

# APPLICATION FOR A DRIVER'S LICENCE



<b>Type of licence being applied for:</b> (please tick relevant box)							
Hackney Carriage		Private Hire		Home to School		Chauffeur	

<b>Surname</b>				<b>Mr/ Mrs/ Miss</b> (Please delete as applicable)
<b>First names (in full)</b>				
<b>Full address</b>				
	<b>Postcode</b>			
<b>Telephone number</b>		<b>Mobile number</b>		
<b>Email address</b>				
<b>Date of birth</b>				
<b>National Insurance Number</b>				

<b>Name of operator you would work for (if applicable)</b>	
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Have you ever held or applied for a licence with another authority?	YES/NO
If YES to the above please give details:	
Have you ever been refused a licence by another authority?	YES/NO
If YES to the above please give details:	
Have you ever been refused a Driving Licence?	YES/NO
If YES to the above please give details:	
Have you held a full DVLA/EU/EEA driving licence for the last 12 months? (N.B. If no, you are not eligible to apply)	YES/NO
Have you had any driving accidents or speeding fines in the last three years?	YES/NO
If YES to the above please give details:	
What is your present/previous occupation?	

**GUIDANCE**

**Local Government (Miscellaneous Provisions) Act 1976 / Town Police Clauses Act 1847**

Applicants must have held a full DVLA/EU/EEA driving licence for at least one year prior to application.

If you do not have a European Union Passport, you should produce your visa or letter from the Immigration Office stating you are entitled to work in the United Kingdom.

All new drivers are required to attend a First Aid Course run by the Council within 12 months of the issue of their licence, unless they can provide documentation to confirm they have passed a recognised first aid course. Applicants must pay for this course at the time of initial application.

**Fees for 2012/2013**

Hackney Carriage / Private Hire Driver	£130.00	First Aid Course	£24.00
Home to School Driver	£80.00	CRB	£56.00

Payment can be made in the following ways:

- By credit or debit card at Time Square or over the phone on 01344 352000
- By cash or cheque (made payable to Bracknell Forest Borough Council) at Time Square.

**Please tick to confirm you have enclosed the following with your application:**

<input type="checkbox"/>	A receipt for payment of the application fee, first aid course fee and CRB fee
<input type="checkbox"/>	DVLA/EU/EEA driving licence (photocard <b>and</b> paper counterpart if applicable)
<input type="checkbox"/>	European Union Passport or visa confirming entitlement to work in the UK
<input type="checkbox"/>	CRB application form and identity documentation (see <a href="http://www.crb.homeoffice.gov.uk/">http://www.crb.homeoffice.gov.uk/</a> )
<input type="checkbox"/>	DVLA Mandate form

The completed form and any enclosures should be handed in to the Customer Service Centre at Time Square, Market Street, Bracknell, RG12 1JD. Please note only fully completed applications with all the correct fees and enclosures will be accepted. We can only accept original documentation, of which we will make a copy. Faxed copies will **NOT** be accepted.

On receipt of the above documents and fees, a pack will be sent to you with further information on how to proceed with your application.

An applicant commits an offence if they knowingly or recklessly make a false statement or omit any relevant information and any licence issued may be revoked. Information provided on application forms will be disclosed to other agencies such as the Police and DVLA where there is a legal requirement to do so, for example in relation to the investigation of a suspected offence. This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing and administering public funds for these purposes. For further information, see [www.bracknell-forest.gov.uk/nfi](http://www.bracknell-forest.gov.uk/nfi) or contact Internal Audit on 01344 352322.

**I hereby certify that all statements in this application are correct and true to the best of my knowledge. I have read the guidance supplied, enclosed any required documentation and fees, and agree to abide by the conditions place on the licence should it be granted.**

Signature.....

Print Name.....

Date signed.....

Signature of Operator..... (private hire/home to school drivers only)

Name of firm .....

## Ethnic Monitoring

Bracknell Forest Borough Council operates a policy of equal opportunity and fair treatment for all. To assist in monitoring our policy (and for this reason only), applicants are asked to give details of their ethnic origin.

Please state which of the following best describes your ethnic origin:

Black UK	
Black African	
Black Caribbean	
Asian	
Indian	
Indian UK	
Pakistani	
Pakistani UK	
Bangladeshi	
Bangladeshi UK	
Chinese	
White UK	
White European	
Irish	
If you do not belong to any of these categories please specify:	