

## APPLICATION FOR THE GRANT OF A DUAL DRIVERS LICENCE

The application can be submitted at one of the Council's Customer Service Centres at: 41 Quay Street, Ammanford, SA18 3BS - Unit A, St Catherine's Walk, Carmarthen, SA31 1GA - 36 Stepney Street, Llanelli, SA15 3TR Or by post to: Department for Communities, Carmarthenshire County Council, 3 Spilman Street, Carmarthen, SA31 1LE.

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 photograph of yourself (Passport Style/Size) Please see attached guidance at [www.gov.uk/photos-for-passports](http://www.gov.uk/photos-for-passports)
- c) Completed medical questionnaire.
- d) Original Identity documents for your DBS Check (see accompanying Guidance Notes) together with the fee of £49.50. You will then be sent a link to complete the online DBS application. (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 £98.00 or 3 Year Licence £180.00**

**(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 £25.00 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 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 either provide a “Share Code” from Gov.uk at <https://www.gov.uk/prove-right-to-work> or 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.

As from the 1<sup>st</sup> August 2019 Carmarthenshire County Council began using the **National Register of Taxi Licence Refusals and Revocations (NR3)**. Further information is attached as Annex B

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.

### **Tax Check (where applicable)**

The Finance Act 2021 introduced tax checks as part of applications to renew licences for taxi and private hire drivers and private hire operators.

I confirm that I have read the [guidance](#) by HMRC on registering my tax check.

By providing my HMRC tax check code I am consenting to the Council confirming with HMRC that I have carried out a tax check.

I understand that I will not be granted a licence if I do not provide a tax check code.

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

Received.....  
DVLA Licence .....  
DVLA Check Code.....  
Med. Cert .....  
Application Fee: £98 ☐ £180 ☐  
DBS Fee: £49.50 ☐  
Knowledge Test Fee £25 ☐  
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 £98.00 then on renewal each year £48.00** ☐

or

**3 Year Licence £180.00 then on renewal every 3 years £131.00** ☐

(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 .....

**Tax Checks** - The Finance Act 2021 introduced tax checks as part of applications to renew licences for taxi and private hire drivers and private hire operators.

**This section is only applicable if you are making an application on or after 4 April 2022, and if you are doing any of the following:**

- renewing a licence; or
- applying for the same type of licence you previously held, that ceased being valid less than a year ago; or
- applying for the same type of licence you already hold with another licensing authority

<b>Tax Check Code</b>										
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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 .....

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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

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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
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8 Do you currently hold, or have you previously held a driver's licence issued by an Authority other than Carmarthenshire County Council? **YES/NO**

If YES give details .....

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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 manual right to work checks

Where a right to work check has been conducted using the online service, the information is provided in real-time directly from Home Office systems and there is no requirement to check any of the documents listed below.

## List A – acceptable documents to establish a continuous statutory excuse

1. A passport (current or expired) 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 passport card (current or expired) showing that the holder is a national of the Republic of Ireland.
3. A current document issued by the Home Office to a family member of an EEA or Swiss citizen, and which indicates that the holder is permitted to stay in the United Kingdom indefinitely.
4. A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man, which has been verified as valid by the Home Office Employer Checking Service, showing that the holder has been granted unlimited leave to enter or remain under Appendix EU to the Jersey Immigration Rules, Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 or Appendix EU to the Isle of Man Immigration Rules.
5. A current 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 current 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 current 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, **together with** an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.
8. A birth or adoption certificate issued in the UK, **together with** 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, **together with** 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, **together with** an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.

## List B Group 1 – documents where a time-limited statutory excuse lasts until the expiry date of leave

1. A current 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 current 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. A current document issued by the Home Office to a family member of an EEA or Swiss citizen, and which indicates that the holder is permitted to stay in the United Kingdom for a time limited period and to do the type of work in question.
4. A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man, which has been verified as valid by the Home Office Employer Checking Service, showing that the holder has been granted limited leave to enter or remain under Appendix EU to the Jersey Immigration Rules, Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 or Appendix EU to the Isle of Man Immigration Rules.
5. A document issued by the Bailiwick of Jersey or the Bailiwick of Guernsey, which has been verified as valid by the Home Office Employer Checking Service, showing that the holder has made an application for leave to enter or remain under Appendix EU to the Jersey Immigration Rules or Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008, on or before 30 June 2021.
6. A frontier worker permit issued under regulation 8 of the Citizens' Rights (Frontier Workers) (EU Exit) Regulations 2020.
7. A current 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, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.

## List B Group 2 – documents where a time-limited statutory excuse lasts for six months

1. A document issued by the Home Office showing that the holder has made an application for leave to enter or remain under Appendix EU to the immigration rules (known as the EU Settlement Scheme) on or before 30 June 2021 **together with a Positive Verification Notice** from the Home Office Employer Checking Service.
2. A document issued by the Bailiwick of Jersey or the Bailiwick of Guernsey showing that the holder has made an application for leave to enter or remain under Appendix EU to the Jersey Immigration Rules or Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 on or before 30 June 2021 **together with a Positive Verification Notice** from the Home Office Employer Checking Service.
3. An Application Registration Card issued by the Home Office stating that the holder is permitted to take the employment in question, **together with a Positive Verification Notice** from the Home Office Employer Checking Service.
4. A Positive Verification Notice issued by the Home Office Employer Checking Service to the employer or prospective employer, which indicates that the named person may stay in the UK and is permitted to do the work in question.



## ANNEX B

### National Register of Taxi Licence Refusals and Revocations (NR3)

A new National Register of Taxi Licence Refusals and Revocations (NR3) aims to prevent drivers who have had a hackney carriage or private hire vehicle (PHV) licence revoked or an application refused, from going to another authority to dishonestly secure a licence by failing to disclose their previous licensing history.

NR3 will enable licensing authorities to share details of individuals who have had a licence revoked or an application refused.

Carmarthenshire County Council began using NR3 from 1 August 2019 and from this point:

- all applications for new Hackney Carriage/PHV licences and for renewals will be checked on the NR3
- where an existing licence is revoked or an application for renewal or a new licence is refused, this will be recorded on NR3

Historic information on refusals and revocations of licences for up to 25 years will also be added to the register.

Relevant data entered onto NR3 relating to existing licence holders may be considered as part of future renewal processes.

The information recorded on NR3 will be limited to your:

- name
- date of birth
- address and contact details
- national insurance number
- driving licence number
- decision taken
- the date of the decision
- the date decision was effective

Information will be held on NR3 for 25 years. If an applicant's details are flagged on NR3 during a search this will be followed up separately between authorities.

Although licensing authorities will still be required to consider each application on its own merits, the introduction of NR3 will help ensure that they are able to do so on the basis of all relevant information.

## Data protection

All data processing and sharing undertaken by Carmarthenshire County Council on the NR3 and with other authorities in regard to entries on the NR3 will be undertaken in accordance with the Data Protection Act (DPA) and the General Data Protection Regulations (GDPR).

The legal basis for processing this information is that it is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the licensing authority that is, assessing whether an individual is a fit and proper person to hold a hackney carriage or PHV licence.

**It is not intended that NR3 data will be transferred out of the UK.**

If you wish to raise any issue related to the data protection legislation, including by relying on any of the rights afforded to data subjects under the GDPR, you can do so to Carmarthenshire County Council's Data Protection Officer on (01267) 234567.

You also have the right to make a complaint to the [Information Commissioner's Office](#).