

**Applicant Declaration of Convictions,  
Cautions and Pending Prosecutions  
The Rehabilitation of Offenders Act 1974  
Local Government (Miscellaneous  
Provisions) Act 1976**



**MANCHESTER  
CITY COUNCIL**

<b>I, [State full name]</b>	
<b>Date of Birth</b>	
<b>OF [State full address]</b>	
<b>Post Code</b>	

Manchester City Council is committed to combating fraud and may use information including personal information to prevent and detect fraud in any of our systems and may supply information to credit reference agencies or other external bodies such as the Police in relation to the detection of crime and safeguarding issue. Manchester City Council also participates in the National Fraud Initiative data matching exercise. Please note that data relating to all applications and existing licenses for private hire drivers, operators and vehicles and hackney carriage drivers may be provided to bodies responsible for auditing and administering of public funds for the purpose of preventing and detecting fraud. For more details visit [www.manchester.gov.uk/datamatching](http://www.manchester.gov.uk/datamatching) or contact the Audit Manager on 0161 234 5271.

Manchester City Council is the Data Controller for the purposes of the Data Protection Act.

Failure to disclose convictions, cautions and pending prosecutions can be taken into account when assessing applications / review of licenses.

**Section A.**

Please complete all this section (where you have answered yes to any questions please give details in the table in Section B or on a separate piece of paper).

**Criminal Convictions**

**\*Driver applicants must declare ALL convictions whether or not spent**

**Do you have any \*Unspent criminal convictions?**

*If you have ticked yes you must give full details in Section B.*

YES  NO

**Have you ever been cautioned by the police for any reason?**

*If you have ticked yes you must give full details in Section B*

YES  NO

**Do you have any civil convictions relating to any business or Company you have been involved with**

*If you have ticked yes you must give full details in Section B*

YES  NO

**Traffic Convictions**

**\*Driver applicants must declare ALL convictions whether or not spent**

**Do you have any traffic convictions?**

*If you have ticked yes you must give full details in Section B*

YES  NO

**Do you have any pending traffic convictions?**

*If you have ticked yes you must give full details in Section B.*

YES  NO

**Other Convictions**

**Have you ever been convicted of a Ply for Hire Offence**

*If you have ticked yes please give details including the name Council who prosecuted you in Section B*

YES  NO

**Pending Convictions/ Matters**

**Do you have any pending matters for which you are currently being investigated, for example, by the police or other enforcement agency?**

*If you have ticked yes you must give full details in Section B.*

YES  NO

**Do you have any pending criminal convictions?**

*If you have ticked yes you must give full details.*

YES  NO

**Do you have any pending traffic convictions?**

*If you have ticked yes you must give full details in section B*

YES  NO

**Other Countries**

**Have you ever been convicted of a criminal or traffic conviction in another Country**

*If you have ticked yes you must give full details in section B*

YES  NO

**Section B – please complete all this section.**

I do solemnly and sincerely declare that (tick either declaration 1 or 2 as appropriate):

**EITHER**

1	I do not have any criminal or traffic convictions or cautions to declare and I am not subject to any pending prosecutions or being investigated for any other matter. *Driver applicants – convictions refers to all whether spent or not	<input type="checkbox"/>
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**OR**

2	I list here full details of all criminal and or traffic convictions and cautions I have ever received. I also list full details of any offences for which I am currently being prosecuted or other matter for which I am being investigated.	<input type="checkbox"/>
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**IMPORTANT:** It is an offence under Section 57(3) of the Local Government (Miscellaneous Provisions) Act 1976, for any person to knowingly or recklessly make a false statement or omit any material particulars in giving the required information.

<b>Convictions, Cautions and Pending Prosecutions Details (INCLUDING Motoring and Criminal)</b>				
<b>Date Convicted</b>	<b>Type of Conviction (Criminal, Motoring, Caution or Pending Matter)</b>	<b>Court or Police</b>	<b>Offence or Pending Matter</b>	<b>Penalty</b>
<i>Example 28.07.09</i>	<i>Example Motoring Conviction</i>	<i>Example 1733 or M/C</i>	<i>Example IN10 Driving without insurance</i>	<i>Example £500 fine and 6pts</i>

If necessary, please continue on a blank sheet of paper

I declare that to the best of my knowledge and belief that the information provided is true and correct.

**Date:** .....

**Signed:**  
**(Signature of the person making the declaration)**