



East Cambridgeshire  
District Council

## APPLICATION TO CONVERT A PRIVATE HIRE DRIVER LICENCE TO A JOINT HACKNEY CARRIAGE AND PRIVATE HIRE DRIVER LICENCE

- Please familiarise yourself with our terms and conditions before completing this application
- It is an offence to give false information - all questions must be answered.
- An application will not be deemed valid unless the Licensing Authority receives the following documents in addition to a completed and signed application form, and the relevant fee:
  1. Joint Hackney Carriage & Private Hire Knowledge test pass certificate, arranged through this Council
  2. Blue Lamp Trust or Greenpenny practical driving test pass certificate

Please note, all other documents supporting your existing Private Hire driver licence must be up to date.

### METHOD OF COMMUNICATION

- The Council's primary method of communication is by email.
- The Council may also communicate with you via text message to your mobile phone. As the Council is not a telecommunications company it will be necessary to use the services of a 3<sup>rd</sup> party such as BT or Virgin to provide this facility. Where text messaging is used the Council will observe the principles of UK General Data Protection Regulations ( UK GDPR) and the Data Protection Act 2018.
- By signing this application form you are agreeing to permit the Council to contact you using email, phone, text, and traditional paper-based communication.

### LICENCE PERIOD

Any new Joint Hackney Carriage and Private Hire driver licence issued as a result of submitting this application will expire on the same date as the Private Hire driver's licence it will replace.

### EXISTING LICENCE NUMBER

Please provide your existing PHD number you wish to convert:

### PERSONAL DETAILS

1. Surname:	2. Forenames
3. Current registered address:  Postcode:	
4. Date of birth:	5. NI number:
6. Telephone:	7. Mobile:
8. Email:	

## APPLICANT HISTORY

9. Do you have any active licences with this or any other authority which are subject to any enforcement action at the time of completing this application form?: Yes  No  (If yes, please provide details below)

10. Have you had a Hackney Carriage, Private Hire, or Joint driver's licence refused, suspended, or revoked since your Private Hire driver licence was issued by this Council?: Yes  No  N/A  (If yes, please provide details below)

Licensing Authority	Date of refusal, suspension(s), revocation

## PENDING PROSECUTIONS

11. Do you have any foreign or domestic prosecutions pending against you?: Yes  No  (If yes, please give details and continue on a separate sheet if needed)

Date of Court hearing	Offence	Court

## MOTORING ENDORSEMENTS AND DISQUALIFICATIONS

12. Have you been convicted of any motoring offences, been disqualified from driving, or received any endorsements (points) on your D.V.L.A driving licence since your Private Hire driver licence was issued by this Council?: Yes  No  (If yes, please give details and continue on a separate sheet if needed)

Date	Offence	Court	Sentence

## CRIMINAL CONVICTIONS, CAUTIONS, and/or WARNINGS

13. Have you been convicted of any foreign or domestic offences, or received any Police cautions, or warnings since your Private Hire driver licence was issued by this Council?: Yes  No  (If yes, please give details and continue on a separate sheet if needed)

**NB: Please include all offences even those considered "spent" under the Rehabilitations of Offenders Act 1974.**

Date	Offence	Court	Sentence

**DECLARATION**

**Fraud Act 2006**

I hereby declare that I fully understand, have read and checked the details and questions on this application form and the foregoing statements are true. I understand that it is a criminal offence if I or anyone else gives false information, or makes a false representation, or fails to disclose information in order for me to convert my private hire licence into a joint driver's licence. I am fully aware that the provision of a false statement, or information, or the concealment of offences/ convictions/ cautions in order to obtain a licence is an offence under the above Act which may result in the refusal of this licence application and any subsequent licence applications for a period as specified in the licensing policy for dishonesty. I am also aware that any licence granted as a result of breaching the above Act will be immediately revoked. A refusal or revocation decision is not reliant on a formal conviction under the above Act being secured.

I have read the Taxi and Private Hire Licensing Policy, and I undertake, in the event of a licence being granted, to observe and comply with its contents.

Signed (by the applicant):.....Date:.....

Print name:.....

**GDPR AND THE DATA PROTECTION ACT 2018**

In line with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018, East Cambridgeshire District Council is fully committed to protect the privacy of our constituents, staff and members. We ensure the safe processing of personal data through strict guidelines for collection, storage and retention of information. Where appropriate, data sharing protocols are entered into and robust security measures are in place. The council maintains its Public Services Network (PSN) compliance, demonstrating its on-going commitment to supporting best practice in the maintenance and handling of data.

For further information contact: The Data Protection Officer, The Grange, Nutholt Lane, Ely, Cambs., CB7 4EE (email: [dataprotection@eastcambs.gov.uk](mailto:dataprotection@eastcambs.gov.uk))

The Licensing Authority maintains a data retention and sharing policy in accordance with UK GDPR rules, which explains how your information could be used by the Licensing Authority. Further details are available on the Council's website [www.eastcambs.gov.uk](http://www.eastcambs.gov.uk).