

## APPLICATION FOR THE GRANT OF A DUAL DRIVERS LICENCE

This application must be completed and returned to: Department For Communities,  
Carmarthenshire County Council, 3 Spilman Street, Carmarthen, SA31 1LE.  
Tel: 01267 234567

The application must be accompanied by:

- a) Current Driving Licence – Please note, as from the 8<sup>th</sup> June 2015 the paper counterpart to the photocard driving licence will not be valid and will no longer be issued by DVLA. In order to produce evidence of your driving record, applicants must supply the Licensing section with a “check code” issued from the DVLA. This can be obtained by going online at [www.gov.uk/view-driving-licence](http://www.gov.uk/view-driving-licence) or by Phoning the DVLA on 0300 083 0013. The code issued by the DVLA is only valid for 21 days.
- b) One recently taken photographs of yourself (Passport Style/Size).
- c) Completed medical questionnaire.
- d) Completed Disclosure and Barring Service (DBS) application form along with the necessary identity documents (see accompanying Guidance Notes) together with the fee of £40.00 (Disclosure applications are required for the initial grant of a licence and every three years with renewal applications. If applicants subscribe to the DBS Update Service, they must produce their DBS Certificate and Signed Consent form.
- e) Appropriate Licence fee: **1 Year Licence £75.00 Or 3 Year Licence £137.00**

**(Please Note – the 3 year licence will be reviewed annually and applicants will be required to produce their Driving Licence and Check code each year. In addition if an applicant’s DBS or Medical expires during this period, they must submit a new DBS or Medical to the authority)**

- f) Knowledge Test Fee of £19.00 per test.

Please Note: All new applicants must undertake a knowledge test before a Licence can be issued. The pass mark for this test is 80%. The knowledge test can only be booked by Contacting the Department after the applicant has received a Valid DBS Certificate. Applicants previously licensed within the last 12 months will not be required to undertake the knowledge test.

- g) Proof of Right to Licence.

As from the 1<sup>st</sup> December 2016 your right to work in the UK will be checked as part of your licensing application, this could include the licensing authority checking your immigration status with the Home Office. You must therefore provide a document or document combination that is stipulated as being suitable for this check. The list of documents is attached as Annex A. You must bring the original document(s), such as a passport or biometric residence permit as indicated in Annex A, so that the check can take place. The

document(s) will be copied and the copy retained by the licensing authority. The original document will be returned to you.

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.

If any of the details on this form alter before the Carmarthenshire County Council has considered your application you are required to submit written details within 48 hours of the changes. As a public body, we are under a duty to protect the public funds that we administer, and to this end may use the information you have provided on this form for the prevention and detection of fraud. We may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

### **Privacy Notice**

The proper handling of personal information by Carmarthenshire County Council is very important to the delivery of our services and maintaining public confidence.

Personal data is any information that relates to a person who can be directly or indirectly identified from the information. The terms 'information' and 'personal data' are used throughout the privacy notice and have the same meaning.

To ensure that the Council treats personal information correctly, we seek to adhere in full to the requirements of Data Protection legislation. To view the Licensing Privacy Notice please visit: [www.carmarthenshire.gov.wales/home/council-democracy/data-protection/privacy-notice/licensing/](http://www.carmarthenshire.gov.wales/home/council-democracy/data-protection/privacy-notice/licensing/)

For further information see the Council's website or contact this department.

**APPLICATION FOR GRANT  
OF A HACKNEY CARRIAGE/  
PRIVATE HIRE DUAL DRIVERS  
LICENCE**

Received.....  
DVLA Licence .....  
DVLA Check Code.....  
Med. Cert .....  
Application Fee: £75  £137   
DBS Fee: £40   
Knowledge Test Fee £19   
Total Amount Paid £  
Receipt No .....  
Disclosure Application.....

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

**Please indicate below the Licence Duration you require**

**1 Year Licence £75.00 then on renewal each year £38.00**

or

**3 Year Licence £137.00 then on renewal every 3 years £101.00**

(Please Note – the 3 year licence will be reviewed annually and applicants will be required to produce their Driving Licence and Check code each year. In addition if an applicant’s DBS or Medical expires during this period, they must submit a new DBS or Medical to the authority)

**NB: ALL QUESTIONS MUST BE ANSWERED IN  
FULL PLEASE USE BLOCK CAPITALS**

Surname ..... Mr/Mrs/Miss .....

Previous Surname .....

Forenames .....

Address .....

Postcode .....

Telephone Number Home..... Mobile.....

E-mail .....

Previous Address .....

Were you born in the U.K **YES/NO**  
If No give details .....

Have you ever been a resident in a Country outside the U.K **YES/NO**  
If YES give details .....

How long have you been a resident in the U.K.....

Do you have the Right to work in the U.K **YES/NO**

Trade/Occupation .....

1. Age of Applicant ..... Date of Birth .....

2. Details of current DVLA Licence held Date of Issue .....

Serial No ..... Groups .....

DVLA Check Code.....

3 (a) Have you ever suffered an attack of Epilepsy, Vertigo or had any other serious illness likely to affect your driving? **YES/NO**

If YES give details .....

3 (b) Do you suffer from any physical infirmity likely to affect your Driving? **YES/NO**

If YES give details .....

4 Have you ever been convicted of

(a) Any motoring offence? **YES/NO** If YES give details below

Offence	Date of Conviction	Endorsements	Penalty
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(b) Any criminal offence involving dishonesty, indecency or violence? **YES/NO**

(c) Any other offence (this includes prosecutions by a person or organisation other than the Police) **YES/NO**

If YES to (b) or (c) above, give details below

Offence	Date of Conviction	Endorsements	Penalty
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5 Are there any Court proceedings pending against you? **YES/NO**  
 If YES give details .....

6 (a) Are you employed or to be employed as a full time or part time Driver?  
**FULL TIME/PART TIME.**

6 (b) If part time state number of hours per week you will be employed .....

6 (c) Give Name and Address of vehicle proprietor for whom you will use your licence  
 .....

7 Details of employment (Full time and part time) during the last two years

Employer Name	Employer Address	Period Employed From	To	Reason for Leaving
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....

8 Do you currently hold, or have you previously held a drivers licence issued by an Authority other than Carmarthenshire County Council? **YES/NO**  
 If YES give details .....

I have read the conditions and declare that I have checked the information given in this application and to the best of my knowledge it is correct.

I understand that if I knowingly make a false statement my application is liable to be refused and my licence is liable to be suspended or revoked.

**NB** If you knowingly or recklessly make a false statement or omit any material particular in giving information on this form you will be guilty of an offence under the provisions of Section 57 (3) of the Local Government (Miscellaneous Provisions) Act 1976, and you could be liable to a fine.

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**Please note that by signing this form an applicant expressly consents to the disclosure of all relevant information, including Immigration Status, details of any criminal convictions and cautions between the Police, Council, Home Office and the Licensing Committee of the Authority and that this may result in such matters being discussed in a meeting that is open to the press and public and recorded in the formal minutes of that meeting.**

Signed ..... Dated .....

# Annex A

## Lists of acceptable documents for right to a licence checks

The lists of documents are based on those prescribed to show evidence of a right to work.

<b>List A: No restrictions on right to work in the UK. Once you have undertaken the necessary check once, you will not have to repeat the check when they subsequently apply to renew or extend their licence,</b>	
1.	A passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.
2.	A passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
3.	A Registration Certificate or Document Certifying Permanent Residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
4.	A Permanent Residence Card issued by the Home Office to the family member of a national a European Economic Area country or Switzerland.
5.	A <b>current</b> Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
6.	A <b>current</b> passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
7.	A <b>current</b> Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, <b>together with</b> an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer. An example of an Immigration Status Document may be found <a href="#">here</a> .
8.	A <b>full</b> birth or adoption certificate issued in the UK which includes the name(s) of at least one of the holder's parents or adoptive parents, <b>together with</b> an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
9.	A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, <b>together with</b> an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
10	A certificate of registration or naturalisation as a British citizen, <b>together with</b> an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
<b>List B: Restrictions on right to work in the UK. You may issue the licence (subject to statutory limitations) up to the expiry date of the permission to work. You will need to check immigration status each time they apply to renew or extend their licence.</b>	
1.	A <b>current</b> passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question.

2.	A <b>current</b> Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to do the work in question.
3.	<p>A <b>current</b> Residence Card (including an Accession Residence Card or a Derivative Residence Card) issued by the Home Office to a non-European Economic Area national who is a family member of a national of a European Economic Area country or Switzerland or who has a derivative right of residence.</p> <p>This guidance [link to page 16] provides further information on checking a non-European Economic Area national family member's right to a licence.</p>
4.	A <b>current</b> Immigration Status Document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK, and is allowed to do the type of work in question, <b>together with</b> an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
1.	A Certificate of Application issued by the Home Office under regulation 17(3) or 18A (2) of the Immigration (European Economic Area) Regulations 2006, to a family member of a national of a European Economic Area country or Switzerland stating that the holder is permitted to take employment which is <b>less than 6 months old together with Verification</b> from the Home Office Evidence and Enquiry Unit. The licence may be granted for six months from the date of the Certificate of Application.
2.	A <b>Verification</b> issued by the Home Office Evidence and Enquiry Unit to you, which indicates that the named person may stay in the UK because they have an in time application, appeal or administrative review and which is outstanding. The licence may be issued for six months from the date of the licence decision.