CHECK LIST – FOR OFFICE USE ONLY

Expiry of Medical. _____/_____/_____

Expiry of DBS_____/_____/_____

Receipt Numbers:

App_____

DBS_____

WOKINGHAM
BOROUGH COUNCIL

Renewal of PH/DD/PHSC Driver Licence

Answer all the questions –

CURRENT DD/PHD/PHSCS Drivers LICENCE NUMBER _____ EXPIRY DATE _____

SURNAME (MR/MRS/MISS) _____

FIRST NAMES (IN FULL) _____

CURRENT ADDRESS _____

TELEPHONE NUMBER (S) – HOME _____ MOBILE _____

EMAIL ADDRESS _____

NATIONAL INSURANCE NUMBER _____ DATE OF BIRTH _____/_____/_____

1. Which vehicle are you currently driving? (Licence plate and Reg. number) _____/_____

2. Which Operator are you currently employed by (or self-employed?) _____

3. Have you carried out Private Hire School and Community Services work in the past 12 months **YES / NO**

4. Do you suffer from Type 1 diabetes and require insulin? **YES / NO**

5. Have you completed either an approved Disability Awareness or PATS training course **YES / NO**
(N.B. as part of WBC policy we will be unable to renew your licence until you have completed a course)

6. Have you completed an approved Safeguarding course **YES / NO**
(N.B. as part of WBC policy we will be unable to renew your licence until you have completed a course)

7. Do you currently have or since your last renewal hold a licence with any other Authority **YES / NO**

8. Have you been cautioned or convicted of an offence since your last application for a Wokingham Borough Council Dual Driver / Private Hire Driver / Private Hire School and Community Services Driver Licence?

YES / NO
If yes, please give the details below.

Applicants are reminded that as a result of The Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) (England and Wales) Order 2003, they <u>must declare</u> any convictions which are deemed to be "spent" under the Rehabilitation of Offenders Act 1974.

Date	Offence charges	Sentence Imposed

7. Have you any outstanding offences, yet to be dealt with by a court? **YES / NO**
If yes, please give details

Date	Nature of offence(s)

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.

I HEREBY CERTIFY that all statements made in this application are true and correct. I also confirm that I have received and understood the Wokingham Borough Council Hackney Carriage and Private Hire Licensing Policy / Private Hire School and Community Services Licensing Policy.(Please delete as appropriate)

Should any statement made in this application subsequently be found not to be true or correct, any licence issued may be revoked at any time.

It should be noted that 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 within this authority for the prevention and detection of fraud. It may also share this information with other authorised bodies and organizations for the purposes of processing this application.

For further information, see the Fair Processing Statement notice on the authority's website http://www.wokingham.gov.uk/council/transparency/processing/fair-processing-statement/ or contact Victoria Jackson on 0118 9746628 or Victoria.jackson@wokingham.gov.uk

To comply with the Immigration Act 2016, the Council is required to check eligibility to live and work in the UK for all applicants for driver and operator licences. Applicants will be required to provide evidence of this on request. Examples of acceptable documentation include a British passport, EC passport with the right to stay and work in the UK, permanent residence permit, work permit with a passport with correct authorisations, a UK birth certificate together with an official document giving the NI number such as a P45 or P60, or a biometric immigration document indicating a right to stay indefinitely in the UK or a right to do the work in question.

For applicants with a limited time to remain in the UK, the licence will only be granted for the period of permission to remain, and may only be granted for a shorter period. The licence may be extended should the applicant's right to remain in the UK be made permanent.

If an applicant has extended leave to remain (pending a decision) the licence cannot be granted for more than six months, and again may only be granted for a shorter period. The licence may be extended should the applicant's right to remain in the UK be made permanent.

If a licence holder loses the right to remain in the UK during the currency of a licence, the licence ceases to have effect and the licence (and badge for drivers) must be returned within 7 days.

Signature of Applicant _____

Dated _____/_____/_____