**SHEFFIELD CITY COUNCIL**

**DRIVER EXEMPTION APPLICATION FORM**

**Equalities Act 2010 & Taxi & Private Hire Vehicles (Disabled Persons) Act 2022**

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| **PART 1 – To be completed by the Applicant**  **Please read notes at the end of the form before completing** |

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| **First name** |  |
| **Middle name(s)** |  |
| **Surname** |  |
| **Current Full Address** |  |
| **Post Code** |  |
| **Date of Birth** |  |
| **Telephone Number** |  |
| **Email address** |  |

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| **Hackney Carriage / Private Hire driver licence number** |  |

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| **What type of exemption are you applying for?** | | |
| Carriage of wheelchair exemption | Yes | No |
| Carriage of assistance dogs exemption | Yes | No |

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| **Please state the medical condition(s) that support this application for exemption** |
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| **Signature** |  |
| **Print Name** |  |
| **Date signed** |  |

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| **PART 2 – To be completed by a Specialist Medical Practitioner** |

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| **Name of Patient you are referring to:** | | |
| **Q1 - In your opinion, does the person have a medical condition which is aggravated by exposure to dogs?** | Yes | No |
| If ‘Yes’, please give details of condition below and attach copies of relevant medical reports: | | |
| **Q2 - In your opinion is this person’s medical condition so severe that he/she should be exempt from carrying dogs in their taxi/private hire vehicle if**: | | |
| 1. there is no fixed partition between the driver and the passenger compartment: | Yes | No |
| 1. there is a fixed partition between the driver and the passenger compartment: | Yes | No |
| **Q3 - In your opinion, does the person have a medical condition which prevents him/her from offering assistance to passengers in a wheelchair?**  The types of assistance that may be required are:   * If the passenger wishes to remain in the wheelchair, the driver must help the passenger to get in and out of the vehicle and secure the wheelchair in accordance with the vehicle specification. * If the passenger wants to transfer to a seat, the driver must help him or her to get out of the wheelchair and into a seat and back into the wheelchair. * the driver must also load the wheelchair into the vehicle together with any luggage. | Yes | No |
| If ‘Yes’, please give details of condition below and attach copies of relevant medical reports: | | |
| **Q4 - In your opinion is this person’s medical condition so severe that he/she should be exempt from carrying passengers in a wheelchair in their taxi/private hire vehicle:** | Yes | No |
| If ‘Yes’, please state the period of this exemption |  | |

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| **Medical Practitioner’s Name:** |  |
| **Medical Practitioner’s Signature:** |  |
| **Date:** |  |
| **Practice Address:** |  |

**Practice/Surgery/Hospital stamp:**

**NOTES:**

**Obligations on licensed drivers to carry passengers in wheelchairs**

**Equality Act 2010**

The Government is committed to an accessible public transport system in which disabled people can enjoy the same opportunities to travel as other members of society. Taxis and private hire vehicles are a vital link in the accessible transport chain and it is important that disabled people who use wheelchairs can have confidence that the taxi they find on a rank, or hail on the street, will accept them and carry them in their wheelchair at no extra charge.

All taxi drivers have an obligation under section 53 of the Town Police Clauses Act 1847 to carry any person wishing to hire them within the licensing area. This also includes persons using wheelchairs. Under the Equality Act 2010, there is a separate requirement for all taxi drivers to carry wheelchair users, unless they are in procession of an exemption certificate issued in accordance with that Act.

The Licensing Authority is responsible for issuing exemption certificates and must be satisfied that it is appropriate to do so on medical grounds.

**Part 2 of this form must be completed by the applicant’s General Practitioner or other Specialist Medical Practitioner, and must be accompanied by sufficient evidence such as a full diagnosis, details of ongoing investigations etc. A simple statement from a medical professional will not be considered as sufficient for the purpose of the exemption request.**

**Obligations on licensed drivers to carry assistance dogs**

**Equality Act 2010**

The Equality Act 2010 places duties on both licensed Hackney Carriage and Private Hire Vehicle Drivers to carry guide, hearing and other assistance dogs accompanying disabled people, and to do so without charge.

However, to enable drivers with certain medical conditions that are aggravated by exposure to dogs, to drive, or continue to drive Hackney Carriage and Private Hire Vehicles, the Act includes provisions for drivers to be exempted from these requirements on medical grounds.

The Licensing Authority is responsible for issuing exemption certificates and must be satisfied that it is appropriate to do so on medical grounds.

**Part 2 of this form must be completed by an appropriate specialist medical practitioner and must be accompanied by sufficient evidence of any allergy e.g. allergen test results, clinical history etc. A simple statement from a medical professional will not be considered as sufficient for the purpose of the exemption request.**

**If a driver has a chronic phobia to dogs, this form must be accompanied supported by a report from a psychiatrist or clinical psychologist.**

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| **Privacy Notice** |
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| **How we will use your information** |
| The information provided to us will be used to help us process your application for a licence.  Your personal data is processed under a contract to which you are party to through your application for a license (as per Article 6(1)(c) and Article 6(1)(e) of the General Data Protection Regulation). In terms of special category data including criminal records or health information, your information is processed as it is necessary for the performance of a task carried out in the public interest (as per Article 9(2)(g) of the General Data Protection Regulation).  Your application will be processed in line with the following pieces of legislation and guidance:  • Town Police Clauses Act 1847  • Local Government (Miscellaneous Provisions) Act 1976 |
| **Who we will share your information with** |
| We may share your information with the following third parties, including:   * Driving and Vehicle Licensing Agency (DVLA) * Disclosure and Barring Service (DBS) * Taxi Plus * Big Change App (Online applications) * Home Office * NR3 National Register of Taxi Licence Refusals and Revocations * Department for Environment, Food and Rural Affairs (DEFRA) * Other Licensing Authorities * Other Council services * Any other service/organisation as referenced in the Town Police Clauses Act 1847 and the Local Government (Miscellaneous Provisions) Act 1976   We are required to maintain and publish [**Public Registers**](https://licensing.sheffield.gov.uk/1/WcaHome), which includes data of licence holders.  We will also share data with the Cabinet Office for the purposes of a data matching exercise called the National Fraud Initiative. The purpose of the exercise is to detect fraud and error. The Council is legally required to participate in this exercise. |
| **How long we will keep your information** |
| The information you provide will be kept for the duration of your licence, plus six years, after which time it will be deleted.  The information will be stored either in paper form and/or electronically on a secure council database.  In the event that your licence is revoked, or an application refused, information will be uploaded to the NR3 Register and the information kept for 11 years. |
| **What are your rights** |
| You have rights under Data Protection law. For further details about your rights, the contact details of our Data Protection Officer and your rights to make a complaint please see our Data Protection web page:  <https://www.sheffield.gov.uk/privacy>  If you do not have access to the internet, please contact us and we will be able to provide paper versions of the information you require. |