

SPELTHORNE BOROUGH COUNCIL
TAXI AND PRIVATE HIRE DRIVER LICENCE RENEWAL APPLICATION FORM



1. Type of renewal		
Hackney Carriage Driver <input type="checkbox"/> Private Hire Driver <input type="checkbox"/> 1 year <input type="checkbox"/> 3 years <input type="checkbox"/>		
Badge number	Date of expiry of driver licence	
2. Applicant details		
Forename(s)		Surname
Address		
Telephone no		Mobile
E-mail address * <i>*(your application will not be accepted without this info)</i>		
Date and place of birth		NI number
If you are a Private Hire Driver, please give the name of the Operator from whom you currently receive work: <i>(your application will not be accepted without this info)</i>		
3. Criminal convictions		
Have you been convicted for ANY criminal or motoring offences, received an official caution, fixed penalty notice or been involved in any incident which may lead to court proceedings since the issue of your most recent licence? YES <input type="checkbox"/> NO <input type="checkbox"/> If YES , please give details on a separate sheet.		
4. Medical fitness		
Have you suffered from any disease or illness that could affect your medical fitness to drive since the issue of your most recent licence? YES <input type="checkbox"/> NO <input type="checkbox"/> If YES please give details on a separate sheet.		
5. gov.uk* & DBS check codes		
Please provide a code you have obtained via gov.uk & (if applicable) the DBS - which permit the Council to check your DVLA records & criminal record online. In supplying these details you hereby consent to the Council processing relevant data in accordance with its policies & procedures in the context of deciding whether to renew your licence. <i>*(your application will not be accepted without this info)</i>		
Gov.uk	DBS	Tax Conditionality
6. Checklist		
i) Current DVLA driving licence, passport, proof of National Insurance number & a utility bill or bank statement showing your home address dated within the last three months. ii) gov.uk code permitting the Council to check your DVLA records online iii) Completed medical form & declaration for drivers with Diabetes (if applicable). iv) Current driver licence renewal fee payable (cheques to be made out to Spelthorne Borough Council please)		
7. Declaration		
The information contained in this form is correct to the best of my knowledge and belief. I understand that it is an offence knowingly or recklessly to make a false statement in connection with an application for the grant or renewal of a licence. (A person is to be treated as making a false statement of he produces, furnishes, signs or otherwise makes use of a document that contains a false statement). I understand that if my application is refused, or granted & subsequently revoked for any reason; my details will be relayed to the NAFN to feature on the DFT's National Register of Refusals & Revocations.		
Signature		Date

Obtaining a code from gov.uk which allows the Council to check your DVLA records online

1. Ensure you have your driving licence number, national insurance number & postcode, as displayed on your driving licence. Once you have this information visit: <https://www.gov.uk/view-driving-licence>
2. Enter all of the above details into the corresponding boxes: -

We welcome your [feedback](#), to help us improve this service

Enter details

You should only use this service to view or share your own driving licence.
Use a different service if you want to check someone else's driving licence information.

Your driving licence number
Example: M0RGAN5 A0545M9UJ

[Where to find your driving licence number](#)

Your National Insurance number
Example: QQ123456C

[Where to find your National Insurance Number](#)

Postcode
Example: EH1 9SP

3. Tick the box to agree and then click the green box which says 'view now': -

To access this service online, details from your DVLA record and your National Insurance number will be shared with other government departments (HMRC and DWP) to check your identity, as described in our [privacy policy](#).

I would like to use this service and understand that my data will be shared as explained above.

☒ I agree

[View now](#)

4. Your driver information will appear on screen. Click 'share your licence information', then click on the green box which says 'get a code': -

Get a licence check code

You can get a check code to share your driving licence information with someone else, like your employer or a car hire company. You may need to do this if you want to hire a car.

You must also give them the last 8 characters of your driving licence number.

Your code will be valid for 21 days.

[Get a code](#)

Active codes

You have no active code(s) to view

Inactive codes

You have no inactive code(s) to view

5. Upon clicking 'get a code' a check code will appear.

Your check code is:

NN BF q9 rM

[Print or save a driving summary](#)

This code:

- is case sensitive
- is valid for 21 days
- can only be used once

What to do with your code

To share your licence information you need to provide the check code and last 8 characters of your driving licence number to the person you want to share it with.

Your code will be valid for 21 days.

You can have up to 10 active check codes at any given time.

[Get another code](#)

You need to note this down and provide this to the licensing authority. Please note the code is case sensitive, is only valid for 21 days and can only be used once.