



## Application Requirements

### Dual Hackney Carriage and Private Hire Vehicle Driver

Under sections 51 and 59 of the Local Government (Miscellaneous Provisions) Act 1976 the Council must not grant a licence for a Private Hire Vehicle Driver or a Hackney Carriage Driver unless satisfied that the applicant is:

- a) a fit and proper person to hold a licence and
- b) has been authorised to drive a car for at least twelve months prior to the application and is currently authorised

#### 1. Fit and Proper

##### New Applicants

To establish if you are fit and proper you will need to provide the following:

- a) Completed Application Form and fee
- b) Completed Consent form and fee for DVLA record
- c) A Council approved driving assessment and satisfactory certificate of competence
- d) Medical Report from own Doctor (GP)
- e) Completed Criminal Record Bureau (CRB) Form together with supporting documents and fee
- f) If you are a non-UK national, a Certificate of Good Conduct/Character/Citizenship from the Ministry of Justice from your country of origin or UK Embassy
- g) If you have lived abroad for more than a month a Certificate of Good Conduct/Character/Citizenship from the Ministry of Justice for particular country/countries
  - Ex Service Personnel are exempted from the requirement of obtaining Certificates of Good Conduct for their periods of military service. Proof of period of military service is required
- h) DVLA or equivalent EU/EEA driving licence
- i) Proof of eligibility to live and work in UK (this will be requested where applicable eg overseas students undertaking a course in the UK or applicants who may be applying before moving to the UK)

##### Renewal Applicants

- j) You will be sent a renewal form two weeks before the expiry of your licence. During the life of your licence you will be asked for further medical reports in line with the policy on frequency (see below). You will also be subject to CRB checks every three years. If the issue number of your driving licence is different to that held on your file,

you will be asked to complete a DVLA consent form and pay an additional fee to enable us to obtain a copy of your record.

### *Training*

Drivers licensed before the 13 May 2009 – you are required to undertake both the BTEC in 'Transporting Passengers by Taxi' and the NVQ 'Transporting Passengers by Taxi and Private Hire' and provide a pass certificate by the 30 April 2013.

Drivers licensed after 13 May 2009 – you are required to undertake both the BTEC in 'Transporting Passengers by Taxi' and the NVQ in 'Road Passenger Transport Vehicle Driving (Hackney Carriage and Private Hire) within one year of your first licence, subject to course availability (this period beginning on 1 March 2010). Drivers' names will be added to a waiting list and drivers will be required to complete a course as soon as one is available.

### **Medical Standards**

You are required to meet the DVLA Group 2 medical standards. In order to satisfy these requirements, you are required to provide a Group 2 medical report from your own doctor (GP) no more than one month old. The doctor will charge you for this report. The Council sends all reports to its approved Occupational Health Surgery where they are checked and approved as passing or failing the Group 2 standard. Occasionally, the Surgery may require further information from your doctor or may wish to see you. You will be required to pay any additional costs incurred.

#### PSV or HGV Licence holder

If you hold a PSV or HGV Driver's licence and have undergone a medical examination within the last five years or one year if aged over 60 or 6 months if aged over 70, it may not be necessary for you to submit a medical report. You should discuss this with the Licensing Officer.

#### Licensed with another Council

If you hold a similar driver's licence with another authority and have undergone a medical examination (to the same standards) it may not be necessary for you to submit a medical report. You should discuss this with the Licensing Officer.

#### Insulin Treated Diabetics

If you are an insulin treated diabetic you will not meet the DVLA Group 2 standard. In respect of this, we will apply the DVLA C1 standard. This follows the advice given by the Department for Transport in 'Taxi and Private Hire Vehicle Licensing: Best Practice Guidance 2006.' The criteria the DVLA apply are contained in Appendix B [replaces 'A'].

#### Frequency of Medical Tests

##### Licensed Drivers

You are required to submit a DVLA Group 2 medical report from your doctor (GP) once up to age 45, every five years up to age 65 and once a year thereafter.

All medical conditions that may affect your ability to drive must be reported to the DVLA and the Licensing Officer. You may be asked to provide additional medical reports following such an event and the detail of this report would be decided by the relevant circumstances.

## **Driving Proficiency**

### New Applicants

You will be required to undertake a Council approved driving assessment and provide a satisfactory certificate of competence. The assessment may indicate that you require lesson/s in order to reach a satisfactory level. You are required to pay the fees of the assessment and any necessary lessons.

### Licensed Drivers (those licensed prior to the publication of this Policy)

A driving assessment will form part of the NVQ which you will be required to complete and pass within three years of this Policy coming into effect.

## **Vetting of Criminal Background**

### New Applicants

You will be required to complete a Criminal Records Bureau disclosure form. The disclosure will be to the 'Enhanced' level which means that the Police and various agencies will be asked to provide information on your criminal background, including 'spent' convictions. If you are unable to provide a complete history from a CRB disclosure, because you have lived abroad, you will be asked to provide a Certificate of Good Conduct/Character/Citizenship from the relevant country/countries.

Ex Service Personnel are exempted from the requirement of obtaining Certificates of Good Conduct for their periods of military service. Proof of period of military service is required

Consideration of spent convictions will form part of the criteria in establishing whether a person is fit and proper to hold a licence. We will have regard to the Council's Policy on Convictions and CRB Code of Practice (available on request) on the handling of this information.

## **Identity Check**

You will be required to undertake an identity check. This will normally be by verification of the supporting documentation needed for the CRB check. However, in some circumstances we may ask for additional information. A licence will not be issued until details of a permanent UK address and acceptable photographic proof of identity, such as a passport or driving licence, have been provided to the Council.

## **Eligibility to work in the UK**

### New Applicants

You will be required to satisfy the Council that you are entitled to reside and work in the United Kingdom. Examples where you may be asked to provide additional documentation

would be if you are an overseas student or at the time of application you are a non-UK resident.