statutory licensing function. The information will be kept for 6 years in line with our retention and disposal schedule. More information on how we handle personal information and your rights under the data protection legislation can be found on our Privacy Notice at: [http://www.coventry.gov.uk/info/25/hackney\\_carriage\\_and\\_private\\_hire\\_licensing/3222/taxi\\_licensing\\_privacy\\_notice](http://www.coventry.gov.uk/info/25/hackney_carriage_and_private_hire_licensing/3222/taxi_licensing_privacy_notice)

2. Please complete this form in BLOCK CAPITALS and in ink

3. Have you been given the 'Driver Information Document 044' with this application?  
(You are advised to read the 'Driver Information Document 044' before filling in this form)

Answer YES. or NO

## 4. Applicant's Details

Title      Please delete as necessary or enter another title in the blank box

Surname  Forename(s)   
Last Name First Name(s)

Any other Surname used  Any other Forename(s) used   
(If no other surname write NONE) (If no other forename(s) write NONE)

National Insurance Number           Date of Birth  /  /

Address you live at   
  
 Post code

Email address  Home Phone No   
Mobile Phone No

5. Have you held a Full Entitlement European Economic Area/UK Driving Licence for at least 1 year?  
(Not including Provisional Entitlement Driver Licences)

Answer YES or NO

6. To your knowledge do you have any physical or mental impairment that may affect your driving ability?  
If YES see question 9

Answer YES or NO

7. Are you licensed as a Hackney Carriage or Private Hire Driver with **any** local authority?  
If YES see question 9

Answer YES or NO

8. Have you ever had a Hackney Carriage or Private Hire Driver's, Vehicle or Operator's licence, with **any** local authority including Coventry, refused, revoked or suspended?  
If YES see question 9

Answer YES or NO

9. If you have answered YES to questions 6, 7 or 8 please give more details in this box.

10. If you moved to the UK less than 5 years ago - enter the date you arrived in the UK.

11. Have you been out of the UK during the last 5 years?  
 or since you moved to the UK if that was less than 5 years ago?  
 (Please ignore periods out of the UK of less than 4 weeks)

Answer YES or NO  
 (If YES go to question 12. If NO go to question 13)

12. If you have answered YES to question 11 - list below the periods you were out of the UK over the last 5 years.  
 (Please do not include periods of absence from the UK of less than 4 weeks)

Date left the UK	Where were you staying while out of the UK	Date returned to the UK	Reason for period out of the UK

Use a separate sheet of paper if you need more space

13. Name whose private hire vehicle you intend to drive

14. Name the operator you intend taking bookings from

15. Enter the call sign you intend using

(Continued on next page)

16. CONVICTIONS, CAUTIONS, WARNINGS and REPRIMANDS.

- You should also refer to the “Driver Information Document 044” for guidance on filling in this section.
- In the box below you must list **ALL** your convictions, police cautions, warnings and reprimands except for “Protected Convictions or Cautions”, even if you think they are not relevant or they are very old or you think they are spent or quashed.
- Include all offences and fixed penalty endorsements even if they are very old or they no longer appear on your licence.
- Include them all even if you have listed them on a previous application form.
- Include any convictions, cautions, warnings and reprimands received when you were outside the UK.
- You must include the date (i.e. day/month/year) for every conviction/caution/warning/reprimand etc.
- Use a separate sheet of paper if you need more space.
- If you have **No** convictions, cautions, warnings or reprimands you must write “**NONE**” in the section below.
- If you are in any doubt as to what to write down you must contact the Taxi Licensing Office.

DATE OF CONVICTION, CAUTION etc	Details of OFFENCE/CAUTION/WARNING/REPRIMAND	SENTENCE or PENALTY
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17. 1<sup>st</sup> DECLARATION

- I declare that the information given by me in this application is correct to the best of my knowledge and belief and if any information supplied as part of this application changes I will immediately inform the Taxi Licensing Office in writing of those changes.
- You are advised that to knowingly or recklessly make a false statement or omit any requested information from this application could lead to you being prosecuted and/or a licence being refused or withdrawn.
- I am aware that for my renewal I need to supply an HMRC code.
- You **MUST** have correct immigration status. The licence will lapse if you cease to be entitled to work in the United Kingdom.
- Have you read and understood this application form?  Answer YES. or NO

Applicant's signature .....

Date form submitted to the Taxi Licensing Office / /

18. 2<sup>nd</sup> DECLARATION (Please **DO NOT** sign below until requested to do so by the staff at the Taxi Licensing Office)

- I declare that I have checked the information given by me on pages 1, 2 & 3 of this application and it is correct to the best of my knowledge and belief.

Applicant's signature .....

PLEASE DO NOT SIGN HERE UNTIL REQUESTED TO DO SO

Date / /

**FIRST GRANT (PHD)**

Required at time of application		A = Assistant O = Officer		Date
		Before licence printed	Before licence handed over	
Application form	Received & Checked	AorO	} / /	
DVLA UK Driver Licence	Checked, Copied & Date-stamped	AorO		
4 Photographs of Applicant	Received & Checked	AorO		
DBS Code (& supporting documents)	Check List 049 completed	AorO		
HMRC Code (from 4 Apr 2022 if applicable)	Received & Checked	AorO		
DVLA Code	Received & Checked	AorO		
<b>Process before grant</b>				
Application form	Checked	_____	O	_____
Interview	Completed	_____	O	_____
Medical Certificate	Marked 'Fit'	AorO	O	_____
CCC Taxi/Private Hire Driving Test	Passed	AorO	O	_____
Driver Training Course, Communication & Locations Test	Passed	AorO	O	_____
UK for cont period 5 yrs & right to work/immigration status	Checked	AorO	O	_____
DVLA licence + DVLA enquiry + Declared driving convictions	Checked	O	O	_____
DBS disclosure + Declared convictions, cautions, etc	Checked	AorO	O	_____
LalPac history & Immigration status/Right to work	Checked	AorO	O	_____
Application	REFUSED <input type="checkbox"/> GRANTED <input type="checkbox"/> GRANTED & SUSPENDED <input type="checkbox"/>	O	O	_____
<b>Process at issue</b>				
DVLA UK Driver Licence	Re-presented, Checked, Copied & Date-stamped	AorO	O	_____
Declarations 1 <sup>st</sup> & 2 <sup>nd</sup> signed by Applicant		AorO	O	_____
Authorised to be	ISSUED <input type="checkbox"/> ISSUED & SUSPENDED <input type="checkbox"/>	AorO	O	_____
Licence Certificate	Is PHD, Licensee Name/Address, DoB, Exp Date - Checked	_____	AorO	_____

**INFORMATION**

				Date
Date Application Accepted		AorO	Accepted	/ /
Date Application Entered on LalPac	App No	AorO	Entered	/ /
Date Licence Issued		AorO	Issued	/ /
Date Licence Commences		AorO	<b>Commences</b>	/ /
Date Licence Expires		AorO	<b>Expires</b>	/ /
Badge Number Issued	PD	AorO	_____	_____
Receipt Number(s) Issued				