

Application to renew an existing Driver's Licence



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

Please read the Licensing Guidance before attempting to complete this application form.

If you submit your application late and your existing licence expires before receiving your renewed licence, you will not be permitted to drive for hire during that period.

I hereby apply to Lewes District Council, subject to the provisions of the Town Police Clauses Act 1847 and the Local Government (Miscellaneous Provisions) Act 1976, to renew a licence to drive a Hackney Carriage / Private Hire vehicle within the district of Lewes.

Please complete ALL sections of this form in block capitals using black ink.

1. **Type of Licence**
- | | |
|--------------------------------|--------------------------|
| Hackney Carriage | <input type="checkbox"/> |
| Private Hire | <input type="checkbox"/> |
| Restricted Private Hire | <input type="checkbox"/> |
| Dual | <input type="checkbox"/> |
-
- Duration of Licence**
- | | |
|-------------------------------|--------------------------|
| 3 Year Drivers Licence | <input type="checkbox"/> |
|-------------------------------|--------------------------|

Should you surrender a 3-year licence prior to its expiry, a refund of any un-used full years will be given.

2. **Title (Please Circle)** **Mr / Mrs / Miss / Ms / Mx**
Other (Please Specify)
- Surname / Family Name**
- Forename(s)**
- Home Address**
- Postcode** **Home Telephone No**
- Mobile Telephone Number**
- Email Address**

Date of Birth Place of Birth

How long have you lived in the UK as a permanent resident? Years Months

3. Eligibility to work in the UK (Tick Box)

Do you require a work permit for this employment? Yes No

National Insurance Number

4. Share your Driving Licence information

Please enter your Driving Licence number here:

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We need to view your online driving record and in order to do this we need you to supply us with a 'check code'.

You can get this check code from the .GOV website (www.gov.uk/view-driving-licence).

You will need your driving licence number, your national insurance number and your postcode in order to log into your details.

Please enter your check code here: (make sure there is a clear distinction between upper and lower case letters)

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NOTE: THIS CODE IS CASE SENSITIVE, is only valid for 21 days and can only be used once

If you have difficulties accessing this data online, you can apply for a check code by telephoning 0300 083 0013.

5. Share your HMRC Tax check code

Please enter your HMRC Tax check code here:

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From the 4th of April 2022 you will be required to complete a tax check with HM revenue and customs (HMRC) when you renew your Lewes District Council Driver Licence.

You will be able to complete this tax check on GOV.UK, through your Government Gateway account. If you do not already have a Government Gateway account, you can sign up on GOV.UK

You can get help from HMRC if you need extra support, for example if you need information in a different format or need help filling in forms. Visit GOV.UK and search 'Get help from HMRC if you need extra support'.

Please note this code is only valid for 120 from the date that you acquire it.

Further information on acquiring a HMRC Tax Check Code can be found at:

<https://www.gov.uk/guidance/complete-a-tax-check-for-a-taxi-private-hire-or-scrap-metal-licence#contents>

6. **Have you been convicted or cautioned for ANY offence since you were last licensed?** (Tick Box) Yes No

If **yes**, please give full details of **ALL** convictions, cautions, warnings, reprimands and/or points endorsements. **THIS INCLUDES ALL 'SPENT' CONVICTIONS and valid motoring matters.**

Date of conviction/ Caution/ Warning/ Reprimand	Specify Court/ Police Station/ Issuing Body	Nature of Summons or charge (Details)	Penalty

(Continue on a separate sheet if necessary)

7. **Have you suffered any medical condition or are you being treated for a medical condition since you were last licensed?** Yes No

Condition	Date	Full description of condition/ symptoms and any medication prescribed

8. **Additional Documents**

You will be contacted separately if any are required.

9. **DECLARATION**

The information I have provided can be used for the purposes of licensing Hackney Carriage/ Private Hire drivers but may also be used for other Council purposes where it is permitted by law (Lewes District Council is registered under the Data Protection Act 2018 for these purposes).

I declare that to the best of my knowledge and belief the answers given above are true. If a licence is granted I undertake to comply with the conditions attached on the grant of the licence. Should I engage in other employment, I also agree to partake of sufficient rest and refreshment after finishing work before commencing driving for hire.

WARNING

Applicants are advised that to make, knowingly or recklessly, a false statement or omit any information from this application is a criminal offence.

This Authority reserves the right to undertake all checks it considers necessary to determine whether an applicant is 'fit and proper'.

Lewes District Council takes its obligations under the Data Protection Act 2018 seriously and will not disclose personal information to any unauthorised person. The authority is under a duty to protect the public funds it administers and will not disclose personal information to any organisation outside the Council except where necessary for the prevention and detection of fraud or if required to do so by law.

The Council will use the personal information it collects to populate our Customer Relationship Management System (CRM). This system enables the Council to provide a more efficient and streamlined service to you.

The Council may share your information with, and obtain information about you from, other organisations to make sure the information held is accurate, to prevent or detect crime; and/ or to protect public funds. These other organisations may include other departments within the Council, Government Departments and/ or other Local Authorities.

Signature

Date