



Notification of Charges, Cautions & Convictions (including pending prosecutions)

For Office Use: Flare Number

PRIVATE HIRE VEHICLE OPERATOR AND HACKNEY CARRIAGE AND PRIVATE HIRE VEHICLE DRIVER

As per condition nos. 3, 4 and 5 of the Private Hire Vehicle Driver Licence Conditions, and condition nos. 2 and 3 of the Private Hire Operator Licence Conditions, the driver of a hackney carriage or of a private hire vehicle or the operator of private hire vehicles licensed by a district council **shall within seven days** disclose to the council in writing details of any charge, caution or conviction imposed on him during the period of any current licence issued to him.

- If you are completing this form by hand please write clearly in BLOCK CAPITALS
- In all cases ensure that your answers are inside the boxes and written in BLACK INK.
- Please ensure that you fully complete all sections relevant to the matter being reported before submitting this form.
- Please keep a copy of the completed form for your records.

SECTION A – THE NOTIFIER

Operator or Driver Licence Number							
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Full Name	Mr/Mrs/Miss/Ms
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Date of Birth	day	month	year
Home Address			
	Postcode		
Telephone Number	Fax		
Mobile Number			
Email Address			

SECTION B – THE VEHICLE

If this notification relates to an offence involving a vehicle licensed by this authority please state the registration number and licence number									
							Hackney Carriage or Private Hire *		

**Delete as appropriate*

SECTION C – TYPE OF NOTIFICATION

Are you telling us about:	<input type="checkbox"/> Charges against you for any offence
	<input type="checkbox"/> A motoring conviction already received (please also provide DVLA licence)
	<input type="checkbox"/> A criminal conviction already received (please include cautions, warnings or reprimands)

It is an offence to make a false statement on this document

SECTION D – CHARGES

	day	month	year
Date of Alleged Offence			
Description of offence			
Name of Police Force if charges pending			
Crime Reference Number			
Name of Court			
Bail Date/ Court Date			

SECTION E – CONVICTION DETAILS

	day	month	year
Date of Offence			
Date of Conviction			
Description of Offence			
Location of Offence:			
What was the sentence?			
If fined, how much?			
If a motoring offence, was your DVLA Licence endorsed?	Yes <input type="checkbox"/> No <input type="checkbox"/>		
If yes, how many points?			

SECTION F – BREACH OF CONDITIONS

If you were convicted more than seven days ago, you will have breached licence condition number 3 or 4 and we may take formal action against you. If you want us to consider the reasons for the delay, please write them below. Because this breach is an offence which ultimately could lead to a prosecution, we must offer you this caution.

STANDARD CAUTION:

“You do not have to say anything, but it may harm your defence if you do not mention now something which you later rely on in court. Anything you do say may be given in evidence”

****Please also attach any documents to prove the delay.****

It is an offence to make a false statement on this document

SECTION G –DECLARATION

In making this notification, I confirm the following:

- (a) The information given is true to the best of my knowledge.
- (b) I/We understand that it is a criminal offence to make a false statement or omit any material particular from this document.
- (c) I/We have the **RIGHT TO WORK** in the United Kingdom

Use of your information

The information Stoke-on-Trent City Council holds about you is used for the purpose of assessing your eligibility for a licence and for the administration of any licence issued to you in accordance with Local Government (Miscellaneous Provisions) Act 1976, Town Police Clauses Act 1847 and any other relevant legislation.

We may collect information about you from other sources in order to process this information. Your personal data may be passed to other authorities or agencies, including other council departments, benefits agencies and the police, where we have a statutory duty to do so or where we consider the disclosure is justified and it is allowed under the Data Protection Act 1998.

If you do not give us permission to do this, tick this box.

(Please be aware that even if you do not give us permission, we may still disclose the information where we consider the disclosure is justified and it is allowed under the Data Protection Act 1998.)

(Signed)						
Date	day		month		year	

SECTION H – FOR OFFICE USE ONLY

Date Submitted						
Receiving Officer			Add 9A1 to Action Diary	<input type="checkbox"/>		
Has it been more than seven days since charge, caution or conviction? Yes <input type="checkbox"/> No <input type="checkbox"/>						
Investigating Officer						
Investigating Officers Decision						
<input type="checkbox"/> No further action (9A1 – NFA.doc)						
<input type="checkbox"/> Panel referral required (9A1 – RTP.doc)						
<input type="checkbox"/> Other action required regarding notification Details:-						