

Application Process for a NEW Combined Hackney Carriage/ Private Hire Driver Licence

Please be aware that the process for new Applicants may take up to 12 weeks from the first interview to the issue of your Driver Licence.

Fees	INFORMATION REQUIREMENTS FOR FIRST INTERVIEW;	Tick
<p>£68.00 payable to Personnel Checks as part of your on-line application</p>	<p>You must obtain a current Enhanced DBS Certificate from the Council's designated service provider. The DBS Certificate must be no more than 3 months old at the time you make your application and we do not accept DBS Certificates obtained for other Authorities or employers.</p> <p>Please Note that if you are signed up to the on-line DBS Checking Service, you do not need to complete a DBS on-line but you must provide your DBS Update Service ID Number and your most recent Enhanced DBS Certificate to the Licensing Authority at your first interview.</p> <p>For Drivers that are NOT signed up to the DBS on-line checking service, you must complete your Disclosure and Barring Service check and DVLA check on line at:-</p> <p>https://www.personnelchecks.co.uk/taxis/staffordshire-moorlands/</p> <p>You will be given instructions via the website regarding the correct identification required.</p> <p><i>If you have any queries regarding this process, you can email taxi@personnelchecks.co.uk or call the helpline on 01254 355679</i></p> <p>You must ensure that you read the DBS Privacy Policy for Enhanced Certificates before you make your DBS Application. You can read the Privacy Policy at https://www.gov.uk/government/publications/dbs-privacy-policies</p>	
	<p>You must be at least 21 years of age and have held a full Driving Licence for at least 12 months. Your Driving Licence must be 'clean' i.e. you cannot apply for a Staffordshire Moorlands Licence if you have unexpired convictions/points on your DVLA Driving Licence.</p>	

	<p>You must be Eligible to Work in the UK – The Immigration Act 2016 requires the production of any of the following original documents;</p> <ul style="list-style-type: none"> • a current British Passport; • a current EEA Passport; • a Home Office Registration Certificate or Document Certifying Permanent Residence; • a Permanent Residence Card; • a current Biometric Residence Permit • a current passport endorsed to show exemption from immigration control, indefinite residence, right of abode or no time limit on staying in the UK. • A UK Birth Certificate <p>If you do not have any of the above documents, you must contact us at licensing-1@staffs Moorlands.gov.uk for more information on what will be acceptable. The Post Office will require one of the above documents in order to validate your identity.</p>	
	<p>You must provide evidence of successful completion of the BTEC Level 2 certificate in the introduction to the role of the Professional Taxi or Private Hire Driver or the NVQ level 2 certificate in Road Passenger Vehicle Driving (Taxi and Private Hire Driver) or suitable equivalent Qualification.</p> <p>Please be aware that the Council’s Hackney Carriage and Private Hire Licensing Policy 2017 states that ALL licensed drivers must complete and successfully achieve a pass in either the BTEC Level 2 certificate in the Introduction to the role of the Professional Taxi or Private Hire Driver or the NVQ level 2 certificate in Road Passenger vehicle Driving (Taxi and Private Hire Driver) or obtain an equivalent qualification.</p> <p>This is a pre-application requirement, and an application from any applicant who has not met this requirement is likely to be refused.</p> <p>It is up to the driver to arrange attendance at a suitable college to complete the course. You must make the arrangements directly with the relevant provider.</p>	

DO NOT contact us to make your application until you have received your Enhanced Certificate from the Disclosure and Barring Service and you have completed the required BTEC/NVQ Qualification.

Please note that if you intend to sign up to the DBS on-line checking Service, you must do this within 19 days of the DBS certificate being issued to you – *if you fail to do this in time then a further DBS application **WILL** be required on*

your next renewal

When you have received your Enhanced Certificate from the Disclosure and Barring Service and you have evidence of successful completion of the BTEC/NVQ Qualification, you should contact us at licensing-1@staffs Moorlands.gov.uk to arrange your first interview and bring with you the following documents:-

Fees	INFORMATION REQUIRED	Tick
	New Driver Application Form. You must ensure that you complete and sign the Statutory Declaration of Convictions section on the Application Form. The Application Form is available to download from the Council's website https://www.staffs Moorlands.gov.uk/article/459/Apply-for-a-drivers-licence	
	Produce either; - your On-Line DBS Code with your most recent Enhanced DBS Certificate or - Your new Enhanced DBS Certificate.	
	Your current DVLA Driving licence	
	Provide a Passport style colour photograph	
	Provide a Letter from the Operator that you will be driving for on company branded paper, naming you and stating that you will be working for them on completion of your application. Please note that if you subsequently intend to apply for a Hackney Carriage Vehicle Licence, the Council is currently only approving applications if the vehicle is adapted for disabled passengers.	
	Evidence of successful completion of the required BTEC/NVQ Qualification	
	Proof of your Current Residential Address (e.g. Bank statement, utility bill, Council Tax statement)	

If your application is accepted at first interview, an Officer will provide you with a Medical Examination Form and the details of the Knowledge Test arrangements. You should ensure that the Medical Form is completed by a Medical Professional, preferably your own GP. You will then need to contact us at licensing-1@staffs Moorlands.gov.uk to book your second appointment, to sit the Knowledge Test and submit your Medical Report;

£20.00 per re-sit	Complete Driver Knowledge Test – Please note that there is no charge for the initial Knowledge Test, but any re-sits will be charged at the current rate. Please note that you can only book a Knowledge Test after you have successfully completed the first interview stage of the application process.	
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	Submit your completed Group 2 Medical Report.	
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It is highly recommended that you read up on the following information in preparation for your Driver Test:

- Local geography;
- Hackney Carriage and Private Hire Vehicle and Drivers Code of Conduct;
- Basic numeracy and literacy.
- Highway Code
- Safeguarding

On achieving a PASS in the Driver Knowledge Test your licence application will be completed. You will then need to:

£75.00 for 1 year/ £150 for 3 years	Provide the fee for your licence You can make payment by calling 01538 395400 and waiting to the end of the options list to speak directly to a Customer Advisor. You can no longer make payments at the Council's Reception areas.	
	Enrolment on a Safeguarding Training course will be arranged by the Council as dates are set.	

You will be notified by email when your licence is ready. Please make sure you have provided an up to date email address on your Application Form