**RENEWAL APPLICATION FOR DRIVER’S LICENCE**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Type of licence being applied for:** (please tick relevant box) | | | | | | | | | | | | | |
| Dual |  | Private Hire | | | |  | Home to School | | | |  | Chauffeur |  |
| **Are you renewing for:** (please tick relevant box) | | | | | | | | | | | | | |
| One year | | | |  | Three years | | | |  |  | | | |
|  | | | | | | | | | | | | | |
| **Current badge number:** | | |  | | | | | **Expiry date:** | |  | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Surname** |  | | | **Mr / Mrs / Miss / Ms / Other** | |
| **First names (in full)** |  | | | | |
| **Full address** | **Postcode** | | | | |
| **Telephone Number** |  | | **Mobile Number** | |  |
| **Email address** |  | | | | |
| **Date of birth** |  | | | | |
| **National Insurance Number** | |  | | | |

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| **Have you changed address since your last application?** | YES / NO |
| If yes, please fill out a Change of Details Form | |

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| **Name of operator you are working for**  **(if applicable)** | |  | | |
|  | | | | |
| **Have you been convicted of a criminal or civil offence / cautioned / issued with a fixed penalty notice / summoned / reported for an offence since your last application for a driver’s licence?** | | | | YES / NO |
| If yes to any of the above, please give details: (please continue onto an extra sheet if needed) | | | | |
| Date | Offence | | Sentenced imposed/ Court hearing date | |
|  |  | |  | |

|  |  |
| --- | --- |
| **Do you work on any Council Home to School Transport Contracts?** | YES / NO |
| **Do you work for a private hire operator that is contracted to supply Occasional Transport Services to the Council?** | YES / NO |
| **If you answer yes to either of the above, please note that the information you provide on this form may also be shared with the Bracknell Forest Council Integrated Transport Unit.** | |

The DVLA no longer issues or updates paper licence counterparts, so in order for us to check your licence validity, all holders of DVLA driving licences must complete the following section. Check codes can be generated online at [www.gov.uk/view-driving-licence](http://www.gov.uk/view-driving-licence). Please only generate the code when you are ready to submit this form, as they are only valid for a limited time. If you do not have access to the internet, there are computers in the Customer Service Centre which are available to use free of charge. Please be careful when writing down your code as it is case sensitive and any errors are likely to delay your application. Please be aware that your application will not be considered valid until a useable DVLA check code has been provided.

If you hold a non-UK licence, you will need to speak to the DVLA on 0300 790 6801, giving us permission to check if you have received any endorsements since you have been in the UK. Once you have given confirmation to the DVLA that we can carry out this check, please enter your licence number below and the date and time the confirmation was provided to the DVLA.

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| **DVLA licence number** | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |
| **Check code** | Upper case - please fill the box  Lower case - stay below the dotted line |  | |  | |  | |  | |  | |  | |  | |  | |
|  | |  | |  | |  | |  | |  | |  | |  | |
| **Date and time code generated** | |  | | | | | | | | | | | | | | | | |

**HMRC Mandatory Requirement from 04.04.2022**

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| Schedule 23 to Finance Act 2011 (Data Gathering Powers) and Schedule 36 to Finance Act 2008 (Information and Inspection Powers), grant HMRC powers to obtain relevant information from third parties. This includes licensing bodies being required to provide information about licence applicants.  Please confirm if you currently hold, or have held in the last 12 months before this application, the same type of licence with one or more licensing authority? **\*YES / NO**  If yes please provide your 9-character tax check code  If no please confirm that you are aware of the content of HMRC guidance relating to your tax registration obligations   * PAYE information: [www.gov.uk/income-tax/how-you-pay-income-tax](https://www.gov.uk/income-tax/how-you-pay-income-tax) * Registering for Self-Assessment: [www.gov.uk/register-for-self-assessment](https://www.gov.uk/register-for-self-assessment) * Corporation Tax information: [www.gov.uk/corporation-tax](https://www.gov.uk/corporation-tax)   **Signed……………………………………………** |

**GUIDANCE NOTES**

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

It is recommended that you apply to renew your licence at least two weeks before the expiry date, in case there is any delay in the processing of your application. If you do not receive a new licence before the expiry date, you are not entitled to drive any licensed vehicles until you have collected your new licence. You will be informed when your badge and licence is ready for collection.

**Fees for 2024 -2025**

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| --- | --- | --- | --- |
| Type of Licence | £ | Other fees | £ |
| Renewal Dual / Private Hire / Chauffeur Driver | £306.50 | DBS | POA |
| Renewal Home to School Driver (three years) | £233 | Knowledge Test | £83.75 |
|  |  | Replacement Licence | £33.50 |
|  |  | Replacement Badge | £33.50 + Badge Costs (£5) |
|  |  | Missed Appointment | £33.50 |
|  |  | Change of Address (PH&HC) | £16.75 |
|  |  | Medical Exemption | £33.50 |

Payment can be made on-line

* https://publicprotectionpartnership.org.uk/make-a-payment/

**Please tick to confirm you have enclosed the following with your application:**

|  |  |
| --- | --- |
|  | A receipt for payment of the application fee, plus any other fees as appropriate |
|  | DVLA/EU/EEA driving licence |
|  | Documentation confirming right to work in the UK\* |
|  | Mandatory Requirement from 04.04.2022- HMRC 9 character tax check code |

\* Your right to work in the UK will be checked as part of your licensing application. This could include us 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 can be found at <http://www.bracknell-forest.gov.uk/taxilicences>. Examples of acceptable documentation include a British passport, EEA passport, 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. You must bring the original document(s) so that the check can take place. You will need to bring in the document in person – you cannot ask another person to do this on your behalf. The document(s) will be copied and we will retain a copy. 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 Council. Failure to do so is a criminal offence.

The completed form and any enclosures should be handed into the Customer Service Centre at Time Square, Market Street, Bracknell, RG12 1JD. Please note only fully completed applications with all the correct fees and enclosures will be accepted. We can only accept original documentation, of which we will make a copy. Faxed copies will NOT be accepted.

An applicant commits an offence if they knowingly or recklessly make a false statement or omit any relevant information and any licence issued may be revoked. Information provided on application forms will be disclosed to other agencies such as the Police and DVLA where there is a legal requirement to do so, for example in relation to the investigation of a suspected offence. 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 and administering public funds for these purposes. For further information, see [www.bracknell-forest.gov.uk/nationalfraudinitiative](http://www.bracknell-forest.gov.uk/nationalfraudinitiative) or contact Internal Audit on 01344 352322.

**Declaration:**

**I hereby certify that all statements in this application are correct and true to the best of my knowledge. I have read the guidance supplied, enclosed any required documentation and fees, and agree to abide by the conditions place on the licence should it be granted.**

Signature…………………………………………………. Date   
  
signed……………………………………………

Print Name………………………………………………………………………………………………………

Private hire, chauffeur and home to school drivers only:

Signature of Operator……………………………………………...………………………………………………….....

Name of firm

……………………………………………………………………………………………………

(if you do not have a current operator, your licence once issued will remain on file until an operator confirms that you are working with them

**Ethnic Monitoring**

Bracknell Forest Borough Council operates a policy of equal opportunity and fair treatment for all. To assist in monitoring our policy (and for this reason only), applicants are asked to give details of their ethnic origin.

Please state which of the following best describes your ethnic origin:

|  |  |
| --- | --- |
| Black UK |  |
| Black African |  |
| Black Caribbean |  |
| Asian |  |
| Indian |  |
| Indian UK |  |
| Pakistani |  |
| Pakistani UK |  |
| Bangladeshi |  |
| Bangladeshi UK |  |
| Chinese |  |
| White UK |  |
| White European |  |
| Irish |  |
| If you do not belong to any of these categories please specify | |