



## Private Hire/Hackney Carriage Driver's Licence Application Pack

To apply, you must have held a **full DVLA licence** for a **minimum of two years**.

Please contact the Licensing Section on 615462 or via email [taxi@hullcc.gov.uk](mailto:taxi@hullcc.gov.uk) for further information on how to submit the following documentation:

- **Full DVLA driving licence**
- **Application Form**
- **A document detailing your National Insurance Number**
- **Identification Documents for proof of right to work in the UK, such as Passport, Full Birth Certificate and/or right to work share code**

Under the Immigration Act 2016, British citizens and/or persons previously resident abroad are required to provide documentation confirming the right to work in the UK.

You should be aware that the Licensing Authority is empowered in law to obtain an Enhanced Disclosure & Barring Service (DBS) check. This will give details of everything on your criminal record, including cautions, reprimands and final warnings, as well as convictions and, if relevant, the findings of checks against Government department lists of people banned or unsuitable for work with children or vulnerable adults.

You can apply for an Enhanced DBS check by using this link [Taxi Licensing Services | TaxiPlus](#) or by typing [taxiplus.co.uk/councils/hull-city-council](http://taxiplus.co.uk/councils/hull-city-council) into your web browser.

Enhanced DBS's are also accepted from other providers, as long as they have been completed under the relevant workforce criteria for a Hackney Carriage/Private Hire Driver- "Workforce – Other" and you have registered this DBS onto the update service.

	<b>Fees</b>
Driver application (includes digital photo, and driver's licence)	<b>£108.00 (1 year) £221.00 (3 years)</b>
New Driver Course – introduction to the role of taxi and private hire driver inc numeracy and literacy assessments and safeguarding children, young people and adults (including neglect observational tool)	<b>£172.50 (payable to Licensing on application)</b>
Local Knowledge Assessment – including speaking and listening assessment	<b>£41.40 (payable to Licensing on application)</b>
Driving Assessment	<b>£66</b>
Group 2 Medical Report (must be submitted within 28 days from date of examination)	<b>Dependant on individual medical practitioners charges</b>

If an application is NOT completed within six months, you will be contacted to ensure you still wish to continue with your application, otherwise it will become invalid and a new application will be required. Which will require a new application fee, medical and any other checks, courses or assessment considered necessary.

# Application Process

Consideration of issuing a Hackney Carriage / Private Hire licence cannot commence until Licensing have copies of all the below documents. These documents do **NOT** have to be submitted in any order, but only when all documents have been submitted can your application be processed.

- Group 2 Medical Assessment report (within 28 days of issue date)
- \*Copy of Enhanced DBS/ Certificate of Good Conduct
- Knowledge Test certificate (see below)
- Driving Assessment Certificate
- Safeguarding Certificate (see below)
- Proof of Right to Work

**\*PLEASE NOTE: The Licensing Section has no control of how long a DBS certificate takes to be processed and is not responsible for tracking its progress. Upon receipt of the DBS the applicant MUST subscribe to the DBS update service and produce the DBS Certificate to the Licensing Section.**

Once you have completed the above and provided all documentation to Licensing, you will be asked to:

- Supply Licensing with your DVLA check code

Visit <https://www.gov.uk/view-driving-licence> and follow on-screen instructions. Please be aware, codes are case sensitive and only valid for 21 days.

## 3-day Classroom Based Training

This training will include a module on Safeguarding for which you will receive a separate certificate in recognition of completing the module. **A copy of this certificate needs to be supplied to Licensing.**

The remainder of the classroom-based training will focus on 6 modules:

- The Regulatory Framework
- Hull City Council Conditions
- Customer Service
- Health and Safety
- Road Safety
- Vehicle Maintenance

On passing the training course you will be issued with a certificate. **A copy of this certificate needs to be supplied to Licensing.**

In addition to attending all modules you will be required to undertake a verbal communication test; this will form a part of your overall knowledge test. For this test you will be required to verbally instruct the shortest route you would take from a collection point to a drop off point. *You will be allowed to utilise an A-Z map of Hull during this test.*

You will also undertake a computerised test. This test will be in three sections consisting of:

- Taxi Driving knowledge test (10 multiple choice questions) pass mark required **100%**
- Location knowledge test (30 multiple choice questions) pass mark required **80%**
- Numeracy test (10 questions) pass mark required **100%**

On passing the computerised test you will be issued with a certificate. **A copy of this certificate needs to be supplied to Licensing.**

When your application for a Hackney Carriage / Private Hire licence has been processed **and** granted, you will be required to apply to 'Licence a vehicle'. **NOTE – you only need to do this if you are using your own unlicensed vehicle.**

# **General Information**

**In circumstances where an applicant applies for a 3 year driver's licence and wishes to revert back to a 1 year licence after being granted, NO REFUND IS GIVEN.**

**If a driver's licence is refused by the Licensing Committee, NO REFUND IS GIVEN.**

**If a driver's licence is EITHER surrendered OR revoked during the currency of a licence, NO REFUND IS GIVEN.**

**ALL LICENCES OF WHATEVER  
KIND EXPIRE ON 31<sup>st</sup> OCTOBER,  
IRRESPECTIVE OF WHEN THEY  
WERE ISSUED**

# IMMIGRATION ACT 2016

The Immigration Act 2016, which came into force on 1<sup>st</sup> December 2016, amends existing licensing regimes in the UK to seek to prevent people without lawful immigration status and the right to work from holding taxi or private hire driver or operator licences.

Licensing authorities are now under a duty not to issue licences to people who are disqualified by their immigration status from holding them. In order to discharge this duty your right to work in the UK will be checked as part of your licence application. This could include the authority sharing data with the Home Office in order to check your immigration status.

You must therefore provide a document or document combination that is stipulated as being suitable for this check. The list of documents is shown below.

You must bring the original document(s) such as a passport or biometric residence permit so that the check can take place. The document(s) will be copied and retained by the licensing authority. The original document(s) will be returned to you.

If there are restrictions on the length of time you may work in the UK, your licence will not be issued for any longer than this period. In such circumstances, the check will be repeated each time you apply to renew or extend your licence. If, during this period, you are disqualified from holding a licence because you have not complied with the UK's laws, your licence will lapse and you must return it to licensing, failure to do so is a criminal offence.

To ensure we do not discriminate against anyone, all applicants will be treated in the same way during the application process.

Following the correct checks, applicants who have a permanent right to remain in the UK and produce a document(s) from List A, will not require further checks when they subsequently apply to renew or extend their licence.

## List A

### **No immigration restrictions on right to a licence in the UK.**

Once we have undertaken the necessary check, we will not have to repeat the check when you subsequently apply to renew or extend your licence.

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 a European Economic Area country or Switzerland.
5. A current 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 current 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 current 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, 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.
8. A full 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, 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.
9. A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, 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.
10. A certificate of registration or naturalisation as a British citizen, 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.

## **List B**

### **Immigration restrictions on right to a licence in the UK.**

We may issue the licence (subject to statutory limitations) up to the expiry date of the permission to work in the UK. We will need to check immigration status each time you apply to renew or extend your licence.

1. A current 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 current 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 current 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 current 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.

5. 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 less than 6 months old together with Verification from the Home Office Evidence and Enquiry Unit. The licence may be granted for six months from the date of the Certificate of Application.
6. A Verification issued by the Home Office Evidence and Enquiry Unit to you, which indicates that the named person may stay in the UK because they have an in time application, appeal or administrative review and which is outstanding. The licence may be issued for six months from the date of the licence decision.

## **Enhanced Disclosure & Barring Service check**

You should be aware that the Licensing Authority is empowered in law to obtain an Enhanced Disclosure & Barring Service (DBS) check. This will give details of everything on your criminal record, including cautions, reprimands and final warnings, as well as convictions and, if relevant, the findings of checks against Government department lists of people banned or unsuitable for work with children or vulnerable adults.

Please note, the Licensing Authority is empowered to consider all convictions when determining application for a Hackney Carriage or Private Hire Driver's Licence. Information received from the DBS will be kept in strict confidence whilst the licensing process takes its course and will be retained for no longer than necessary.

DBS certificates are not portable and applicants must provide an enhanced DBS Certificate the covers work as a private hire or hackney carriage driver. DBS certificates for other occupations cannot be accepted.

The disclosure of a criminal record or other information will not debar you from gaining a licence unless the authority considers that a conviction renders you unsuitable to hold a licence. In making this decision the authority will consider the nature of the offence, how long ago, and at what age you were when it was committed and any other factors which may be relevant.

When considering any application for the grant of a Hackney Carriage or Private Hire Driver's licence, the authority shall have regard to the Council's policy, relating to the relevance of convictions.

Please see pages 13-24 for the Council's policy on convictions.

You can apply for an Enhanced DBS check by using this link [Taxi Licensing Services | TaxiPlus](https://taxiplus.co.uk/councils/hull-city-council) , or by typing [taxiplus.co.uk/councils/hull-city-council](https://taxiplus.co.uk/councils/hull-city-council) into your web browser.

**Enhanced DBS's are also accepted from other providers, as long as they have been completed under the relevant workforce criteria for a Hackney Carriage/Private Hire Driver- "Workforce – Other" and you have registered this DBS onto the update service.**

## **New Driver Course - Introduction to the Role of Taxi and Private Hire Driver**

In order to obtain a Private Hire/Hackney Carriage Driver's Licence, applicants are required to have completed the above course.

The course is provided by Hull City Council and is designed to support and enhance the knowledge of prospective drivers who wish to begin or continue a career in transporting passengers.

Once you have submitted your application to the Licensing Team, you must contact

Learning and Development  
Brunswick House  
Strand Close  
Beverley Road  
Kingston upon Hull  
HU2 9DB

Telephone 01482 612442  
Email: [learninganddevelopment@hullcc.gov.uk](mailto:learninganddevelopment@hullcc.gov.uk)

The course costs £172.50 and consists of six units provided over three days. Applicants must pass all the units in order to proceed with their application.

## **Local Knowledge Assessment – including speaking and listening**

It costs £41.50 and takes up to 2 and a half hours and there are 3 sections to the test. (please use the enclosed Training Application form to register to undertake the test).

Part 1 - Taxi Licensing Legislation  
Part 2 – Identifying street names – multiple choice  
Part 3 – Planning a Route - to include speaking and Listening Assessment which will involve the planning of routes from locations provided and accurately describing the route you would take.

The Local Knowledge Assessment can be resat.

Full Re-sit - £41.40  
Partial Re-sits are available at a cost of £12 per each part to be completed.

The Assessment takes place at:

Learning and Development  
Brunswick House  
Strand Close  
Beverley Road  
Kingston upon Hull  
HU2 9DB

For more information or to book a place on a course, please contact Learning and Development using the contact details below.

Telephone 01482 612442

Email: [learninganddevelopment@hullcc.gov.uk](mailto:learninganddevelopment@hullcc.gov.uk)

It is recommended you make yourself aware of the \*Hackney Carriage / Private Hire Licensing Conditions and Procedures handbook prior to your test, along with the list of locations contained within this application pack.

\*the handbook will be provided to you at your initial appointment with Licensing, or can be found on the following webpage

<http://www.hull.gov.uk/business/licenses-and-permits/hackney-carriage-private-hire-driver-application>

## **Safeguarding Training – Young People and Adults awareness for Drivers**

All applicants for a private hire/hackney carriage drivers' licence are required to undertake safeguarding training. The aim of this training is to increase your knowledge of safeguarding issues in Hull.

The outcome of the course is to enable you to:

- Understand your role in Safeguarding Children, Young People and Adults
- Recognise the signs and symptoms of abuse, neglect, exploitation and trafficking
- Know what to do if you suspect abuse
- Be able to handle disclosures safely
- Explain who to contact if you are worried

This training is currently provided free of charge.

The course can be completed within a classroom setting or via online learning. To book a place on the course or to request further information please contact:

Learning and Development  
Brunswick House  
Strand Close  
Beverley Road  
Kingston upon Hull  
HU2 9DB

Telephone: 01482 612442

Email: [learninganddevelopment@hullcc.gov.uk](mailto:learninganddevelopment@hullcc.gov.uk)

## **Driving Assessment for Taxis and Private Hire Vehicles**

The Driving Assessment will be undertaken by an approved driving assessor at Stockholm Road, Hull, HU7 0XW. **Payment to be made in person and the examination fee is £66.**

The standard of the hackney carriage (taxi) or private hire vehicle assessment is set at a level suitable for a full driving licence holder. It is therefore higher than the learner driver test.

The practical assessment will last for about 35 to 40 minutes, depending on traffic. Some of the skills you will be assessed on are specific to taxi drivers, such as a taxi manoeuvre and not stopping anywhere that could be dangerous for a passenger getting out of your vehicle.

Your practical driving test will include approximately ten minutes of independent driving. This is designed to test your ability to drive unsupervised and make safe decisions without guidance. You can read about independent driving and how it will be assessed on the gov.uk website

The examiner will also ask you a few questions on the Highway Code and ask you to identify some traffic signs and road markings.

During the practical assessment, you will be examined on:

- awareness and anticipation
- effective planning of prevailing road and traffic conditions
- correct use of speed
- an emergency stop (there will be one in the assessment)
- a manoeuvre involving reversing
- a taxi or private hire related exercise
- passenger safety and comfort
- a wheelchair element (for wheelchair enhanced vehicles if you requested the enhanced assessment)

If you are taking the taxi or 'black cab' style test, you will need to answer some related 'cabology' questions. Examples of these include the dimensions of your vehicle, its correct tyre pressures and what you should do if a passenger leaves property behind.

To book your driving assessment or should you have any questions regarding the driving examination please contact the test centre on **01482 615840**.

## **Applicants previously resident abroad**

If an applicant has been a resident abroad within the last five years, a letter of good conduct and/or character reference from the country's Embassy is required.

## **HMRC Tax Conditionality**

You'll need to complete a tax check if you're:

- renewing a licence
- applying for the same type of licence you previously held, that ceased being valid less than a year ago
- applying for the same type of licence you already hold with another licensing authority

HMRC advise you must carry out the tax check yourself. You cannot ask a tax agent or adviser to do this on your behalf. The tax check will ask questions about how you pay any tax that may be due on income you earn from a licensed trade. After you have completed the tax check you will be given a 9-character tax check code. You will need to give the code on your application to us, so we can confirm you have carried out a tax check.

You will need a Government Gateway user ID and password to complete a tax check, so you should make sure you have one before you need to make your licence application.

You can create one by registering for HMRC online services: [www.gov.uk/log-in-register-hmrc-online-services/register](http://www.gov.uk/log-in-register-hmrc-online-services/register)

## **Final procedure of application**

After producing all necessary certificates for the driving assessment, New Driver Course, Knowledge Test, together with the Disclosure & Barring Service certificate and DVLA Driver Check Code - your application will go for consideration and a decision will be made as to whether your licence has been granted. **In most cases, this will be made within 5 working days.**

In some situations, your application may be referred to the Licensing Committee and if so, you will be advised of what happens next.

Any applicant who has been previously licensed by this or any other authority, and who has had their driver's licence revoked, will have their application referred to the Licensing Committee for determination.

## **Appeals**

Any person aggrieved by the decision made by a District Council to not grant a driver's licence under Section 51 of the Local Government (Miscellaneous Provisions) Act 1976 may appeal to a Magistrates' Court within 21 days of receiving notice of this decision.

It should be noted that following an unsuccessful appeal, the Magistrates' Court can award such costs against the appellant as it thinks just and reasonable.

## **Policy Statement on the Licensing of Private Hire and Hackney Carriage Drivers who are Ex-Offenders**

- As an organisation using the Disclosure & Barring Service to assess applicants' suitability for positions of trust, Hull City Council complies fully with the Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of a conviction or other information revealed.
- Hull City Council is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.
- We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records.
- We require all applicants to provide details of their criminal record at an early stage in the application process. We guarantee that this information will only be seen by those who need to see it as part of the decision making process.
- We ensure that all those in Hull City Council who are involved in the decision making process have been suitably trained to identify and assess the relevance and circumstances of offences.
- During the application process, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the decision making process. Failure to reveal information that is directly relevant to the application could lead to the revocation of any licence issued.
- We undertake to discuss any matter revealed in a Disclosure with the person making the application before reaching a decision regarding an application.

**Having a criminal record will not necessarily bar you from working as a private hire/hackney carriage driver.** This will depend on the nature, circumstances and background of any offence(s).



## **GUIDANCE RELATING TO THE CONSIDERATION OF THE GRANT, RENEWAL OR REVIEW OF HACKNEY CARRIAGE AND PRIVATE HIRE DRIVERS LICENCES**

### **CONTENTS**

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## **INTRODUCTION**

This document provides guidance on the relevance of convictions and cautions in respect of applications for the grant of new hackney carriage and private hire drivers' licences, and the renewal and review of existing drivers' licences.

This guidance is in place to assist the members of the Licensing Authority's Licensing Committee in their decision-making and to maintain consistency of those decisions with each case being considered on its own merits. The guidance also aims to provide clear information to current licence holders and potential applicants regarding the relevance of convictions and cautions. Any necessary hearings will be held in private.

The Licensing Committee may depart from this guidance if the individual circumstances of any case merit such a decision and in such cases the Committee will give full reasons for the departure.

The primary objective of the licensing regime is to ensure that, so far as possible, those licensed to drive taxis are suitable persons to do so, namely that they are safe drivers with good driving records and adequate experience, sober, mentally and physically fit, honest and trustworthy. It is not the intention of the Licensing Authority to punish the applicant twice for a conviction or caution, but to ensure that public safety is not compromised. The committee will not consider the effect on the individual of any sanction imposed.

### ***Legislation***

The Local Government (Miscellaneous Provisions) Act 1976 Section 51 deals with the grant of a driver's licence with regard to the suitability of the applicant. The Act states that a:  
"...Council shall not grant a licence to drive a (Private Hire/Hackney Carriage Vehicle) unless they are satisfied that the person is a ***fit and proper person*** to hold a driver's licence."

Therefore the wording of the legislation makes it clear that the Licensing Authority may grant a licence ONLY if it is satisfied that the person is fit and proper - the onus is on the applicant to prove this, NOT the Licensing Authority to demonstrate that they are not.

There is no absolute definition as to what constitutes a "fit and proper person". However, considering the range of passengers that a driver may carry, and other tasks that a driver may be required to perform, many of whom will be vulnerable, the Licensing Committee will want to have confidence that such people would be able to rely on the driver.

Section 61 of the Local Government (Miscellaneous Provisions) Act 1976 deals with currently licensed drivers:

"...the district council may suspend or revoke or refuse to renew the licence of a driver of a hackney carriage or a private hire vehicle on any of the following grounds.

1. That he has since the grant of the licence -

- i) Been convicted of an offence involving dishonesty, indecency or violence, or
- ii) Been convicted of an offence under or has failed to comply with the provisions of the Act of 1847 or of Part of this Act.

Or;

2. Any other reasonable cause."

Some important areas that will be considered by the Committee are:

- Honesty and trustworthiness;
- Courtesy - The Licensing Authority considers that aggressive or abusive conduct on the part of the driver is unacceptable;
- Consistently good and safe driving - those paying for a transport service rely on their driver to get them to their destination safely. They are professional drivers and should be fully aware of all road traffic legislation and any conditions attached to the licence;
- Good physical and mental health;
- Good knowledge and awareness of any special requirements that disabled passengers may have.

### ***Protecting the Public***

The over-riding consideration for the members of the Licensing Committee is to protect the travelling public. Having considered and applied the appropriate guidelines, if the Committee has any reasonable doubts, then an application must be refused, or consideration must be given to revocation or suspension of an existing licence.

In exceptional circumstances, authorised officers will exercise the powers granted under the Road Safety Act 2006 to suspend a licence with immediate effect where there are serious concerns regarding public safety following arrest or information provided by the Chief Officer of Police (or a body responsible for public or child protection). Where relevant, the case will be referred to a Licensing Committee for final determination following the conclusion of any legal proceedings.

### ***Compliance with Conditions and requirements of Licensing Authority***

All applicants and currently licensed drivers are strongly advised to carefully read and familiarise themselves with the Hull City Council Hackney Carriage and Private Hire Licensing Conditions and Procedures Handbook.

The Committee may take into account an applicant's relevant history while holding a licence, from this or any other authority in deciding whether a person is a fit and proper person to hold a licence, or whether they can continue to hold a licence. This will include checks made to the National Anti-Fraud database on refusals and revocations of hackney carriage and private hire licences.

Such matters as a licence holder's record of complaints, or positive comments from members of the public, their compliance with licence conditions and their willingness to co-operate with Licensing Officers will all be taken into consideration.

### ***Convictions and/or Cautions***

The licence application form requires that the applicant must disclose all convictions and cautions. These include any convictions that are spent under the Rehabilitation of Offenders Act 1974. Except those that are "protected", as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 2002 (SI2002/441). (The amendments to the Exceptions Order 1975 (2013 provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure and cannot be taken into account).

Any applicant who is arrested for, charged with or convicted of any offence, or issued with a formal caution for any offence, whilst their application is being considered by the Licensing Authority shall immediately inform the Licensing Authority in writing of the arrest, charge, conviction or caution.

All private hire drivers currently holding a licence must immediately disclose any conviction or caution imposed on them, for whatever reason, in writing to the Council. The Licensing Committee is required to look at any past indicators (convictions, speeding offences etc.) that may affect a person's suitability to hold, or continue to hold, a licence and consider the possible implications of granting such a licence, or allowing an existing licence to continue.

If a licence is granted to a person on the basis of false or incomplete information supplied by them, the Licensing Committee may revoke the Licence.

The disclosure of any conviction will not necessarily preclude an applicant from being issued a licence. However, all convictions, spent or live, will be assessed, and may be taken into consideration. A series of offences over a period of time is more likely to give cause for concern than an isolated conviction. If a pattern is found for any offences, then serious consideration should be made as to the suitability of that person to hold, or apply for, a licence.

### ***Non-Statutory Rehabilitation Periods***

This guidance document has separated the various offences affecting an application into different categories, each detailing the period that normally elapse following conviction for a particular type of offence. If these requirements are not met, the matter will be referred to the Licensing Committee. If, after consideration by the Committee, a person is not considered suitable to hold a licence, then the application should be refused or, in the case of an existing driver, the licence should be revoked or suspended.

The Committee will not look behind the conviction or caution, but the applicant may, however, explain any mitigating factors, which they may consider led to them committing the offence. The Committee may choose to take these factors into account, together with all other relevant information, in deciding whether the applicant is suitable to hold or retain a licence.

The number, type and frequency of any offences will be taken into account. In some cases it may be appropriate to issue a licence together with a strong warning as to future driving conduct, or to give a similar warning to an existing licence holder. If a significant history of offences is disclosed, refusal of an application or a revocation or suspension may result.

### ***Options available to the Committee***

Depending on the nature of the conviction or caution, and any explanation offered by an applicant, the Committee may:

- Grant the licence;
- Grant the licence together with a written warning with regard to the applicant's future conduct
- Refuse the application; or

In the case of an existing licence holder:

- Take no further action;
- Allow the licence to continue but issue a strongly worded letter with regard to the person's future conduct;
- Suspend the licence for a period as decided by the Committee together with a written warning with regard to the person's future conduct;
- In addition the Committee may order the driver to attend such training as deemed necessary in order to adequately carry out his/her duties;
- Revoke the licence;

There are statutory rights of appeal against a refusal to grant or renew a licence, and against a decision to suspend or revoke a licence that is in existence, as well as a right of appeal against any conditions which may have been imposed on any such licence by the Council.

## **CATEGORIES OF OFFENCES**

### **CAUTIONS**

#### **New applicants**

If an applicant has received a caution for an offence, and dependant upon the nature of the offence, they may be required to attend a meeting of the Licensing Committee to explain the caution.

A caution is regarded in the same way as a conviction

#### **Existing Licence Holders**

If an existing driver has received a caution for an offence, and dependant upon the nature of the offence, the driver may be required to attend a meeting of the Licensing Committee to explain the caution.

If a caution is not declared, but if discovered by officers, the driver will be required to attend the Licensing Committee where they must explain why they failed to declare the caution.

### **TRAFFIC OFFENCES**

Hackney Carriage and Private Hire drivers are professional drivers charged with the responsibility of carrying the public. Any motoring conviction demonstrates a lack of professionalism and will be considered seriously. It is accepted that offences can be committed unintentionally, and a single occurrence of a minor traffic offence would not prohibit the grant of a licence or may not result in action against an existing licence. Subsequent convictions reinforce the fact that the licensee does not take their professional responsibilities seriously and is therefore not a safe and suitable person to be granted or retain a licence.

#### ***New applicants:***

Where an applicant has 7 or more penalty points on their DVLA licence for a \*minor traffic or similar offences, a licence will not be granted until at least 5 years have elapsed since the completion of any sentence imposed.

Where an applicant has a conviction for a \*\*major traffic offence or similar offence, a licence will not be granted until at least 7 years have elapsed since the completion of any sentence imposed.

In most cases if there are 6 or fewer points on an applicant's licence, a licence may be granted (subject to any other necessary checks and tests) by the Licensing Section with or without a formal warning with regard to future conduct.

If an applicant has been disqualified from driving for any reason, other than the offences shown below, at least five years (after restoration of DVLA licence) should elapse before an applicant is considered for a private hire/hackney carriage driver's licence.

\*a minor traffic or vehicle related offence is one which does not involve loss of life, driving under the influence of drink or drugs, driving whilst using a mobile phone, and has not resulted in injury to any person or damage to any property (including vehicles).

\*\*a major traffic or vehicle related offence is one which is not covered above and also any offence which resulted in injury to any person or damage to any property (including vehicles). It also includes driving without insurance or any offence connected with motor insurance.

### ***Existing Licence Holders***

Private hire and hackney carriage drivers are professional drivers and must be aware of the safety of their passengers and the safety of their vehicles at ***all*** times. Any traffic offences could show a lack of responsibility whilst driving either due to the maintenance and safety of their vehicles or in the manner of their driving.

Convictions or cautions for traffic offences do not automatically prevent a person from proceeding with a renewal of their licence, or from keeping their licence. However, the number, type and frequency of an offence will be taken into account. In some cases it may be appropriate to issue a licence together with a strong warning as to future driving requirements.

Any existing licence holder who has 7 penalty points or more on his driving licence will be required to appear before the Licensing Committee to explain their convictions or cautions.

The Licensing Committee then have the option of:

- Taking no further action
- Giving a written warning
- Request the driver to undertake a driving awareness course, ***at the driver's own expense***, within 2 months of their decision.
- Suspend the Licence upon conditions or for a period of time, to be commenced within 28 days of their decision.
- Revoke the licence.

In the case of an existing licensed driver being disqualified from driving under the totting up procedure, or for any other reason, their hackney carriage/private hire licence will be ***immediately suspended*** and referred to the next available meeting of the Licensing Committee for review.

## **USING A HAND-HELD TELEPHONE OR HAND-HELD DEVICE WHILST DRIVING**

Where an applicant has a conviction for using a hand-held mobile telephone or a hand-held device whilst driving, a licence will not be granted until at least 5 years have elapsed since the conviction or completion of any sentence or driving ban imposed.

## INSURANCE OFFENCES

### ***New applicants***

With regard to convictions or cautions for driving or being in charge of a vehicle without insurance, any new applicant who has been convicted or cautioned for driving or being in charge of a vehicle without insurance a licence will not be granted until at least 7 years have elapsed since the completion of any sentence imposed.

More than one conviction or caution for these types of offences should raise serious doubts as to an applicant's suitability to hold a hackney carriage or private hire licence and the Licensing Committee may choose to reject the application for a licence. If an applicant has been disqualified for these offences, at least 7 years should elapse (after restoration of the DVLA driving licence) conviction free before an applicant is considered for a hackney carriage or private hire licence.

### ***Existing Licence Holders***

The Council takes a serious view of convictions or cautions for driving or being in charge of a vehicle without insurance by one of its licensed drivers.

An isolated incident may not always result in their licence being revoked or suspended.

More than one conviction and/or caution for these types of offences would raise serious doubts as to the driver's continuing suitability to hold a hackney carriage or private hire licence.

Any existing licence holder who has been convicted of or cautioned for an insurance offence will be required to appear before the Licensing Committee to explain their conviction/caution. In the case of an existing licensed driver being disqualified from driving for any insurance related offence(s) their hackney carriage/private hire licence will be **immediately suspended** and referred to the next available meeting of the Licensing Committee for review.

## DRUNKENNESS

This category has been divided into two separate sections; drink driving with a motor vehicle and drunkenness without a motor vehicle.

### **With a Motor Vehicle**

The Council views driving or being in charge of a vehicle whilst under the influence of alcohol as a serious offence.

The offences that apply to this section include:

- Driving or attempting to drive with alcohol above the limit;
- Being in charge of a vehicle, driving or attempting to drive when unfit through drink;
- Refusal to provide a specimen of breath or blood for analysis

### ***New applicants***

Where an applicant has a single conviction for drink driving a licence will not be granted, until at least 7 years have elapsed since the completion of any sentence or driving ban imposed.

Any applicant with more than one conviction for any drink driving offence within seven years prior to the receipt of their application should expect their application to be rejected by the Licensing Committee.

### ***Existing Licence Holders***

A licensed driver found guilty of driving whilst under the influence of drink or of refusing to provide a specimen of breath or blood for analysis, and whose DVLA licence is suspended, will have their hackney carriage/private hire licence **immediately suspended**, and referred to the next available meeting of the Licensing Committee for review.

### **Without a Motor Vehicle**

#### ***New applicants***

An isolated conviction or caution for drunkenness not associated with a motor vehicle will not necessarily result in an application being refused, but an applicant who has been convicted or cautioned within 3 years prior to receipt of his/her application will be required to appear before the Licensing Committee hearing to explain their convictions or cautions.

#### ***Existing Licence Holders***

An existing licence holder who has committed, or being cautioned for, any of these offences will be required to appear before the Licensing Committee hearing to explain their convictions.

### **DRUG OFFENCES**

#### ***New applicants***

Where an applicant has any conviction for, or related to, the supply of drugs, or possession with intent to supply, a licence will not be granted until at least 10 years have elapsed since the completion of any sentence imposed.

Where an applicant has a conviction for possession of drugs, or related to the possession of drugs, a licence will not be granted until at least 5 years have elapsed since the completion of any sentence imposed. In these circumstances, any applicant will also have to undergo drugs testing at their own expense to demonstrate that they are not using controlled drugs.

Where an applicant has a conviction for driving under the influence of drugs, a licence will not be granted until at least 7 years have elapsed since the completion of any sentence or driving ban imposed. In these circumstances, any applicant will also have to undergo drugs testing at their own expense to demonstrate that they are not using controlled drugs.

#### ***Existing Licence Holders***

A hackney carriage/private hire driver found guilty of driving whilst under the influence of drugs and whose DVLA licence is suspended will have their hackney carriage/private hire licence immediately suspended and referred to the next available meeting of the Licensing Committee for review.

A driver convicted of, or cautioned for, any other drug-related offence will be required to appear before the Licensing Committee to explain their conviction or caution.

## **EXPLOITATION**

Where an applicant has been convicted of a crime involving, related to, or has any connection with abuse, exploitation, use or treatment of another individual irrespective of whether the victim or victims were adults or children, they will not be licensed. This includes slavery, child sexual exploitation, grooming, trafficking, psychological, emotional or financial abuse, but this is not an exhaustive list.

## **SEX AND INDECENCY OFFENCES**

Where an applicant has a conviction for any offence involving or connected with illegal sexual activity or any form of indecency, a licence will not be granted.

In addition to the above, applicants who are on the Disclosure and Barring Services (DBS) barred lists will not be considered. Applicants who are not on the barred lists and/or are on the sexual offenders register will not be considered.

### ***New applicants***

As hackney carriage and private hire drivers often carry unaccompanied passengers, any new applicants with convictions, or cautions, for a sexual offence, or where there is cause for concern of a similar nature will be required to appear before the Licensing Committee to explain their conviction(s) or caution(s).

### ***Existing Licence Holders***

Any existing licence holder, arrested for, charged with, convicted of, or cautioned for a sexual offence or where cause for concern of a similar nature arises whilst licensed with the authority may, where there is an immediate threat to public safety, have their licence immediately suspended and will be required to appear before the Licensing Committee.

Following revocation it is unlikely that anyone with convictions for the following offences will ever be licensed again.

- **Rape**
- **Indecent Assault**
- **Gross Indecency with a Female**
- **Gross Indecency with a Male**
- **Indecent Assault on a Child**
- **Buggery**

## **VIOLENCE/CRIMES RESULTING IN DEATH**

As hackney carriage/ private hire drivers maintain close contact with the public, any convictions or cautions for violence will be taken very seriously.

### ***New applicants***

Where an applicant has been convicted of a crime which resulted in the death of another person or was intended to cause the death or serious injury of another person, they will not be licensed.

A licence will not be granted where the applicant has a conviction for one of the following offences until at least 10 years have elapsed since the completion of any sentence.

A licence will not be granted where the applicant has a conviction for one of the following offences until at least 10 years have elapsed since the completion of any sentence

- Arson
- Malicious wounding or grievous bodily harm which is racially aggravated
- Actual bodily harm which is racially aggravated
- Grievous bodily harm
- Robbery
- Racially-aggravated criminal damage
- Racially-aggravated s.4 Public Order Act 1986 offence (fear or provocation of violence)
- Racially-aggravated s.4A Public Order Act 1986 offence (intentional harassment, alarm or distress)
- Racially-aggravated harassment
- Racially-aggravated fear of violence
- Common assault
- Common assault which is racially-aggravated
- Assault occasioning actual bodily harm
- Assault on the police
- Affray
- Battery
- Riot
- Obstruction
- Criminal damage
- Violent disorder
- Resisting arrest
- Any other offence involving violence

### ***Existing Licence Holders***

An existing licence holder who is arrested for, charged with or convicted of, or cautioned for any of the offences listed above may, where there is an immediate threat to public safety, have their licence immediately suspended and will be required to appear before the Licensing Committee.

Any existing licence holder who is found guilty of the following offences, will have their licence immediately suspended and the matter referred to the Licensing Committee as a matter of urgency.

- Murder
- Manslaughter
- Causing death by reckless driving, including:
- Causing death by reckless driving when unfit through drugs:
- Causing death by careless driving when unfit though drink
- Causing death by careless driving with alcohol level above the limit
- Causing death by careless driving then failing to supply a specimen for analysis
- Manslaughter or culpable homicide while driving a vehicle
- Causing death by dangerous driving
- Arson
- Malicious wounding or grievous bodily harm which is racially aggravated
- Actual bodily harm which is racially aggravated
- Grievous bodily harm with intent

- Grievous bodily harm
- Robbery
- Racially-aggravated criminal damage
- Racially-aggravated s.4 Public Order Act 1986 offence (fear or provocation of violence)
- Racially-aggravated s.4A Public Order Act 1986 offence (intentional harassment, alarm or distress)
- Racially-aggravated harassment
- Racially-aggravated fear of violence

## **DISCRIMINATION**

Where an applicant has a conviction involving or connected with discrimination in any form, a licence will not be granted until at least 7 years have elapsed since the completion of any sentence imposed.

## **POSSESSION OF A WEAPON**

### ***New applicants***

Where an applicant has a conviction for possession of a weapon of any kind or any other weapon-related offence, a licence will not be granted until at least 7 years have elapsed since the completion of any sentence imposed.

### ***Existing Licence Holders***

An existing licence holder, who is convicted for possession of a weapon of any kind or any other weapon-related offence, will be referred to the Licensing Committee.

## **DISHONESTY**

Drivers of hackney carriage and private hire vehicles are expected to be persons of trust. Members of the public entrust themselves to the care of drivers both for their own safety and for fair dealing. For these reasons a serious view is taken at any convictions involving dishonesty.

### ***New applicants***

Where an applicant has a conviction for any offence of dishonesty, or any offence where dishonesty is an element of the offence as shown below, a licence will not be granted until at least 7 years have elapsed since the completion of any sentence imposed.

- Theft
- Burglary
- Fraud
- Benefit fraud
- Handling or receiving stolen goods
- Forgery
- Conspiracy to defraud
- Obtaining money or property by deception
- Any other offence involving dishonesty

## ***Existing Licence Holders***

An existing licence holder who is convicted or cautioned for the above offences, will be referred to the Licensing Committee.

## **HACKNEY CARRIAGE/PRIVATE HIRE OFFENCES**

Where an applicant has a conviction for an offence concerned with or connected to hackney carriage or private hire activity (excluding vehicle use a licence will not be granted until at least 7 years have elapsed since the completion of any sentence imposed.

## **VEHICLE USE OFFENCES**

Where an applicant has a conviction for any offence which involved the use of a vehicle (including hackney carriage and private hire vehicles), a licence will not be granted until at least 7 years have elapsed since the completion of any sentence imposed.

## **COMPLAINTS AGAINST DRIVERS**

Any complaints made against hackney carriage and private hire drivers will be investigated by the Licensing Authority

Following that investigation the following course of action may be taken:

- No further action;
- Issue a warning letter with regard to the driver's future conduct;
- Refer the driver to the Licensing Committee for a review of the driver's licence;

In the case of the latter course of action, the driver will be required to appear before the Licensing Committee to explain their actions and the Licensing Committee will consider the complaint together with any history of complaints made against the driver to assess any patterns.

On the basis of the evidence, and subject to any explanation given by the driver, the Licensing Committee will then consider whether the driver is a suitable person to continue to hold such a licence.

## **APPEALS**

Any person aggrieved by the decision made by a District Council regarding a driver's licence held under Section 51 of the Local Government (Miscellaneous Provisions) Act, 1976 has a right of appeal to a Magistrates' Court, this must be lodged within 21 days of the notice of the decision.

In addition, any applicant refused a driver's licence on the grounds that the Licensing Committee is not satisfied they are a fit and proper person to hold such a licence, has a right of appeal to the magistrates' court within 21 days of the notice of the decision.

It should be noted that following an unsuccessful appeal the Magistrates' Court can award such costs against the appellant as it thinks just and reasonable.

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## Application for the Grant of a Private Hire/Hackney Carriage Driver's Licence

PRIVATE HIRE      1 YEAR  3 YEARS  Proposed Operator: \_\_\_\_\_

HACKNEY CARRIAGE      1 YEAR  3 YEARS

### PERSONAL DETAILS

Surname: \_\_\_\_\_ First Name(s): \_\_\_\_\_

Previous Name(s): \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Place of Birth: \_\_\_\_\_ Country of Birth: \_\_\_\_\_

Contact Number: \_\_\_\_\_ National Insurance Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Current address: \_\_\_\_\_

When did you move into your current address? (MONTH AND YEAR) \_\_\_\_\_ \*

\* If less than five years ago, please provide previous addresses until at least five years is reached.

Address	From (MONTH AND YEAR)	To (MONTH AND YEAR)

(Continue on separate sheet if necessary)

Driving Licence Number: \_\_\_\_\_

Have you **EVER** held a Private Hire/Hackney Carriage Driver's licence with Hull City Council or **any other** authority?

YES  NO

If 'yes', please give details (i.e. which authority, date held from and to, reason for leaving)

---

Have you **EVER** had a licence **suspended**, been **refused**, or had a Private Hire/Hackney Carriage Driver's licence **revoked by Hull City Council or by any other Authority**?

YES  NO

If 'yes', please give details

---

Have you **EVER** been **CAUTIONED** or **CONVICTED** for a **CRIMINAL OFFENCE** that is not protected (as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) **INCLUDING any spent convictions?**

YES  NO

**IF YES, PLEASE GIVE DETAILS BELOW**

<b>Criminal Convictions</b>			
<b>Date of Conviction</b>	<b>Court or Police Force</b>	<b>Offence</b>	<b>Sentence</b>

(Continue on separate sheet if necessary)

Have you **EVER** received **ANY** penalty points, **and/or** been **CONVICTED** by **ANY COURT** for **ANY DRIVING OFFENCE?**

YES  NO

**IF YES, PLEASE GIVE DETAILS BELOW**

<b>Driving Convictions</b>			
<b>Date of Conviction</b>	<b>Court or Police Force</b>	<b>Offence</b>	<b>Sentence</b>

(Continue on separate sheet if necessary)

## **DECLARATION**

The grant of this licence is subject to a Disclosure & Barring Service check, I give my permission for the Licensing Authority to hold the information contained on the DBS and to check the current status of my DBS Certificate using the update service, in line with Licensing's Privacy Notice. I understand that if my application is referred to the Licensing Committee, I will be expected to provide an account of my cautions and convictions.

**Do you have the right to work in the UK? YES  NO**

(Checks will be made with the relevant agencies in relation to this)

I hereby declare that the information given above is true and I understand that I may be liable to prosecution if I have knowingly or recklessly made a false statement or omitted any material particular to this application and that on behalf of Hull City Council, the Licensing Section reserves the right to make further enquiries arising out of this application as it considers necessary.

**Applicant's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

### ***Data Protection Act (2018) and the General Data Protection Regulations (2016)***

The Council is fully compliant with all aspects of the Data Protection Act 2018 and the General Data Protection Regulations 2016 and will not release any information to third parties unless required to do so by law. The information that you provide will be processed for the purpose of determining this application and your details will be checked against the National Anti-Fraud (NR3S) Database, and any relevant information taken into account in assessing the application. Where a licence is refused, or where a licence is granted but subsequently revoked or suspended this information will be entered into the NR3S register. During the currency of any licence issued your information will be stored for the purpose of maintaining accurate records and to write to you regarding matters that are related to such a licence. Please note that in satisfying the legal requirement to maintain public records, your name and address and in the case of hackney carriage drivers your offences, may be accessible by the general public. Further information is available upon request. The information provided may be shared with other Council data partners in accordance with the legislation. In the event of a driver's licence been refused, an individual's record will be retained.

## Privacy Notice – Licensing

Hull City Council Licensing Authority will use the information you provide to process your application, verify information about you and your business and make decisions on whether licences can be granted, suspended or revoked

We can be contacted -

### ***By Post***

Hull City Council Licensing Section  
33 Witham  
HU9 1DB

### ***By Telephone***

01482 300300

### ***By Email***

Licensing.requests@hullcc.gov.uk

We process information about:

- Those applying for licences and authorisations;
- Those employed by licence/authorisation holder;
- Members of the public submitting comments or concerns;
- Professionals at other organisations providing information to support licensing activity.

The types of information we hold includes:

- Names, Date of Birth and contact information;
- Details of business and trading activities;
- Details of physical and mental health;
- Information about previous cautions and convictions (including spent convictions);
- Disclosure and Barring Service information.

We receive information from -

- Customers
- Other Council departments
- Professionals at other organisations including GPs, health, police  
Other Local Authorities

We process personal information as the Licensing Authority for the City of Hull in order to meet our legal obligations under legislation including Local Government Act 1972, Licensing Act 2003, Gambling Act 2005, Town and Police Clauses Act 1842, Local Government Miscellaneous Provisions Act 1976 & 1982.

We also process information to safeguard the welfare of the public and to support legal proceedings where appeals on licensing decisions are made to a Court.

We retain incomplete applications for up to one year without contact after which they will be securely destroyed. Where licences or authorisations are granted information is retained for 24 months from the date the licence or authorisations expires.

We have a duty to improve information-sharing regarding taxi and private hire vehicle drivers under the Taxis and Private Hire Vehicles (Safeguarding and Road Safety) Act 2022.

In order to meet this duty we will check personal information provided for the purposes of determining applications against the National Anti-Fraud Network Database (NR3S) with any relevant information

taken into account when considering license applications. Hull City Council will also upload an indication of any refused, suspended or revoked license to the system along with details about the applicant including name, address, date of birth, driving license number, taxi license type. This will allow other authorities to contact us where they need further details when considering license applications in their area. We will retain a clear written record of every disclosure that is made as a result of a request from another Authority and this record will be retained for a period of 11 years.

Where hackney carriage/private hire driver licenses are revoked, refused or suspended details of the revocation and/or appearance at Licensing Committee will be retained for 85 years from date of revocation and/or appearance and will be entered into the NR3S register.

More details about how Hull City Council uses personal information can be found on our website - <http://www.hull.gov.uk/help/privacy-notice>

If you would like to enquire about how your personal information is processed by us or wish to complain please contact –

Hull City Council  
Data Protection Officer  
Room 12  
The Guildhall  
HULL  
HU1 2AA  
Information@hullcc.gov.uk

You also have the right to complain to the regulator –

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Telephone - 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number

Online enquiries - <https://ico.org.uk/global/contact-us/email/>

# Knowledge Test.

Please take the time to learn the enclosed list of venues and locations. As part of your **Knowledge Test** you will have to correctly identify 30 selected venues and their location.

## Zoos and Parks

The Deep	Tower Street
East Park	Holderness road
Pearson Park	Beverley Road
Pickering Park	Pickering Road
Princess Elizabeth Playing Fields	Beverley Road
Oak Road Playing Fields	Oak Road
West Park	Anlaby Road
Grasby Park	Grasby Road
Bude Park	Bude Road
Alderman Kneeshaw Park	Valiant Drive
Noddle Hill Nature Reserve	Noddle Hill Way
Costello Playing Fields	Anlaby Park Road North

## Pubs

Lambwath	Sutton Road
Four in Hand	Holderness Road
Whistling Goose	Amsterdam Road
Goodfellowship Inn	Cottingham Road
Old English Gentleman	Worship Street
Queens Hotel	Queens Road
Red Sails	Beacon Way
Highway Pub	Willerby Road
Pelican Pub	James Reckitt Avenue
Ye Olde White Harte	Silver Street
Old Grey Mare	Cottingham Road
The National	National Avenue
Pave Pub	Princes Avenue
The Minerva	Nelson Street
Gardeners Arms	Cottingham Road

The Haworth	Beverley Road
Punch Hotel	Queen Victoria Square
The Avenue	Chanterlands Avenue
The Empress	Alfred Gelder Street
Three John Scott's	Lowgate
The Priory	Priory Road
Dram Shop	George Street
Rugby Tavern	Dock Street
Manor Farm	Willerby Road
Harry Pursey	Beverley Road
Whittington and Cat	Commercial Road
Lion and Key	High Street
WM Hawkes	Scale Lane
Bowery	Princes Avenue

## Community Centres

Alf Marshall Centre	Goodhart Road
Lonsdale Community Centre	Lonsdale Street
North Bransholme Community Centre	Lothian Way
North Hull Community Centre	37 <sup>th</sup> Avenue
Marist Hall	Cottingham Road
Mitchell Community Centre	Fountain Road
Balfour Community Centre	Holderness Road
Edinburgh Street Community Centre	Woodcock Street
Riverside Community Centre	Parkstone Road
Marvell House Childrens Centre	Cranbourne Street
Coltman Area Community association	Bean Street
St. Andrews Community Centre	Ennerdale
Afro Caribbean Centre	Park Street
Victoria Dock Village Hall and Community Centre	South Bridge Road

## **Doctors and Hospitals**

Park Health Centre	Holderness Road
Wilberforce Health Centre	Story Street
Princes Medical Centre	Princes Avenue
Newland Group Practice	Alexandra Road
Clifton House Medical Centre	Beverley Road
Hastings Medical Centre	Spring Bank West
Newhall Surgery	Oakfield Court
Wolseley Medical Centre	Londesborough Street
Fieldview Surgery	Beverley Road
Goodhart Surgery	Goodhart Road
Kingswood Health Centre	School Lane
Orchard Park Surgery	Orchard Park Road
Hull Royal Infirmary	Anlaby Road
Westland inpatient Unit	Wheeler Street
Kingston Medical Centre	Beverley Road
Alexandra Medical Centre	Alexandra Road
Elliott Chapell Health Centre	Hessle Road
Bilton Grange Health Centre	Diadem Grove
Kingston Health Centre	Wheeler Street

## **Schools**

Sirius Academy North	Hall Road
Archbishop Sentamu Academy	Preston Road
Tweendykes School	Midmere Avenue
Cleeve Primary School	Wawne Road
Stoneferry Primary School	Stoneferry Road
Frederick Holmes School	Inglemire Way
Newland School for Girls	Cottingham Road
Bude Park Primary School	Cookbury Close
Thoresby Primary School	Thoresby Street
Rise Academy	Fountain Road
Westcott Primary School	Westcott Street

Dorchester Primary School	Dorchester Road
Gillshill Primary School	Cavendish Road
Collingwood Primary School	Collingwood Street
Pearson Primary School	Leicester Street
Frobel House School	Marlborough Avenue
Hull Trinity House	Charlotte Mews Street
Malet Lambert School	James Reckitt Avenue
Endsleigh Holy Child Primary School	Inglemire Avenue
Newland St. Johns CE Academy	Beresford Avenue
Hymers College	Hymers Avenue
Stepney Primary School	Beverley Road
The Boulevard Academy	Massey Close

## Local Government

Hull Job Centre	Ferensway
Hull City Hall	Queen Victoria Square
Hull Treasury	Guildhall Road
The Wilson Centre	Alfred Gelder Street

## Golf Courses and Sports Stadiums

Sutton Golf Club	Salthouse Road
Springhead Golf Club	Willerby Road
KCOM Stadium	Anlaby Road
Hull Arena	Kingston Street
Sewell Group Craven Park	Poorhouse Lane
Costello Stadium	Anlaby Park Road North

## Places of Worship

Oasis Hub	Newland Avenue
St. Cuthbert's Church	Marlborough Avenue
Kingston Evangelical Church	Park Grove
St. Johns Newland Church	Clough Road
Jubilee Church	King Edward Street

St. Marys Parish Church	Sculcoates Lane
Hull Mosque and Islamic Centre	Berkeley Street
Hull Minster	South Church Side
Mosaic Church	Endike Lane
Krzysiek Hull	Ella Street
Hull Elim Church	Bourne Street
Masjid Assahabah and Islamic Cultural Centre	Epworth Street
Hull Jame Masjid	Pearson Park
Guru Nanak Gurdwara Sikh Centre	Parkfield Drive
Khedrubje Kadampa Buddhist Centre	Coltman Street

### Places of Interest

Street Life Museum	High Street
Hull Maritime Museum	Queen Victoria Square
Hull and East Riding Museum	High Street
Ferens Art Gallery	Queen Victoria Square
Wilberforce House	High Street
Humber Street Gallery	Humber Street
Hull Fishing Heritage Centre	Boulevard
Town Docks Museum	Dock Street



# Training Application Form

Please Print all Information

<b>NAME OF COURSE (Only one course per application)</b>			
<b>DATE PREFERRED</b>		<b>ALTERNATIVE DATE</b>	
<b>PRE-REQUISITES ATTENDED:</b>	Delete as appropriate Yes      No      N/A		
<b>Name</b>			
<b>Telephone Number</b>		<b>Mobile</b>	
<b>Job Title</b>			
<b>Sector Classification</b>	<b>Voluntary</b>	<b>Statutory</b>	Delete as appropriate <b>Private</b> <b>Other Please State</b>
<b>Work-base Name &amp; Full Address (Including Postcode)</b>			
<b>E-Mail Address</b>		<b>Payroll/OfSTED/Charity Number</b>	
<b>Ethnicity</b>		<b>Date of Birth:</b>	<b>Gender:</b> Delete as appropriate <b>Male</b> <b>Female</b>
<b>Special Requirements (Disability/Allergies/Basic skills etc)</b>			
<b>Line Manager's Approval (Signature)</b>		<b>Date</b>	
<b>Line Manager's Job Title</b>			
<b>Line Manager's Work-base Address</b>			
<b>Line Manager's Telephone Number</b>		<b>Line Manager's E-mail</b>	
<b>Applicant's Signature</b>		<b>Date</b>	
<b>We will use your information to provide appropriate training data when requested. By signing this application agree to our sharing your information within the Local Authority.</b>			
<b>All cancellations must be made in writing either by e-mail to <a href="mailto:learninganddevelopment@hullcc.gov.uk">learninganddevelopment@hullcc.gov.uk</a> or by fax on (01482) 612442 For most courses there are waiting lists and we may be able to re-allocate your place if given adequate advance notice.</b>			

Once completed, please return this form to:  
Learning & Development, Brunswick House, Strand Close, Beverley Road, Hull, HU2 9DB.  
Or you can email this application to: [learninganddevelopment@hullcc.gov.uk](mailto:learninganddevelopment@hullcc.gov.uk)

## TO BE COMPLETED **ONLY** FOR EXTERNAL COURSES/CONFERENCES

NAME OF COURSE/ CONFERENCE (Only one course per application)			
COURSE/CONFERENCE DATE(S):		ORGANISING AGENCY:	

**Cost of external course or conference/post qualification course**  
(delete as appropriate): (plus estimated expenses)

Course fees: £\_\_\_\_\_  
Travel: £\_\_\_\_\_  
Subsistence: £\_\_\_\_\_  
Accommodation: £\_\_\_\_\_  
**TOTAL :** £\_\_\_\_\_

**Relevance of event to job/task:**

**Arrangement to be made for feedback to colleagues – please outline:**

**Line Manager's comments and approval:** (to include more than 'yes agreed')

**Signed:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(PLEASE PRINT)

APPROVAL IS GIVEN FOR THE FUNDING IN RESPECT OF THIS COURSE TO BE PAID FROM THE APPROPRIATE BUDGET.

**Please complete all sections of this form and attach a course programme, booking forms and any other relevant details.**

**YOU SHOULD NOT BOOK DIRECTLY YOURSELF – ARRANGEMENTS WILL BE MADE BY THE TRAINING & DEVELOPMENT SECTION**

Please return this form to:  
Learning & Development, Brunswick House, Strand Close, Beverley Road, Hull, HU2 9DB  
Tel: (01482) 612442

## Part B – LINE MANAGER NOMINATION FORM FOR A PLACE ON AN EXTERNAL COURSE/CONFERENCE