



**Local Government (Miscellaneous Provisions) Act 1976, Part II  
Town Police Clauses Act 1847**

**APPLICATION FOR HORSEDRAWN CARRIAGE  
DRIVER'S LICENCE**

**Before completing this form, applicants are advised to carefully read the Council's Hackney Carriage and Private Hire Licensing Policy. You must make an appointment with the Licensing Team and bring your application documentation with you IN PERSON. Please ensure you have read the guidance notes at the end of this form.**

Please complete form in ink and in BLOCK CAPITALS

**1. TYPE OF LICENCE REQUIRED:**

RICKSHAW HACKNEY CARRIAGE DRIVERS LICENCE

☐

**2. DETAILS OF APPLICANT:**

TITLE	MR	MRS	MISS	MS	SURNAME:

FULL FORENAMES:

HOME ADDRESS:

POST CODE:

TELEPHONE NUMBER:

MOBILE TELEPHONE NUMBER:

E-MAIL ADDRESS:

NATIONAL INSURANCE NUMBER:

DATE OF BIRTH:

PLACE OF BIRTH:

DVLA DRIVING LICENCE NUMBER:

IF YOU ARE FROM OVERSEAS, HOW LONG HAVE YOU LIVED IN ENGLAND?

..... (YEARS)

DO YOU HAVE OR HAVE YOU PREVIOUSLY HELD A TAXI  
LICENCE WITHIN THIS OR ANY OTHER LOCAL AUTHORITY?

YES ☐ NO ☐

IF YES, PLEASE GIVE DETAILS INCLUDING DATES:

HAVE YOU PREVIOUSLY HAD AN APPLICATION FOR TAXI  
LICENCES REFUSED BY THIS, OR ANY OTHER AUTHORITY?

YES ☐ NO ☐

IF YES, PLEASE STATE AUTHORITY AND DATES

HAVE YOU HELD A FULL DVLA LICENCE FOR AT LEAST 12 MONTHS?

YES ☐ NO ☐

DO YOU HOLD A LGV/PCV DRIVER’S LICENCE?

YES ☐ NO ☐

IF YES, DATE OF EXPIRY:

NAME OF COMPANY YOU INTEND TO WORK FOR:

**3. CONVICTIONS**

(A) HAS YOUR DVLA DRIVING LICENCE EVER BEEN SUSPENDED FOR AN OFFENCE?

YES ☐ NO ☐

IF YES, PLEASE GIVE DETAILS WITH DATES

(B) Have you ever been convicted by a Court (or cautioned by the Police) in respect of *any* criminal offence?

YES ☐ NO ☐

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 cautions(s).

NOTE: This includes *all* criminal offences, whether they be for driving or motoring, or for something totally unconnected with driving/motoring. It includes being cautioned by the Police and being given an Absolute or Conditional Discharge by a Court, being fined, being sent to prison, being ordered to carry out community service, being sent to a borstal or detention centre, being the subject of a Probation Order, being Bound Over, being the subject of a Care Order or being the subject of a Supervision Order.

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

**DETAILS OF CONVICTIONS:**

Date	Offence	Court/Police Force

(C) DO YOU HAVE ANY PROSECUTIONS PENDING? YES ☐ NO ☐

IF YES, PLEASE GIVE DETAILS

(D) HAVE YOU HAD ANY ENDORSEMENTS ON YOUR DRIVING LICENCE IN THE LAST 5 YEARS?

YES ☐ NO ☐ IF YES, PLEASE GIVE DETAILS:

Convicting Court Code	Date of Conviction	Offence Code	Date of offence	Fine	Disposal Period	Penalty Points

#### 4. DECLARATION

I declare to the best of my knowledge and belief the statements herein are true and correct. I understand that if for the purposes of obtaining the licence I make a false statement or omit any particular I shall be liable to prosecution.

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

I confirm that I am aware of the content of HMRC guidance relating to my tax registration obligations (links to guidance are in the Council's Hackney Carriage and Private Hire Licensing Policy).

I confirm that I authorise the review of my Driver and Vehicle Licensing Agency (DVLA) records, and Disclosure and Barring Service (DBS) records via the online Update Service, throughout the duration of my licence.

I confirm I have read the guidance notes below.

Signed .....

Date .....

PRINT NAME .....

#### **APPLICANT GUIDANCE NOTES:**

**THE CORRECT DOCUMENTATION AND PAYMENT WILL BE REQUIRED BEFORE LICENCES ARE ISSUED.**

**LICENCE DOCUMENTS REMAIN THE PROPERTY OF THE COUNCIL AND MUST BE RETURNED IMMEDIATELY ON SUSPENSION, REVOCATION OR EXPIRY OF THE LICENCES.**

#### **PRIVACY NOTICE**

The information you have supplied is being collected in accordance with the Local Government (Miscellaneous provisions) Act 1976 and the Town Police Clauses Act 1847 and will be used for processing your application for a licence under these Acts.

Your information will be shared with National Register Of Taxi Licence Refusals, Suspensions and Revocations (NR3S) if your application is refused and where permitted by law.

#### **NATIONAL REGISTER OF TAXI LICENCE REFUSALS, SUSPENSIONS AND REVOCATIONS (NR3S)**

The licensing authority provides information to the NR3S, a mechanism for licensing authorities to share details of individuals who have had a hackney carriage or Private Hire Vehicle Drivers licence revoked or suspended, or an application for one refused. National Anti-Fraud Network will hold this information on the NR3S register for 11 years, any objection can be sent to the Licensing team at [Licensing@eastsuffolk.gov.uk](mailto:Licensing@eastsuffolk.gov.uk) for consideration.

Your information will be retained until a period of 6 years after the expiry of the licence; this is in line with the Limitations Act 1980 (section 2).

Limited personal information regarding some licensees must be made available to the public as required by legislation. Further information can be found on East Suffolk Councils Licensing Privacy Notice, link below.

Data will be processed and held securely and in accordance with the UK General Data Protection Regulation and the Data Protection Act 2018 (and any updates). Further information about data protection can be found on the East Suffolk website:

[www.eastsuffolk.gov.uk/assets/Your-Council/Access-to-Information/Privacy-Notices/Licensing-Privacy-Notice.pdf](http://www.eastsuffolk.gov.uk/assets/Your-Council/Access-to-Information/Privacy-Notices/Licensing-Privacy-Notice.pdf)

**RIGHT TO WORK IN THE UK**

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 also share information with the Home Office. You must either share your immigration status using the Home Office online checking service ‘prove your right to work to an employer’ if your status is compatible with the service, or provide a document or document combination that is stipulated as being suitable for this check. Where an online check has been carried out, the ‘profile’ page confirming your right to work will be copied and retained by the licensing authority. Where a manual check is carried out, and you have provided a document(s) set out at [Employers' right to work checklist \(accessible version\) - GOV.UK \(www.gov.uk\)](#) you must provide the original document(s). 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 any 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.

**THE FOLLOWING DOCUMENTS AND FEE WILL BE REQUIRED WITH THIS APPLICATION:**

- Certificate of Competence in Horsemanship which has been issued by The British Society Ltd
- Group II Medical
- DVLA Driving Licence + DVLA Online Check Code
- Passport size photograph
- Pre-Application Test                   £33.00
- Initial Application                   £186.00
- DBS Check                   £49.50

<b>TOTAL</b>	<b>£268.50</b>	<b>Date of payment:</b> .....
		<b>Receipt Number:</b> .....