

## City of Bradford Metropolitan District Council

### New Driver Registration Form

Please complete this form in full and send via email to [taxi.testing@bradford.gov.uk](mailto:taxi.testing@bradford.gov.uk). You may also hand your completed form to a member of HCPH Licensing Team. You will then be contacted to agree a suitable date and time for your new driver appointment. A £30 admin fee is chargeable at the time your appointment is made, please ensure that you have your debit/ credit card available.

**Note:** At the time of the appointment if insufficient or incorrect information is provided, then the Licensing Service will not be able to process your application. This will result in a delay of at least 6 weeks before the application can be re-submitted. Once you have indicated the type/length of licence required (1 year or 3 years) this cannot be changed at the time of the appointment. If you wish to change the type/ length of licence you must inform the Licensing Service prior to your appointment date. **(Please be aware this will incur a 6 week waiting time)**

Hackney Carriage

Private Hire

1 year licence

3 year licence

Badge Number:  
(if previously licensed)

Surname:		Date of Birth:	
Title:		Forenames:	
Address:			
		Post code:	
Home Telephone No:		Mobile Tel No:	
Email address: <b>(mandatory)</b>			
National Insurance No:			

Have you had a FULL driving licence for at least 1 year?  
And in your current home address?

Yes

No

Driving Licence Number

Statutory Declaration completed & signed with photograph

Yes

No

Do you have a valid passport?

Yes

No

Is the Passport a UK or EU passport?

Yes

No

Passport Number:

Your nationality:

Do you require a visa to work / stay in the UK? Yes  No   
 Look at the right to work in the UK acceptable documentation.  
 If YES visa Expiry Date \_\_\_\_\_

Do you have a medical report which has been signed by your GP who has had access to you medical records? Yes  No

You are required to have the correct acceptable identification in order to carry out your Disclosure and Baring Service (DBS) check. To complete the process you will also need a Credit or Debit card for Online DBS registration.  
**Please tick✓ : I can confirm that I can provide a debit or credit card** Yes  No   
 Check that you have the correct documentation and state below the three forms of identification you are going to produce. The documents provided must be in date! ( See CHECKLISTS for valid dates)

1.  
2.  
3.

Have you ever held a private hire or hackney carriage licence with any other local authority? Yes  No

If yes, please advise which authority;  
 \_\_\_\_\_

Have you ever had an application to **any** Local Authority for the grant or renewal of either a Hackney Carriage Drivers licence or a Private Hire Drivers licence **refused**, or had a licence **revoked or suspended**? Yes  No

(If YES, please give details)  
 \_\_\_\_\_

I **DECLARE** that the answers to ALL questions and all other particulars provided in connection with this registration are accurate and no relevant information has been omitted either knowingly or through lack of care.  
 Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

DATA PROTECTION ACT 1998:  
 Bradford Council requires this information in order to process your application for a licence. Public safety must be protected and so the information you provide on this form may be used to prevent and detect crime. From time to time, as prescribed by law, this information may also be shared for the same purposes with other organisations which handle public safety. False and/ or misleading information in this declaration may render this application invalid and may also result in prosecution.

Appointment Date & Time ...../...../.....      Officer name .....

Uniform- Ref .....

## PROOF OF RIGHT TO WORK IN THE UK LIST OF ACCEPTABLE DOCUMENTATION

To comply with the Asylum and Immigration Act 1996 (as amended at 1 May 2004), before you obtain a licence to work as a private hire or hackney carriage driver, you must supply original documentation proving that you have a right to work in the United Kingdom (UK).

If the applicant can produce a satisfactory document from List A, eligibility to work in the UK will have been established and will not need to be checked again. If the applicant produces a document from List B, a follow up check will be required.

If an application is made after a licence has expired then proof of a person's right to work in the UK will be required again.

<b>List A</b>	
<b>Acceptable documents to provide a continuous statutory excuse</b>	
1.	A passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.
2.	A passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
3.	A Registration Certificate or Document Certifying Permanent Residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
4.	A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.
5.	A <b>current</b> Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
6.	A <b>current</b> passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
7.	A <b>current</b> Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, <b>together with</b> an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
8.	A <b>full</b> birth or adoption certificate issued in the UK which includes the name(s) of at least one of the holder's parents or adoptive parents, <b>together with</b> an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
9.	A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, <b>together with</b> an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
10.	A certificate of registration or naturalisation as a British citizen, <b>together with</b> an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

<b>List B</b>	
<b>Group 1 – Documents where a time-limited statutory excuse lasts until the expiry date of leave</b>	
1.	A <b>current</b> passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question.
2.	A <b>current</b> Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to do the work in question.
3.	A <b>current</b> Residence Card (including an Accession Residence Card or a Derivative Residence Card) issued by the Home Office to a non-European Economic Area national who is a family member of a national of a European Economic Area country or Switzerland or who has a derivative right of residence.
4.	A <b>current</b> Immigration Status Document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK, and is allowed to do the type of work in question, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

<b>List B</b>	
<b>Group 2 – Documents where a time-limited statutory excuse lasts for 6 months</b>	
1.	A Certificate of Application issued by the Home Office under regulation 17(3) or 18A (2) of the Immigration (European Economic Area) Regulations 2006, to a family member of a national of a European Economic Area country or Switzerland stating that the holder is permitted to take employment which is <b>less than 6 months old together with a Positive Verification Notice</b> from the Home Office Employer Checking Service.
2.	An Application Registration Card issued by the Home Office stating that the holder is permitted to take the employment in question, <b>together with a Positive Verification Notice</b> from the Home Office Employer Checking Service.
3.	A <b>Positive Verification Notice</b> issued by the Home Office Employer Checking Service to the employer or prospective employer, which indicates that the named person may stay in the UK and is permitted to do the work in question.

## Disclosure & Barring Service – ID documents

What identity documents can be used?

### Group 1 – Primary Trusted Identity Credentials

Valid Passport - UK or EEA (or non EEA in combination with a Biometric residence Permit or current Work Permit/Visa)	
Biometric Residence Permit (UK)	
Current Driving Licence (UK)(Full or provisional) Isle of Man/Channel Islands; Photo card only (a photo card is only valid if the individual presents it with the associated counterpart licence; except Jersey)	
Birth Certificate (UK & Channel Islands) – issued within 12 months of date of birth; Full or short form acceptable including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces	

### Group 2a – Trusted Government/State Issued Documents

Current valid Passport (UK, EEA or Non-EEA)	
Current UK Driving licence (Photo card or old style paper version)	
Biometric residence Permit (UK)	
Birth Certificate (UK & Channel Islands) – issued within 12 months if date of birth	
Certified copy of Birth Certificate (UK & Channel Islands) – issued after 12 months of date of birth	
Marriage / Civil Partnership Certificate (UK)	
Adoption Certificate (UK)	
HM Forces ID Card (UK)	
Fire Arms Licence (UK)	

### Group 2b – Financial/Social History Documents

Mortgage Statement (UK)**	
Bank/Building Society Statement (UK)*	
Credit Card Statement (UK)*	
Financial Statement** - e.g. pension, endowment, ISA (UK)	
P45/P60 Statement**(UK & Channel Islands)	
Council Tax Statement (UK & Channel Islands)**	
Work Permit/Visa (UK) (UK Residence Permit)**	
Utility Bill (UK)* - Not Mobile Telephone	
Benefit Statement* - e.g. Child Allowance, Pension	
A document from Central/Local Government/Government Agency/Local Authority giving entitlement (UK & Channel Islands)* - e.g. from the Department for Work & Pensions, the Employment Service, Customs & Revenue, Job Centre, Job Centre Plus, Social Security	
EU National ID Card	
Cards Carrying the PASS accreditation logo (UK)	

**Please Note:**

If a document in the List of Valid Identity Documents is:

- denoted with \* - it should be less than three months old
- denoted with \*\* - it should be issued within the past 12 months
- not denoted - it can be more than 12 months old

**Route One**

Can the applicant produce a Group 1 document? If yes, then the applicant must produce 3 documents:

- 1 document from Group 1 (**refer to list of valid identity documents**) and
- 2 further documents from Group 1 or 2; one of which must verify their current address

**NOTE – Non-UK/Non-EEA Nationals:**

All Non-UK/Non-EEA Nationals should be validated via Route One by supplying the following combination of documents:

- Current Passport; **and**
- Biometric Residence Permit **OR** Work Permit/Visa (UK); **and**
- 1 further document from Group 2a or 2b (**refer to list of valid identity documents**), which verifies their current address.

**If the applicant has satisfied this route, then the document check is complete. If the applicant cannot produce a Group 1 document then go to Route Two.**

**Route Two**

The applicant must produce:

- 3 documents from Group 2 comprising of;
  1. 1 document from Group 2a; **and**
  2. 2 further documents from Group 2a or 2b; one of which must verify their current address

**And**

- The organisation conducting the ID check will then need to ensure an external ID validation service is used to check the applicant against their records to establish the applicants name and living history footprint.

**If the applicant fails the external validation check, they will need to go for fingerprinting. This may add delay into the overall application process.**

**Route Three**

**ALL Registered Bodies must have exhausted Route One and should have endeavoured to have accessed an external validation (Route Two) before you consider processing them via Route Three.**

If the applicant cannot meet the requirements of Route One or Two, you should have a discussion with them to establish why they could not meet

these requirements and whether there has been a recent or previous change of name that has not been declared.

For Route Three, the applicant must produce:

- A certified copy of a UK birth certificate; **and**
- 4 further documents from Group 2 comprising of:
  1. 1 document from Group 2a; **and**
  2. 3 further documents from Group 2a or 2b; one of which must verify their current address

**If the applicant fails to produce the required document set at Route Three, they will need to go for fingerprinting. This may add delay into the overall application process.**

**All copies of UK birth certificates state 'certified copy' when issued by the General Records Office.**