

# Application Form for Dual Driver Licence



## RUGBY BOROUGH COUNCIL

FIRST GRANT APPLICATION (FORM 3A)  
Application for a licence to act as a driver of a  
Hackney Carriage or Private Hire Vehicle with the Borough of Rugby.

BADGE NO.
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1. Data Protection

Rugby Borough Council needs to collect and use certain types of information about people with whom it deals in order to operate. This person information must be dealt with properly, however it is collected, recorded and used. To this end we fully endorse and adhere to the 8 principles of data protection, as enumerated in the Data Protection Act 1998. Data will be used by Rugby Borough Council purely for processing your application, recording successful applicants and for regulatory and enforcement purposes. Data may be shared with other authorities who are required by the licensing/registration procedure and for regulation/enforcement but will not otherwise be passed on to any other party.

Certain information may be disclosed under the Freedom of Information Act however personal data will be protected unless it is also official business data (e.g. a trader whose registered business address is also his home). 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 or administering public funds for these purposes, e.g. the UK National Fraud Initiative.

2. Please complete this form in BLOCK CAPITALS and in ink.

3. Applicant's Details

Title 

MR	MRS	MS	MISS	
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 Please delete as necessary or enter another title in the blank box

Surname 

--

 Forename(s) 

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Any other Surname used 

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 Any other Forename(s) used (if no other forename(s) write NONE) 

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National Insurance Number 

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 Date of Birth 

	/		/	
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(must be over 21 years of age)

Address you live at 


 Post Code 

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Home Phone No. 

--

 Mobile Phone No. 

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Email address 

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4. Have you held your current Full Entitlement DVLA UK Driving Licence for at least 1 year? 

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Answer YES or NO

5. Driving Licence Number 

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6. Have you ever been advised or told not to drive because of an illness of the mind or body? 

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Answer YES or NO

7. Have you ever had a Hackney Carriage or Private Hire Driver's, Vehicle or Operator's licence, with any local authority, refused, revoked or suspended? 

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Answer YES or NO

8. If you have answered YES to questions 6 or 7 please give more details in this box.  

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9. I am not a British Citizen and include below details of my workers permit authorising me to work in the UK  

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10. EMPLOYMENT DETAILS

Name and address of your present or last employer 



11. What job do/did you hold  
with this company?


12. Name whose hackney carriage  
vehicle you intend to drive  
i.e. the proprietor

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13. PROPRIETOR'S ENDORSEMENT

I endorse this application and confirm that the above named applicant will be driving licensed Hackney Carriage Vehicles owned by me.

Proprietor's Name (please print)

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Proprietor's Signature

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Date

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14. Name whose private hire  
vehicle you intend to drive  
i.e. the proprietor

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15. OPERATOR'S ENDORSEMENT

I endorse this application and confirm that the above named applicant will be driving licensed Private Hire Vehicles operated through me.

Private Hire Company Name  
(please print)

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Operator's Signature

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Date

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16a. REFERENCES

Name of a professional person  
who will give you a reference?

Mr/Mrs/Miss Ms/Other.....
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Company name (if applicable)

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Referee's address


Post Code

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**1<sup>st</sup> DECLARATION**

- You are advised that to knowingly or recklessly make a false statement or omit any requested information from this application could lead to a licence being refused, revoked or withdrawn. You may be prosecuted for making a false declaration.
- I understand that I must inform the Public Health & Licensing Team Leader at Rugby Borough Council immediately if I am convicted of any offence of any nature, not only those connected to motoring, but also if I am involved in a road traffic accident, have a change of address, or change of operator/proprietor.
- I understand that any licence issued to me is done so subject to my adhering to the relevant terms and conditions for Private Hire Operators required by Rugby Borough Council.
- I declare that the information given by me in this application is correct to the best of my knowledge and belief.
- I authorise the Council to make any necessary enquiries to confirm any of this information, including contacting other Council departments and services and other statutory bodies.
- I declare that I hold a current and valid workers permit allowing me to work within the United Kingdom (Non British citizens only).
- **WARNING** Rugby Borough Council 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 or administering public funds for this purpose. For further information please contact the Corporate Assurance Manager on 01788 533451.

Applicant's Signature ----- Date / / -----

**2<sup>nd</sup> DECLARATION** (Please DO NOT sign below until requested to do so by the staff at the Town Hall, Rugby.)

- I declare that I have checked the information given by me on pages 1, 2 & 3 of this application and it is correct to the best of my knowledge and belief.

Applicant's Signature ----- Date form submitted to the Taxi Licensing Office / / -----  
PLEASE DO NOT SIGN HERE UNTIL REQUESTED TO DO SO