

Badge No. / Plate No. (Office use only)



**Taxi Licencing**  
taxis@swale.gov.uk  
Licencing Team  
Swale House, East Street  
Sittingbourne ME10 3HT

## TAXI LICENCE APPLICATION FORM

**Section 1:** Your Details – all applicants to complete

**Section 2:** Badge Details – to be completed for new and renewal badges

**Section 3:** Vehicle Plating – to be completed for new and renewal vehicle plating

**Section 4:** Operators Licence – to be completed for Private Hire Operators licence

**Section 5:** Tax Check codes – to be completed on renewal of badges only: new applicants to tick box only.

**Section 6:** Declaration – all applicants to complete

For further information, to make a payment and to book an appointment, see our website:

[www.swale.gov.uk/taxi](http://www.swale.gov.uk/taxi)

The completed application and any supporting evidence to be emailed to [taxis@swale.gov.uk](mailto:taxis@swale.gov.uk)

### Section 1: Your details

Surname			
First Name(s)			
Home Address (including postcode)			
E-mail Address			
Mobile Phone No.		Home Phone No.	

### Section 2: Badge Details (to be completed for new and renewal badge applications)

What are you applying for:	A New Badge	To Renew a Badge	
National Insurance No.		Date of birth	
UK Driving Licence No.		Date of Issue	
		Date of Expiry	
Which company are/will you be working for?			

Have you previously been licensed as a Hackney Carriage or Private Hire Driver?	Yes      No If Yes complete details below
If answered Yes to being previously licensed, please state with which authority(s), the period/dates of licence and your badge number(s)	
What is the current status of your badge(s)? Current      revoked      suspended      expired	
Do you require a work permit to work in the UK	Yes      No
If Yes please detail any restrictions on your right to remain in the UK (including any relevant dates)	
Have you ever been resident or spent any extended time outside the UK in the past 5 years	Yes      No
If Yes please obtain and submit a 'Certificate of Good Conduct' from each country outside the UK that you have been resident in or spent extended time in	
Do you declare yourself fit to drive?	Yes      No
Do you have any physical disabilities?	Yes      No
Do you have any criminal convictions?	Yes      No
Have you ever been cautioned by the police for any reason?	Yes      No
Do you have any traffic convictions (DVLA)?	Yes      No
Do you have any pending matters for which you are currently being investigated, for example, by the police or other enforcement agency?	Yes      No
Do you have any pending criminal or traffic convictions?	Yes      No
Do you have any convictions or pending matters in any other country?	Yes      No

**IF YOU HAVE TICKED YES TO ANY OF THE QUESTIONS ABOUT CONVICTIONS, CAUTIONS OR PENDING POLICE MATTERS - YOU MUST GIVE FULL DETAILS, WHETHER SPENT OR NOT**

See website [www.swale.gov.uk/taxi](http://www.swale.gov.uk/taxi) for Guidance on cautions, convictions and prosecutions

Date Convicted	Conviction (Criminal, motoring, caution, pending matter)	Court or Police	Offence or Pending Matter	Penalty
<i>Example:</i> 28.7.09	<i>Example:</i> Motoring Conviction	<i>Example:</i> 1733 or M/C	<i>Example:</i> Driving without insurance IN10	<i>Example:</i> £500 fine and 6pts

### Section 3: Vehicle Plating (to be completed for new and renewal vehicle applications)

Is this vehicle licensed with another authority – either as hackney carriage or private hire			
If yes what local authority is the vehicle licensed with			
Hackney Carriage or Private Plate Number - if this is a renewal application			
Vehicle Registration		Make	
Model		Engine size (CC)	
Colour		Date Vehicle First Registered	
MOT expiry date		Tax expiry date	
Tinted windows	Yes      No	Adapted for Disabled	Yes      No
What will the vehicle be used for (please tick)		Hackney Carriage      or Private Hire	
Hackney Carriage or Private Plate Number - if this is a renewal application		<b>H</b>	<b>P</b>
Name and address of the company which will operate the above vehicle			
E-mail Address			
Business Phone No.		Mobile Phone No.	
Taxi Meter Make		Taxi Meter Model	
How many passengers will the vehicle be licensed for?			
Where vehicle kept over night			
Detailed wording that will appear on logo			

### Section 4: Operators Licence

Trading Name and Address			
E-mail Address			
Business Phone No.		Mobile Phone No.	
Will records be kept of all bookings, vehicles and drivers at the trading address	Yes      No	Will you have communication with your vehicles	Yes      No

## Section 5: Tax check codes

This section must be completed for all applications submitted on or after 4 April 2022

You will need to complete a tax check if you:

- you are renewing a licence, and/or
- you have previously held a hackney carriage/private hire driver licence, which ceased being valid less than a year ago, and/or
- already hold a hackney carriage/private hire driver licence with another licensing authority

To carry out your tax check, go to [www.gov.uk/guidance/complete-a-tax-check-for-a-taxi-private-hire-or-scrap-metal-licence](http://www.gov.uk/guidance/complete-a-tax-check-for-a-taxi-private-hire-or-scrap-metal-licence) and enter below the 9 digit tax check code that HMRC gives you. We need this code to confirm the tax check has been carried out:

**NOTE; IF YOU DO NOT PROVIDE A VALID TAX CHECK CODE THE COUNCIL WILL NOT BE ABLE TO PROCESS YOUR APPLICATION TO RENEW YOUR LICENCE**

### Tax Check Code

If the above statements do not apply to you, and:

- you are applying for a licence for the first time, and/or
- you have previously held a hackney carriage/private hire driver licence, which ceased being valid over a year ago

**you will need to confirm you are aware of your tax responsibilities by ticking the box to confirm your understanding of this declaration below:**

**I confirm that I am aware of the content of HMRC guidance relating to my tax registration obligations**

Date:

Name of sole applicant :

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Name of additional applicant:

## Section 6: Declaration

Please note, it is a criminal offence, for which you may be prosecuted, if you:

- Knowingly make a false statement or omit any information from this application; or
- Drive a Hackney Carriage or Private Hire vehicle without a licence to drive issued by the Council

I declare that to the best of my knowledge and belief, the answers given herein are true.

I understand that if I knowingly or recklessly make a false statement I will receive Swale Penalty Points and it may result in refusal or withdrawal of the licence if issued.

I do not have any convictions or cautions to declare, and I am not subject to any pending prosecutions or being investigated for any other matter. (Please tick if you have answered No to all questions in relation to convictions, cautions and pending police matters)

### **OR**

I list here, full details of all convictions and cautions I have ever received. I also list full details of any offences for which I am currently being investigated. (Please tick if you have answered Yes to any questions in relation to convictions, cautions and pending police matters. You must also provide the details of any convictions)

I understand that if there are restrictions on the length of time that I may work in the UK my licence will not be issued for any longer than this period. I understand that I may be required to give such evidence to the Council at any time for them to be satisfied of my right to work status

I understand as part of the application process, Swale Borough Council will access the DVLA website to check for penalty points on my Driving licence by allowing access to my National Insurance number, post code and Driving licence number.

The Local Government Association (LGA), the representative body for local councils, has commissioned a new National Register of Refusals and Revocations (NR3). This is to prevent drivers who have had a licence revoked or an application for one refused going to another authority to dishonestly secure a licence by failing to disclose their previous licensing history.

I understand as part of the application process, Swale Borough Council will check my information against the NR3 to ensure I have not had a licence revoked or application refused elsewhere. I also understand that should my application be refused, or my future licence revoked my information will be entered onto the NR3 pending appeal. This information is held for 25 years.

### **DBS Update Service**

1. I understand when I join the DBS Update Service, the Council explicit will have access to my records as and when the Council deem appropriate.
2. I certify that I will join the DBS Update Service when I receive my DBS Certificate check back. Certify that I will join the DBS Update Service within 30 days of receiving my DBS certificate.
3. I will provide the Council Licensing team with my DBS Update Service reference C number when received.
4. I certify that I will maintain my annual subscription with the DBS Update Service

Date:

Name of sole applicant :

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Name of additional applicant:

## Section 6: Declaration

### DBS Privacy Policy

I have read the Standard/Enhanced Check Privacy Policy for applicants [www.gov.uk/government/publications/dbs-privacy-policies](http://www.gov.uk/government/publications/dbs-privacy-policies) and I understand how DBS will process my personal data and the options available to me submitting an application.

### Privacy Notice

- I understand that the licence for which I now apply, if issued will be subject to the conditions of the policy and local conditions of Hackney Carriage and Private Hire.
- I understand that some of the information I have provided will be made available on the public register as required by relevant legislation.
- As data controller the Council ensures that processing is carried out in accordance with the Data Protection Act 2018 and the UK General Data Protection Regulation.
- The information provided on this form will be used solely in connection with this licence application and will only be shared where it is necessary to ensure compliance with relevant legislation, identification purposes, to prevent or detect a crime or where there is a legal requirement to do so.
- The lawful basis which enables the Council to process my data for this purpose is Public Interest Article 6, paragraph (e) of the UK GDPR. The information will be stored and destroyed in line with the Council's Retention and Deletion Schedule. Please visit the Privacy pages for further information: <https://swale.gov.uk/footer/privacy>

### DBS checks for Operators

I certify that if I am not a licensed taxi driver with Swale BC and therefore have not done an enhanced DBS check I will provide a basic DBS check that is less than one month old and will provide one on an annual basis.

Date:

Name of sole applicant :

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Name of additional applicant: