

## PRIVATE HIRE NEW DRIVER APPLICATION GUIDANCE TO APPLICANTS

### Fees

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Basic Skills, Knowledge and Conditions Assessment   £70 (non-refundable)  
Private Hire Driver Licence .....£185 (3 year licence)

Please note that it is an offence to drive a Private Hire vehicle without the relevant licence as issued by the Council. Unlicensed drivers may be subject to prosecution.

You may not drive a Private Hire vehicle until your application has been determined and the relevant licence granted to you.

### Council Policies

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We expect all applicants to familiarise themselves with our policies and conditions attached to licenses. We expect that Hackney Carriages licensed by Rossendale will predominately work in Rossendale and applicants should therefore ensure that they have read and understood the Intended Use Policy. All policies can be accessed from our website.

### New Applications

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Before we will consider your application, you must:

- Complete the application in full and make payment of the fee
- Provide all supporting documents. These are:
  - Notification of your successful Rossendale Basic Skills, Knowledge and Conditions Assessment & CSE Training Certificate which provides details of your unique identifier
  - Practical Driving Test Certificate (showing your successful completion and it must be dated within 6 months of your application being received by us)

We now have 4 approved suppliers...

Mitchells Driving School based in Tameside <http://www.taxidrivngtest.co.uk/>

Blue Lamp Trust <https://www.bluelamptrust.org.uk/>

Taxi Driving Solutions <http://taxitesting.co.uk/>

PSM Driving School <http://psmdrivingschool.com>

- Group 2 Medical (certifying your fitness to drive and it must be dated within 6 months of your application being received by us)
- Enhanced DBS check (must be dated within one month of your application being received by us)
- Evidence that you have subscribed to the DBS Update Service and the unique reference number issued
- Passport or other proof of entitlement to work in the UK
- Certificate of good conduct (is required where the applicant has lived in a country other than the UK for a continuous period of six months or more at any time since their tenth birthday) which must be issued within 6 months of the date upon which you submit your application to us
- One passport photograph showing your full head, without any head covering, unless worn for religious beliefs or medical reasons and must be a true likeness. The photograph must have been taken in the last 30 days prior to your application being received by us
- A UK driving licence which you have held for at least 12 months prior to your application for a licence. The licence must reflect your current name and address
- Advanced Check Driver Consent Form

**Incomplete applications will not be accepted and will be returned to you.**

## **DBS Certificates**

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All convictions, irrespective of age, remain 'live' for the purpose of a Hackney Carriage or Private Hire Drivers Licence as these are exempt from the concept of 'spent' convictions under the Rehabilitation of Offenders Act 1974, by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions Order) 1975. In practice, this means that all convictions will be taken into consideration when determining whether you are a fit and proper person to hold the licence.

If you have convictions, your application may be determined by our Licensing Committee. We have a policy statement on guidelines to convictions which includes a statement of policy about relevant convictions, and you can refer to this for guidance. You must declare any criminal convictions (including motoring offences), ASBO's, Cautions, Binding Over or Public Order Fixed Penalty Notices including fixed penalty notices for traffic offences. You must also declare if you are currently being investigated by any authority, enforcement agency or the Police.

DBS certificates must be obtained from Personnel Checks by contacting them at: [www.personnelchecks.co.uk/taxis/rossendale](http://www.personnelchecks.co.uk/taxis/rossendale).

Applicants will be required to subscribe to the DBS Update Service and maintain that service for the life of the hackney carriage driver's licence. You will need to provide evidence with your application that you have subscribed to the Update Service and you will need to provide the unique update reference number given to you.

## **Medicals**

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A group 2 medical will be required for all new applications. This will need to be completed by your own GP practice. We apply the DVLA group 2 medical guidelines for the purposes of Hackney Carriage and Private Hire licensing.

A group 2 medical will be valid up to the applicant's 45<sup>th</sup> birthday. Thereafter, a further group 2 medical will be required every 5 years until the age of 65. The medical will then be required every year thereafter.

The exception will be if your doctor recommends a further medical within this period. Our Licensing and Enforcement Unit reserve the right to request that you have a further medical examination should there be reason to believe that a new medical condition has emerged.

It is your responsibility to ensure that you have the medical done at the right time and produce it to our Licensing Unit.

## **Licensed Private Hire Driver's Confirmation Form**

New and Renewal applicants to submit this confirmation form at the point of badge collection only. Please note that the Council must be notified by email if you undertake work for another Private Hire Operator whilst licensed.

This form must be completed by the operator to confirm the operator's details from which the licensed Private Hire driver will obtain their work and must then be handed in at the point of badge collection from the Council.

## **Collections Policy**

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Applicants will be required to collect badges and other items from our offices once notified that they are ready. Any items not collected within one calendar month will be destroyed. Applicants will be required to pay for replacement items.

## **How to submit your application**

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Full and complete applications must be submitted to our Taxi licensing reception desk between Tuesday-Thursday 10:00am-16:00pm. Please note that we are closed on Monday and Fridays. Payment should be made by debit/credit card, by cheque (crossed and made payable to Rossendale Borough Council) or by postal order. We will contact you by email in the first instance to let you know when the licence has been granted. Please note that we cannot answer enquiries about the status of your application.

**Postal and Email applications will not be accepted**