



APPLICATION FORM FOR A DRIVER'S LICENCE

OFFICIAL USE ONLY
CRO sent date.....

**Local Government (Miscellaneous Provisions) Act 1976
Town Police Clauses Act 1947**

Type of licence being applied for: (Please tick relevant box)				
Hackney Carriage		Private Hire		Home to School

Surname		Mr/ Mrs/ Miss (Please delete as applicable)	
First Names (in full)			
Full Address			
Telephone Number		Mobile Number	
Date of Birth			

Name of Operator proposing to employ you (if applicable)	
---	--

Have you held or applied for a licence with another authority?	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? IF NO YOU ARE NOT ELIGIBLE TO APPLY.	YES/*NO
What is your present/* previous occupation?	
Have you ever been refused a Driving Licence?	YES/*NO
If YES to the above please give details	
Have you ever been refused a HC/PHV Driver's Licence by any authority?	YES/*NO
If YES to the above please give details	
Have you had any driving accidents or speeding fines in the last three years?	YES/*NO
If YES to the above please give details	

*Please delete as applicable

Guidance Notes

Applicants must have held a full DVLA/EU/EEA driving licence for at least one year prior to application. Driving licences and photo cards (if applicable) must be produced on initial application and renewal. Photocopies will not be accepted.

All new applicants will be required to complete a DQ3 mandate to enable a check by DVLA to be carried out.

All new applicants will be required to complete a form from the Criminal Records Bureau to enable checks to be made for any criminal convictions against them. This will need to be resubmitted every 3 years or as required by the Licensing Officer. There is a fee of £46 to be made for checks by the Criminal Records Bureau.

A medical certificate on the prescribed form must be supplied with the first application, and a further certificate on attaining the age of 50 years. Then at 5 yearly intervals up to age 65 years, and thereafter at yearly intervals, or at any other time that the Council's medical adviser shall direct.

All new drivers are required to attend a First Aid course run by the Council, unless they can provide documentation stating that they have passed a recognised first aid course. A driver is also required to attend a refresher course 5 years after the date of their initial course or when their current certificate expires.

All new drivers will be required to take a written knowledge test. All drivers will be tested on the laws relating to the licence that they have applied for and the conditions laid down in the Guidance Book, and on their geographical knowledge of locations of streets in the area. In addition, Hackney Carriage drivers will be given a location test of specific routes to destinations in the Borough. If the applicant fails this test they may re-take it but will be charged £25 for any subsequent test.

Knowledge Tests are carried out twice a month. You will be notified of an appointment once your CRB has been returned.

If you are applying for a Private Hire or Home to School Driver Licence you must submit a letter with your application from the Private Hire Operator proposing to employ you.

Fees for licences 2008/2009

Type of Licence	£
Hackney Carriage Driver	110.00
Private Hire Driver	110.00
Home to School Driver	28.50
Other Applicable Fees	
First Aid Course	21.00
Criminal Record Bureau Check	46.00

Payment Information

Payment can be made in the following ways:

By Cash or Cheque (made payable to Bracknell Forest Borough Council) at Time Square. Please allow 28 days for the cheque to clear.

By Credit or Debit card at Time Square or over the phone on 01344 352000

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

	A receipt showing payment of the fee (non-refundable, once the licence has been issued) or a cheque made payable to Bracknell Forest Borough Council.
	A receipt showing payment of First Aid Course, or cheque made payable to Bracknell Forest Borough Council
	Criminal Record Bureau Form and receipt of payment. Form to be witnessed by authorised

	signatory
	A letter from the Private Hire Operator proposing to employ you (if applicable)
	Your current driving licence (this will be photocopied and the original handed back to you)
	Medical Fitness report (to be completed by your Medical Practitioner)
	Birth Certificate or Passport. (This will be photocopied and the original handed back to you).If you do not have a European Union Passport, then you should produce your visa or letter from the Immigration Office, stating you are entitled to work in the United Kingdom. If you are unable to produce either of these then please contact the Licensing Section for further guidance.

The completed form, fees and any enclosures should be handed into the Environment and Leisure reception, Time Square, Market Street, Bracknell. Please note only fully completed applications with all the correct fees and enclosures will be accepted.

Please note you will be required to collect your badge from Environment Reception, Time Square, Bracknell. You will be informed when your badge and licence is ready for collection.

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 only be disclosed to other agencies, for example Police and DVLA, where there is a legal requirement to do so, for the investigation of an offence.

PLEASE NOTE: This application form is open to inspection by the public.

Declaration:

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 placed on the licence should it be granted.

Signature.....Print Name.....

Date signed.....

Signature of Operator.....

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	