**Self-certification Statement Form for private hire & hackney carriage drivers & vehicle owners who are requesting an extension to their existing licence in light of Covid-19 if your licence expires on or before 30th JUNE 2020.**

**PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST -** Before completing this form please read the guidance notes at the end of the form. If you’re completing this form by hand, please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written in black ink. Please use additional sheets if necessary.

Send a copy of the completed form to the licensing.unit@bolton.gov.uk inbox.

**NOTICE** – once your licence has expired you **CANNOT** continue to drive a private hire or hackney carriage vehicle, or, use the private hire/hackney carriage vehicle for hire and reward until you’ve received an e-mail confirmation from the licensing team confirming your licence has been extended.

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| **1. YOUR PERSONAL DETAILS - please insert the following information as it appears on the licence you wish to extend:** |
| **Full surname:**  |  |
| **Full forenames:** |  |
| **Full postal address:** |  |
| **Contact telephone number:** |  |
| **Email address:** |  |
| **2. Which licence do you wish to extend - please tick √ the appropriate box and insert the licence/plate number:** |
|  | **Please tick √** | **Insert licence number to be extended:** |
| **Private hire vehicle licence:** |  |  |
| **Hackney carriage vehicle licence:**  |  |  |
| **Private hire driver licence:** |  |  |
| **Hackney carriage driver licence:** |  |  |
| **Date of licence expiry:** |  |
| **Full name of your private hire operator:** |  |
| **3. DRIVER LICENCE EXTENSIONS ONLY - PLEASE COMPLETE THE FOLLOWING SECTION:** |
| **3a. Please insert the DVLA ‘check code’ number (read note 1):**If the code is not entered in the **exact** same format as displayed on the DVLA website, including capital letters and lowercase letters, this form will be rejected. |
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| **3****b. Declaration of arrests/convictions/cautions/restorative justice/other disposals/etc. - please tick √ the appropriate box (see note 2 below). Please note additional information may be requested by the licensing team in relation to this matter:** |
| **Have you been arrested, convicted or cautioned in relation to any offence(s), been subject to restorative justice or any other disposal, etc. since your last licence was issued?**  | Yes[ ]  | No[ ]  |
| **If your answer to this question is yes please provide full details below including the date, the name and location of the convicting court, details of the offence(s), sentence or other disposal, imposed, etc. and any other details you think relevant:** |
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| **3c. Declaration of motoring offences (see note 2 below) - please tick √ the appropriate box. Please note additional information may be requested by the licensing team in relation to this matter:** |
| **Have you been subject to any motoring offences including fixed penalty notices, convictions, fines, etc. since your last licence was issued?** | Yes[ ]  | No[ ]  |
| **If you answer yes to this question please provide full details below including the date, the name and location of the convicting court, details of the offence(s), sentence, fine or other disposal imposed and any other details you think relevant:** |
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| **3d. Declaration of medical fitness (see note 3 below) please tick √ the appropriate box. Please note additional information may be requested by the licensing team in relation to this matter:** |
| **Has anything changed since your last medical declaration which you signed when you last applied for a licence?** | Yes[ ]  | No[ ]  |
| **If your answer to this question is yes please provide full details below including the condition, treatment, medication and any other details you think relevant:** |
|  |
| **Are you receiving treatment for any medical issues which you have not already made us aware of and is not covered under a statement of medical fitness or certificate of medical fitness provided to us when you last applied for a licence?**  | Yes[ ]  | No[ ]  |
| **If you answer yes to this question please provide full details below including the condition, treatment, medication and any other details you think relevant:** |
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| **3e. Evidence of ‘Right to Work’ (see note 4 below). Please note additional information may be requested by the licensing team in relation to this matter:** |
| **Do you hold a UK or EU passport/national identity card or a UK birth certificate:** | Yes[ ]  | No[ ]  |
| **If you answer no to this question please provide full details of what documentation you have as proof that you have the right to work and remain in the UK:** |
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| **3f. Any other reason (read note 5). Please note additional information may be requested by the licensing team in relation to this matter:** |
| **Is there anything else you need to declare which may affect your fitness to drive a private hire or hackney carriage vehicle?** | Yes[ ]  | No[ ]  |
| **If you answer yes to this question, please provide full details below including details of any non-convictions:** |
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| **4. VEHICLE LICENCE EXTENSIONS ONLY - PLEASE COMPLETE THE FOLLOWING SECTION:** |
| **4a. Private hire or hackney carriage vehicle insurance details:** |
| **Insurance provider:** |  |
| **Certificate number:** |  |
| **Certificate expiry date:** |  |
| **4b. Has the vehicle been involved in an accident and categorised as a C or D (S or N)? Please note further information may be requested by the licensing team in relation to this matter:** | Yes[ ]  | No[ ]  |
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| **5. DECLARATION FOR COMPLETION FOR BOTH A DRIVER AND VEHICLE EXTENSION:** |
| **I confirm by signing the declaration below that I agree to a copy of my licence and/or notification of the extension being shared with the private hire operator notified on this form and to the email address I used to submit this form.****I declare that to the best of my knowledge and belief the answers given in this form are true. I understand that if I knowingly or recklessly make a false statement or omit any material particular from any part of the form, which includes a medical declaration and conviction declaration, or any other document I’m requested to submitted in support of this application, I shall be guilty of an offence which is punishable by a fine of up to £1000.00.** |
| **Signature/print name:** |   | **Date:** |  |

**Note 1 – DVLA ‘check code’ number:** This number is available from the DVLA ‘View or Share Your Driving Licence Information’ and can be obtained from [www.gov.uk/view-driving-licence](http://www.gov.uk/view-driving-licence) You will need your DVLA driver licence number, national insurance number and your postcode to access your record and obtain the DVLA ‘Check Code’ number. This code number must be copied onto this form in the **exact** same format as displayed on the DVLA website, including capital letters and lowercase letters. If the DVLA ‘View or Share Your Driving Licence Information’ will not permit access then enquiries can be made by the licensing team. However, this will delay the process.

**Note 2 – Arrests/Convictions/Cautions/Restorative Justice/Other Disposals/Motoring Offences/Etc.:** For further information regarding offences please see the Council’s ‘Statement of Fitness & Suitability’ which is available to view on the Council Website on the ‘download tab’ at: <https://www.bolton.gov.uk/downloads/download/123/private_hire_driver_licence> If you disclose something in this form which questions your suitability under the ‘fit and proper’ test, contained in the Local Government (Miscellaneous Provisions) Act 1976 and in the Council’s ‘Statement of Fitness & Suitability’, then you may be referred to the Licensing & Environmental Regulation Committee. If the matter impacts on public safety, then an emergency decision may be required. In these circumstances a referral is to the Director in conjunction with the Chairman of the Committee. The Committee or Director will determine whether or not you will be permitted to continue to hold the licence. You are entitled to continue to drive a licensed private hire vehicle pending this decision, unless otherwise advised by the Council. A licence is issued without prejudice to any decision that the Committee or Director may make, and this may include the suspension or revocation of your licence.

**WARNING! You are warned that should you fail to declare any convictions, cautions, arrests, restorative justice or any other disposals, fixed penalty or non-conviction this includes motoring offences, when completing this form, you may be prosecuted by the Council. The Council can refuse, suspend or revoke a licence based on incorrect or incomplete information provided in your application. Do not be tempted to omit any information because you are not sure if it must be declared or not, the Council will make this assessment and disregard anything deemed irrelevant. In the Councils ‘Statement of Fitness & Suitability’ for both new and renewal applicants a non-conviction is defined as: any breaches of licensing condition, any complaint, any allegation, any intelligence made available to the Council by the Police, private hire operator or any other partner agency or service, anything considered by a Court that hasn’t resulted in a conviction e.g. acquittal or failure to reach a verdict, any other matter which questions the person’s ability to meet the ‘fit and proper’ test.**

**Note 3 – Medical fitness:** Bolton Council has adopted the DVLA ‘Group 2’ medical standards of fitness. This is the standard applied to all private hire and hackney carriage drivers, both first grant and renewal. A copy of this standards of fitness is available to view at [www.gov.uk/government/publications/at-a-glance](http://www.gov.uk/government/publications/at-a-glance) A ‘Certificate of Medical Fitness’ is required when first applying for the licence and then again at 45 years of age. A new certificate is then required every 5 years until the age of 65. At 65 a medical certificate is required annually. You **MUST** notify the Council immediately if your medical status changes. A further medical assessment maybe required to confirm you still meet the ‘Group 2’ standard.

**Note 4 – ‘Right to work’:** If you do not hold a UK or EU passport/national identity card, or a UK birth certificate, you must have a current valid passport from your country of origin and your biometric residency permit and/or proof that you have the right to work and remain in the UK. **Visas in expired passports cannot be accepted**. It is for you to prove you have the right to work and remain in the UK.

**Note 5 – Any other reason/non-convictions:** In the Councils ‘Statement of Fitness & Suitability’ for both new and renewal applicants a non-conviction is defined as: any breaches of licensing condition, any complaint, any allegation, any intelligence made available to the Council by the Police, private hire operator or any other partner agency or service, anything considered by a Court that hasn’t resulted in a conviction e.g. acquittal or failure to reach a verdict, any other matter which questions the person’s ability to meet the ‘fit and proper’ test.

The Statement also outlines that the Council can contact other agencies and services for information held about a person. Other agencies may include Housing Services, Children’s Services, Greater Manchester Police, UKBA, DWP, etc.