



PLANNING AND REGULATION SERVICES  
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ENVIRONMENTAL HEALTH AND LICENSING  
SERVICE

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Your ref:  
Our Ref:  
Enquiries:           Licensing/01706 924114

## PRIVATE HIRE DRIVERS LICENCE **FIRST** APPLICATION

### Note for guidance:

### To apply for a Private Hire Drivers Application You must comply with the following: -

- You must have held a **Current Full Ordinary Drivers licence (not a Provisional) for a FULL 12 months.**

You are **NOT ELIGIBLE** to apply unless it is a **FULL 12 months**

- Are you over 21 years old?

Persons **under** 21 must attend an “under 21” interview. Please advise the Admin staff of your age and they will assist you.

- Have you any **convictions?**

You will need to discuss any convictions initially with Admin staff and they will advise you or refer you to the appropriate officer.

- Have you a **medical condition?**

You will need to discuss any medical condition with initially the Admin staff and they will advise you or refer to the appropriate officer.

There are **four stages** for this application these are: -

## **STAGE ONE:**

If you are eligible to apply you must complete and return to the Licensing Admin section on Floor 1, Telegraph House Baillie Street, Rochdale the following: -

- A **completed** application form.
- A completed Statutory Declaration Form (sworn before a Solicitor or Commissioner for Oaths).
- Bring in your current **full** ordinary driver's licence for checking.
- Pay the fee of **£86.00** (do not send cash by post. A cheque must be crossed and made payable to RMBC. Please write on the reverse of the cheque the Guarantee Card Number. Alternatively you can pay by credit/debit card).
- Produce your National Insurance Number.
- Supply two recent passport size photographs.

**Please note: Original documents MUST be produced at every application submitted.**

## **STAGE TWO**

- An appointment will be given to you for an **AREA KNOWLEDGE TEST**.
- You will be required to pass this verbal knowledge test on the Metropolitan Borough of Rochdale. You will be given a list of various locations to learn and you will be asked how to get to **any** of the locations at random to a total of 20.

You are allowed three tests, the first is included in the application fee, and each further test will cost **£27.00** each. Once you have passed this test you will be given a Medical form to be completed by your own GP.

## **STAGE THREE**

- Submit the completed medical examination form.

**You are responsible for paying the Medical Practitioners fee.**

- When you hand in the medical form and it has been checked and found to be satisfactory you will be asked to complete a vetting form and a fee of **£36.00** is payable.

## **STAGE FOUR**

- The vetting form will be sent off to the **Criminal Records Bureau** for checking.

**Please note that an 8-12 week delay may occur**

- After it has been returned to this office it is checked and if found to be satisfactory a badge and licence will be issued.

## Payment Counterfoil – Private Hire Driver New Application

You can pay for your application by cheque, debit or credit card.  
Your complete application, documents and fee should be sent to;

**Licensing Section  
PO Box 32  
Telegraph House  
Baillie Street  
Rochdale  
OL16 1JH**

If you do not wish to post your application there is a document drop off service available at the above address where you can also pay cash. This is available Mon, Wed, Thurs and Fri 8:45 – 16:45 and Tues 14:00 – 16:45. (The last Tuesday of every month we are open 8:45 – 16:45)

**\*Please note any credit card payments will incur a 2% charge, any card payments under £10 will incur a further fee of £2 \***

Payment method (please tick relevant box):

- Cheque
- Debit/Credit Card (complete counterfoil below if paying by card)

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### PAYMENT COUNTERFOIL

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#### Cardholder address details:

Flat/House Number:
Postcode:

Please charge my Mastercard/Visa/Delta/Switch or other card number

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Card Start Date: /
Card Expiry Date: /
Switch Issue No.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Card Security Code (last three digits on signature strip on reverse of card)

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**PRIVATE HIRE DRIVERS**  
**FIRST APPLICATION**

- If you are under 21 years of age, seek advice from Licensing Admin.
- If you have not held a current full ordinary drivers licence within the last 12 months, you are not eligible to apply.
- If you have a medical condition or a criminal/driving offence you need further guidance from Licensing Admin.
- Have you ever held a Private Hire or Hackney Carriage drivers licence previously or have you ever had one refused? If you have answered `yes` to either of them inform Licensing staff and they will advise you.

<b>Mr / Mrs / Ms / Miss Full Name</b> .....
<b>Date of Birth</b> ..... <b>National Insurance Number</b> .....
<b>Email Address</b> .....
<b>Address</b> .....
.....
<b>Postcode</b> ..... <b>Contact Telephone Number</b> .....

**We need details of your Current Full Ordinary Drivers Licence.  
Please bring this with you for checking.**

Which operator will you work for? .....

Details of application/licenses that have been –  
Suspended/Revoked/Refused

(Please delete where applicable)

Name:

Address:

Date of Birth:

Date	Authority	Details

DECLARATION:

I declare that the information I have given on this form is true, and to the best of my knowledge correct.

I declare that I am legally allowed to reside and work in the UK

Signed:

Date:

**REFERENCES**

We may need to write to two persons for references. Please give names and addresses (they should have known you for 2 or more years).

1) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**DECLARATION**

- I declare that to the best of my knowledge the information I have given is true.

**APPLICANTS SHOULD NOTE THAT TO MAKE A FALSE DECLARATION IS A SERIOUS CRIMINAL OFFENCE.**

- I will read and comply with the **bylaws** and any **conditions** attached to the grant of the licence.
- I will take enough rest and refreshment whilst driving hire vehicles. I know that any incident involving fatigue reported to the Council will mean that I MAY have to attend a panel/committee meeting and could result in my licence being **suspended or revoked**.
- This Authority is under a duty to protect the funds it administers, and therefore 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.

Signed ..... Date .....

**WARNING: Your attention is drawn to the dangers caused by fatigue due to driving long, unbroken hours.**

**OFFICE USE ONLY**

TICKET NO.	FEE	RECEIPT NO	DRIVING LICENCE	STATUTORY DECLARATION	NATIONAL INSURANCE NUMBER
	£86.00				

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**STATUTORY DECLARATION** (see over for Explanatory Notes)

..... of .....

Date of Birth .....

Do solemnly and sincerely declare as follows:

- 1 I have never been convicted for any offence.  
OR
- 2 I have been convicted of the following offence(s) that are listed below. Every offence that I have been convicted of includes the date of conviction, the place that the offence(s) was committed and the sentence imposed by the Court **including** those offences normally considered spent under the terms of the Rehabilitation of Offenders Act 1974. I declare that I have not been convicted of any other offence(s).

**STATUTORY DECLARATION 1 AND 2 ABOVE RELATES TO ALL OFFENCES INCLUDING ANY MOTORING OFFENCES.**

DATE	OFFENCE	DESCRIPTION AND PLACE OF COURT	SENTENCE OR ORDER OF THE COURT

And I make this solemn declaration conscientiously believing the same along with the answers given in the attached application form to be true and by virtue of the provisions of the Statutory Declarations Act 1835, and Section 5 of the Perjury Act 1911.

Declared at .....

This ..... day of .....2.....

Signature of Applicant

In the County of .....

.....

Before me .....

Solicitor/Commissioner of Oaths  
Office Address

.....  
.....

**THIS APPLICATION CONTAINING THE STATUTORY DECLARATION MAY BE FORWARDED TO THE GREATER MANCHESTER POLICE. APPLICANTS SHOULD NOTE THAT TO MAKE A FALSE DECLARATION IS A SERIOUS CRIMINAL OFFENCE.**

## **EXPLANATORY NOTES ON REHABILITATION OF OFFENDERS ACT 1974**

This Act provides that after a certain lapse of time convictions for criminal offences are to be regarded as 'spent'.

An applicant for a licence need not disclose spent convictions and the Council may not take them into account when deciding upon an applicant.

Sentences of imprisonment exceeding 30 months duration can never be treated as spent and must be disclosed however long ago they were imposed. Certain periods of time which must elapse in other cases before the conviction becomes spent are set out below.

<b>SENTENCE</b>	<b>REHABILITATION PERIOD</b>
1 Over 6 months imprisonment but under 30 months	10 years
2 Under 6 months imprisonment	7 years
3 A Fine	5 years
4 Conditional discharge, bound over, probation	1 year or period of discharge, bound over, or probation whichever is the longer
5 Absolute discharge	6 months
6 Cashiering, discharge with ignominy or dismissal with disgrace from HM Service	10 years
7 Dismissal from HM Service	7 years
8 Disqualification, disability or prohibition	Period of disqualification disability or prohibition unless a longer period as set out in 1-7 above applies

The periods of time which must elapse in other cases before the conviction becomes spent vary considerably according to the nature of the offence and other circumstances. The rehabilitation period may, for example, be extended by the commission of a further offence during the rehabilitation period.

Further guidance on this may be obtained from the Home Office publication 'A Guide to the Rehabilitation of Offenders Act 1974' purchasable at HMSO, Brazennose Street, Manchester, or from a Solicitor.

**Please note that ALL OFFENCES must be disclosed**

