Application Process for New
Combined Hackney Carriage/ Private Hire Driver Licence

Please be aware that the process to become a licensed driver in the District of Staffordshire Moorlands can take up to 12 weeks and you will be required to present yourself to the Moorlands House in Leek on at least one occasion.

All applicants must provide the following information with their application:

Fees	INFORMATION REQUIRED;	Tick
	Download, complete and submit the New Driver application from which can be found here: https://www.staffsmoorlands.gov.uk/article/459/Apply-for-a-drivers-licence	
	You must be at least 21 years of age and have held a full Driving Licence for at least 12 months.	
Fee payable to Personnel Checks (Taxi Plus)	You must obtain an **Enhanced DBS Certificate**. It is a pre requisite that you are signed up to the online checking service once the initial certificate has been obtained and submitted to the Licensing Service. You must complete your Disclosure and Barring Service check on line at:- **https://www.personnelchecks.co.uk/taxis/staffordshire-moorlands/** **You will be given instructions via the website regarding the correct identification required. Please note that you cannot obtain the Certificate we require from any other source.** **You are required to provide your DBS Update Service ID Number.** **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 You will be asked to sign to confirm that you have read and understood the Policy (which tells you how the DBS will record and use your personal data) when making your licence application.	
	You must provide evidence that you are eligible to Work in the UK – Information on what documents can be used may be found here https://www.gov.uk/prove-right-to-work	

Once you have obtained the above you may make an appointment to see the Licensing Team in order for them to check that you have all the correct documentation. You will need to bring with you:
1. Completed and signed application form
2. Original DBS Certificate – plus your online ID check code
3. DVLA licence and check code
4. Right to work documents
5. 1 Passport sized colour photograph
6. Evidence of an offer of work at a Staffordshire Moorlands Licensed Operator

If all the above are in order you will be given:

1. Medical Form to be completed by your GP or a Taxi Medical provider.
2. A sample of the Knowledge Test Paper
3. An appointment to sit the Knowledge Test Paper

If the disclosure information is not satisfactory then the application will be rejected.

If you dispute the decision then the application will be passed to the next Licensing Sub-Committee to determine whether your application is eligible.

	Once the application, documents and the Knowledge Test has been passed you will need to pay the fee prior to the license being issued. - 1 Year Licence - 3 Year Licence You can make payment by calling **0345 605 3010** 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. The Customer Advisor can take payment either by credit or debit card.	

You will be notified by email when your licence is ready. Please make sure you have provided an up to date email address Application Form and inform us of any changes.

You will NOT be able to renew the licence at the end of the first year if
1. You have not provided 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.

2. You have not registered and are able to provide your 9 digit Tax Check Code on renewal. You can find further information on the tax requirements at Renew a driver or vehicle licence - Staffordshire Moorlands District Council