NEW HACKNEY CARRIAGE DRIVER APPLICATION GUIDANCE TO APPLICANTS

Fees

Basic Skills, Knowledge and Conditions Assessment ... £70.00 (non-refundable)
Hackney Carriage Driver Licence..... £246.00 (3-year licence)

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

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

Council Policies

The Council expects all applicants to familiarise themselves with Council policies and conditions attached to licences. The Council expects 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 the Council's website.

Tax Checks

Applicant's will need to confirm that they are aware of their tax responsibilities in the following scenarios:

- On application for the first time with Rossendale Council (and you do not hold or previously held the same type of licence with another authority;
- On application for a licence that you have already held but has not been valid for over a year.

Applicant's will need to complete a tax check and provide us with a tax check code on the application if they are:

- Renewing a licence;
- Applying for the same type of licence they previously held, that ceased to be valid less than a year ago;
- Applying for the same type of licence they already hold with another authority

Guidance to help applicants understand their tax registrations obligations can be found at the following sites:

- PAYE information: https://www.gov.uk/income-tax/how-you-pay-income-tax
- Registering for Self Assessment: https://www.gov.uk/register-for-self-assessment
- Corporation Tax Information: https://www.gov.uk/corporation-tax

Licensing Authorities are not permitted to grant licences unless the relevant awareness or tax check code has been provided.

New Applications

Before we will consider your application, you must:

- Complete the application in full and make payment of the fee and
- Provide all supporting documents. These are:
    - Notification of your successful Rossendale Basic Skills, Knowledge and Conditions Assessment 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 the Council),
    - Group 2 Medical (certifying your fitness to drive and it must be dated within 6 months of your application being received by the Council),
    - Enhanced DBS check (must be dated within one month of your application being received by the Council),
    - Evidence that you have subscribed to the DBS Update Service and the unique reference number issued,
    - Provided a tax check code or declared your awareness of tax registration obligations as necessary (refer to the guidance for further details)
    - 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 the Council,
    - 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.
    - 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, and
    - Proof of DVLA Driving Licence Check application. (*email confirmation will be received from Personnel Checks – this needs to be forwarded to licensing@rossendalebc.gov.uk*)

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

DBS Certificates

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 the Licensing Committee. Rossendale Borough Council has 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.

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.

DVLA Driving Licence Check

Applicants will be required to apply for their DVLA driving licence check through Personnel Checks (*this should be done at the same time you apply for your DBS Certificate*).

The application fee is £14.40 which will cover the 3 annual checks of your driver's licence (***please note that if your licence is surrendered, revoked or otherwise lapses during the life of the usual 3 years, the fee paid is non-refundable either in full or partially***).

Medicals

A group 2 medical will be required for all new applications. This will need to be completed by your own GP practice. The Council applies 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 45th 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. The Licensing & 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 the Licensing Unit.

Practical Driving Test

The Council has four approved suppliers for the required practical driving test. These are:

Mitchells Driving School	http://www.taxidrivingtest.co.uk/
Blue Lamp Trust	https://www.bluelamptrust.org.uk/
Taxi Driving Solutions	http://taxitesting.co.uk/
PSM Driving School	http://psmdrivingschool.com

Collections Policy

Applicants will be required to collect badges and other items from the Council's offices once they have been notified that they are ready for collection. Any items which have not been collected within one calendar month of the day upon which the items were deposited in the Council's reception area will be destroyed as the Council does not have unlimited storage facilities. Applicants will be required to pay for replacement items.

How to submit your application

Full and complete applications are to be submitted by email to licensing@rossendalebc.gov.uk

Payment for the application can be made by debit/credit card, or by cheque (made payable to Rossendale Borough Council) or by postal order. The council do not accept cash payments.

Once the application has been granted we will make contact with you either by letter or telephone, we cannot answer enquiries about the status of your application

Please note that any applications received without the correct documents will be rejected and returned to you.

Rossendale Borough Council
Licensing & Enforcement Unit
The Business Centre
Futures Park
Newchurch Road, Bacup
OL13 0BB
Telephone: (01706) 217 777 Option 7
e-mail: licensing@rossendalebc.gov.uk
web: www.rossendale.gov.uk/taxi

Rossendale BOROUGH COUNCIL

NEW HACKNEY CARRIAGE DRIVER'S LICENCE APPLICATION

Please note that this application will not be accepted unless all sections have been completed and all original documents are enclosed.

Applicant

1.	**Title:**	☐ Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other
2.	**Surname:**	
3.	**Forenames:**	
4.	**Date of birth:**	
5.	**National Insurance Number:**	
6.	**DBS Update Service Reference Number:**	
7.		

8.	**Permanent Address:**	
9.	**Post Code:**	
10.	**Telephone Number (Home):**	
11.	**Telephone Number (Mobile):**	
12.	**Email Address:**	

13.	**Do you have any criminal convictions (including motoring offences and fixed penalty notices), ASBO's, Cautions, Binding Over or Public Order Fixed Penalty Notices recorded against you?**

☐ Yes *(If yes, please provide details in box 14)*
☐ No *(If no, please continue to q.15)*

XX	**Applicant Signature** *(signature MUST be present on this page and the last page)*		
Signature:		**Date:**	

		Offence Date	Conviction Date	Offence	Penalty
14.	**Details of offences:** ***(Continue on a separate sheet of paper if necessary. Remember to put your name and date of birth at the top)***				

15.	**Do you have any pending prosecutions, have been charged with any offence or are you currently being investigated by the Police or any other enforcement agency for any motoring or criminal offence that you are aware of?**
☐ Yes *(If yes, please provide details below)*	☐ No *(If no, please continue to q.17)*
16.	**Details of pending prosecutions/alleged offences:** ***(Continue on a separate sheet of paper if necessary. Remember to put your name and date of birth at the top)***	*Who is investigating you?* *Why are they doing so?* *What date or period does this relate to?* *What else can you tell us about this?*

17.	**Do you have any reason to believe that you are not medically fit to drive a vehicle?**
☐ Yes *(If yes, please provide details below)*	☐ No *(If no, please continue to q.19)*
18.	**Full details of reasons why you may be medically unfit to drive a vehicle**

19.	**Are you currently a holder of a Hackney Carriage or Private Hire Drivers Licence with this or any Authority?**
☐ Yes *(If yes, please provide details below)*	☐ No *(If no, please continue to q.21)*
20.	**Licence details**

Issuing Council:	**Badge No:**	**Issue Date:**	**Expiry Date:**

21.	**Give details of all the hackney carriage or private hire driver licences you have ever held** *(continue on a separate sheet of paper if necessary)*

Name of Issuing Council:	**Licence No:**	**Expiry Date:**

22.	**Have you ever been refused a hackney carriage or private hire licence, or had the licence revoked or suspended by this or any other authority?**
☐ Yes *(If yes, please provide details below)*	☐ No *(If no, please continue to q.24)*
23.	**Full details of whether it was revoked, suspended or refused** *(continue on a separate sheet of paper if necessary)*
Where: **Details:**	

24.	**Are you entitled to work in the UK?**
☐ Yes	☐ No
(If yes, please provide proof of your eligibility with your application e.g. UK passport or Non UK passport with a current and valid visa)	

25.	**Declarations** ***(Please ensure you tick the boxes to indicate your agreement)***	
I certify that I have completed this form in my own hand, unless otherwise stated, and that the particulars of the application are correct.		☐
I understand that it is a criminal offence to state anything in this application which is false or which I do not believe to be accurate or true.		☐
I confirm that I am aware of the content of HMRC guidance relating to my (our) tax registration obligations.		☐
I understand and confirm my acceptance that the Council will retain a copy of my DBS certificate as provided in my application for the purpose of administering my hackney carriage licences.		☐
I understand that if granted a licence, I am obliged to notify the Council, in writing and within 14 days, of any change in my medical fitness and/or any additional criminal convictions (including motoring offences), ASBO's, Cautions, Binding Over or Public Order Fixed Penalty Notices including any investigations by an enforcement agency which have not yet been concluded		☐
I understand that it is an offence to drive a licensed Hackney Carriage Vehicle without a valid licence or whilst the licence is suspended.		☐
I have **not** lived in a country other than the United Kingdom for a continuous period of 6 months or more since my tenth birthday *(if you have, you will need to enclose a Certificate of Good Conduct)*		☐

26.	**Enclosures**
I have made or enclosed payment of the fee	☐
I have enclosed 1 passport size colour photograph *(wearing glasses if you need them to drive)*	☐
I have enclosed a full DVLA driving licence	☐
I have enclosed a Practical Taxi Driving Test from one of the Council's approved suppliers	☐
I have enclosed a current passport	☐
I have enclosed a group 2 Medical from my own GP	☐
I have enclosed proof of DVLA Driving Licence Check application	☐
I have enclosed a DBS certificate dated within the last month and provided evidence of my subscription to the update service	☐
I have enclosed a Certificate of Good Conduct issued by the relevant non UK country	☐
I have enclosed my notification of successful Basic Skills, Knowledge and Conditions Assessment & CSE Training Certificate	☐

27.	Signature

The information I have provided, including my DBS will be held by the Council on computerised and/or manual files (data will be made available on a public register as required by relevant legislation).

Under the National Fraud Initiative, this authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes. For further information, see http://www.rossendale.gov.uk/nationalfraudinitiative

Schedule 23 to the Finance Act 2011 (Data Gathering Powers) and Schedule 36 to the Finance Act 2008 (Information and Inspection Powers), grant HMRC powers to obtain relevant information from third parties. This includes licensing bodies being required to provide information about licence applicants.

Signature:		**Date:**	

28.	Authority to collect information

I hereby declare that the information given in this form is true, complete and correct and that I have no objections to and hereby authorise the Council to make such enquiries as may be necessary to check the truth of that information, which could include requesting information from other Councils and Government departments such as the Home Office. I authorise Rossendale Borough Council to enquire and receive information relating to my hackney carriage licence and/or conduct matters.

Signature:		**Date:**	

29.	If you are completing this form on behalf of someone else, please complete the following:
Full Name:	
Date of Birth:	
Address:	
Relationship to applicant:	
Reasons for completing this form on their behalf:	
Declaration:	I understand that it is an offence to make a false statement in this application or to omit relevant details. I have read the questions and answers provided by the applicant, back to the applicant and they have confirmed the information to be true.
Date:	
Signature:	