

Non-Driver Proprietor - Registration Form

To be added to a vehicle or operator's licence all new non-driver proprietors must first complete this registration form and the following steps:

- Complete the Customer Awareness: Safeguarding Equality and Protection training course
- Pass the online invigilated test.
- Submit a Basic Disclosure

To start the process please return the completed registration form, your fee receipt, a proof of ID (ie passport or DVLA licence) and a proof of address (ie utility bill or bank statement, within the last 3 months) by email to taxi@cambridge.gov.uk We will then send you a link to our safeguarding course, which you can complete in your own time and instructions on how to complete your invigilated test.

Current fees are available at: <https://www.cambridge.gov.uk/fees-for-taxi-licensing>.

Payments are taken over the phone by the Customer Service Centre team, they can be contacted on 01223 457888.

1. Personal Details	
TITLE (tick as appropriate): Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other (please state):	
FORENAMES: SURNAME:	DATE OF BIRTH:
CURRENT ADDRESS:	

2. Contact Information	
E-mail Address:	
Home Telephone Number:	Mobile Telephone Number:

<p>3. Have you ever had a licence relating to any of the following, refused, revoked or suspended? Hackney carriage and/or private hire driver/vehicle or private hire operator'</p> <p>YES <input type="checkbox"/> NO <input type="checkbox"/> (tick as appropriate) If answering 'yes' please give details below:</p>
<p>NAME OF COUNCIL:</p> <p>DATE:</p> <p>Refusal /Revocation /Suspension (Mark as applicable)</p> <p>REASONS:</p>

4a. REHABILITATION OF OFFENDERS ACT 1974

Do you have any unspent convictions? YES NO (tick as appropriate)

If answering 'yes' please give details below:

You must detail all unspent convictions, conditional cautions which will appear on your Basic Disclosure and Barring Service (DBS) Certificate. Continue on to a separate sheet if necessary. Include all Driving License endorsements which are 4 years old or less.

This information, along with the other aspects of the application process, will be used to ensure that Cambridge City Council can be satisfied that you are a "fit and proper" person to hold an operator, hackney carriage or private hire vehicle licence.

Date of conviction / caution	Title of conviction	Brief outline of situation/ circumstances	Penalty/ Sentence

FOR OFFICE USE ONLY

Advisor to add their initials to confirm these details have been checked with the driver

4b. Are you currently under any criminal investigation or have any pending court cases (including motoring offences)?

YES NO (tick as appropriate). If answering 'yes' please give details below:

Please continue to next page for Declarations

Declarations

1. I understand that any licence issued will be subject to the provisions of:
 - (i) the Town Police Clauses Act 1847
 - (ii) the Local Government (Miscellaneous Provisions) Act 1976
 - (iii) the Council's licence conditions
2. I understand that it is an offence under the terms of the Local Government (Miscellaneous Provisions) Act 1976, Section 57(3) to knowingly or recklessly make a false statement or to omit any information required in this form.
3. I understand that any criminal convictions, civil convictions and/or endorsements or cautions must be notified to the Licensing Officer within 48 hours.
4. I understand that any changes to any other particulars must be notified in writing to the Cambridge City Council within 7 days.
5. I understand the implications of the registration and my obligations in respect of it and the information that I provide on this form and that obtained from other relevant sources will be used to process my registration, and ability to hold a licence with Cambridge City Council.
6. I confirm that I have read and understood the relevant guidance and information provided in the handbook and policy documents.
7. I understand the full name and e-mail information provided within this registration form, will be shared with TestReach Ltd, the providers of the online invigilation testing solution in which the Safeguarding test will be completed.
8. I HEREBY DECLARE that all particulars entered on this form are correct and accurate to the best of my knowledge and belief. I authorise the Council to make such enquiries as they, at their sole discretion, may deem to be reasonably necessary in respect of my registration.

The personal information that you give us will also be used in a confidential manner to help us monitor our processes. We may also use the information if there is a complaint or legal challenge relevant to this process. We may check the information collected. We may also use or pass to certain third parties information to prevent or detect crime, to protect public funds, or in other ways as permitted by law.

A full privacy notice is available on our website at :

<https://www.cambridge.gov.uk/media/6335/environmental-health-privacy-notice.pdf>

By signing this declaration you authorise us to collect, process and retain your personal data as described in the privacy notice.

Signed: _____ **Dated:** / /