

## Application Process for the RENEWAL of a Combined Hackney Carriage/ Private Hire Driver Licence

Please be aware that the process for renewing your Drivers Licence requires that your application is submitted **no less than 60 days before** the licence is due to expire. Drivers signed up to the DBS on-line checking service may expect a much reduced application time.

All applicants must provide the following information with their application if stated on the renewal letter:

Fees	INFORMATION REQUIRED;	Tick
£68	<p><b>You must provide a completed Disclosure and Barring Service Form including fee if a form has been included in this pack.</b></p> <p>You must provide the following documentation in support of the DBS application;</p> <ul style="list-style-type: none"> <li>• Your current Driving Licence</li> <li>• Your Passport, Birth Certificate or Marriage Certificate</li> <li>• <b>ALSO</b> 1 other document providing proof of current address – this could be <ul style="list-style-type: none"> <li>• a bank or building society statement, credit card statement, utility bill, benefit statement or a central / local government letter showing entitlement, dated within the last 3 months, or</li> <li>• a mortgage or financial statement, Council Tax Statement, P45 or P60, dated within The last 12 months.</li> </ul> </li> </ul> <p>These <b>MUST</b> be original Documents.</p> <p><i>The DBS service takes approximately 6-8 weeks to process your application so you should do this as a matter of urgency if required.</i></p> <p><b>If you are signed up to the on-line DBS Checking Service, you do not need to complete a DBS Form but you must provide your DBS Update Service ID Number.</b></p> <p><b>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 <a href="https://www.gov.uk/government/publications/dbs-privacy-policies">https://www.gov.uk/government/publications/dbs-privacy-policies</a> You will be asked to sign to confirm that you have read and</b></p>	

	understood the Policy (which tells you how the DBS will record and use your personal data) when amaking your licence application.	
	<b>You must provide an independent medical certificate equivalent to Group 2 on the prescribed form if one has been provided in this pack.</b> (for HGV/PSV drivers this can be a copy of the certificate provided to complete this other licence)	
	You must be at least 21 years of age and have held a full Driving Licence for at least 12 months.	
	Be Eligible to Work in the UK – Following Government legislation introduced in December 2016 all employers are required to ensure that ALL employees are eligible to work in this country. If you are required to provide this the following documents are acceptable – Passport <b>or</b> Birth Certificate <b>or</b> Marriage Certificate <b>or</b> Residency permit <b>or</b> leave to remain in UK and work permit – <b>or</b> similar legal document. <b>These must be the original documents.</b>	
£ 75.00 £150.00	Provide a Completed Renewal Application Form and Fee <ul style="list-style-type: none"> <li>- 1 Year Licence</li> <li>- 3 Year Licence</li> </ul>	
	Complete and sign the Statutory Declaration of convictions on the Application Form. Please note that this is ANY conviction including driving offences.	
	Produce your Driving Licence and provide a DVLA Driving Licence Online Code.	
	Provide a Passport size photo	
	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.  You will be aware that the Council's Hackney Carriage and Private Hire Licensing Policy 2017 states that <b>ALL</b> 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.  From 1st January 2019 All Licensed Drivers must complete and	

	<p>successfully achieve a pass in either qualification and present evidence of having done so before renewal of their licence. An application/renewal from any applicant who has not met this requirement is likely to be refused.</p> <p><b><i>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.</i></b></p>	
	<p>Enrolment on a Safeguarding Training course will be arranged at this appointment if you have not already completed the training.</p>	

### Did you receive a DBS Form with your Renewal Application?

#### 1. If yes

- Please complete the form and ring to make an appointment at one of the sessions at Moorlands House on Thursday mornings between 10am and 1pm in order for your application and documents to be checked by a Licensing Officer.
- Once you receive your Enhanced Certificate from the Disclosure and Barring Service, You must send the **original** Enhanced Certificate to the Licensing Office. Copies cannot be accepted
- **Please note** that an application to the online update service **MUST** be completed within 19 days of the certificate being issued to you.

#### 2. If No

The Council will use the DBS On-line update service ID Number you have provided.

Or your DBS is still current.

If the disclosure information is not satisfactory then the application will be passed to the next Licensing Sub-Committee to determine whether your application is eligible.

If the disclosure is satisfactory then your licence will be completed and sent out to you prior to the expiry of your current licence. You can also opt to collect the licence but you **MUST** advise of your intent on application so that an Officer can contact you accordingly when the badge is available.