

# RENEWAL HACKNEY CARRIAGE DRIVER APPLICATION GUIDANCE TO APPLICANTS

## Fees

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Renewal of Hackney Carriage Driver Licence ..... £270.00 (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

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The Council expects all applicants to familiarise themselves with Council policies and conditions attached to licences. The Council expects that hackney carriages licensed by Rosendale will predominately work in Rosendale 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

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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 Rosendale 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.

## Renewal Applications

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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:
  - If applicable, the Group 2 Medical (certifying your fitness to drive and it must be dated within 6 months of your application being received by the Council),
  - On first renewal: an Enhanced DBS certificate (must be dated within one month of the application being received by the Council unless the applicant is subscribed to the DBS Update Service).
  - On subsequent renewals, the enhanced DBS check and:
    - an Enhanced DBS check via the DBS Update Service;
    - evidence that the applicant is subscribed to the DBS Update Service, including the unique reference number issued; and
    - evidence of continuous subscription to the DBS Update Service.
  - 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,
  - Provided a tax check code or declared your awareness of tax registration obligations as necessary (refer to the guidance for further details)
  - 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.
  - Notification of your successful Rossendale Basic Skills, Knowledge and Conditions Assessment which provides details of your unique identifier.
  - 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](mailto:licensing@rossendalebc.gov.uk)*)

**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 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](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.

## DVLA Driving Licence Check

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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

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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. 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 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. 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.

## Collections Policy

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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

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Full and complete applications are to be submitted by email to [licensing@rossendalebc.gov.uk](mailto: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 e-mail: <a href="mailto:licensing@rossendalebc.gov.uk">licensing@rossendalebc.gov.uk</a> web: <a href="http://www.rossendale.gov.uk/taxi">www.rossendale.gov.uk/taxi</a>	 <div style="display: inline-block; vertical-align: middle; margin-left: 20px;"> <b>ROSSENDALE BOROUGH COUNCIL</b> </div>
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## APPLICATION TO RENEW A HACKNEY CARRIAGE DRIVER'S LICENCE

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

### Licence Details:

1.	Licence Number:	HCD
2.	Expiry Date:	____/____/____
3.	DBS Update Service Reference Number:	
4.	Tax Check Code:	

### Applicant

5.	Title:	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other
6.	Surname:	
7.	Forenames:	
8.	Date of birth:	
9.	National Insurance Number:	

10.	Permanent Address:	
11.	Post Code:	
12.	Telephone Number (Home):	
13.	Telephone Number (Mobile):	
14.	Email Address:	

<b>XX</b>	<b>Applicant Signature</b> <i>(signature MUST be present on this page and the last page)</i>		
<b>Signature:</b>		<b>Date:</b>	

<b>15.</b>	<b>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?</b>
<input type="checkbox"/> Yes <i>(If yes, please provide details in box 16)</i>	
<input type="checkbox"/> No <i>(If no, please continue to q.17)</i>	

		Offence Date	Conviction Date	Offence	Penalty
<b>16.</b>	<b>Details of offences:</b> <i>(Continue on a separate sheet of paper if necessary. Remember to put your name and date of birth at the top)</i>				

<b>17.</b>	<b>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?</b>
<input type="checkbox"/> Yes <i>(If yes, please provide details below)</i>	
<input type="checkbox"/> No <i>(If no, please continue to q.19)</i>	

<b>18.</b>	<b>Details of pending prosecutions/alleged offences:</b> <i>(Continue on a separate sheet of paper if necessary. Remember to put your name and date of birth at the top)</i>	<i>Who is investigating you?</i>  <i>Why are they doing so?</i>  <i>What date or period does this relate to?</i>  <i>What else can you tell us about this?</i>
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<b>19.</b>	<b>Do you have any reason to believe that you are not medically fit to drive a vehicle?</b>
<input type="checkbox"/> Yes <i>(If yes, please provide details below)</i>	
<input type="checkbox"/> No <i>(If no, please continue to q.21)</i>	

<b>20.</b>	<b>Full details of reasons why you may be medically unfit to drive a vehicle</b>

<b>21.</b>	<b>Are you currently a holder of a Hackney Carriage or Private Hire Drivers Licence with any other Authority?</b>
<input type="checkbox"/> Yes <i>(If yes, please provide details below)</i>	
<input type="checkbox"/> No <i>(If no, please continue to q.23)</i>	

<b>22.</b>	<b>Licence details</b>		
Issuing Council:	Badge No:	Issue Date:	Expiry Date:

<b>23.</b>	<b>Give details of all the hackney carriage or private hire driver licences you have ever held</b> <i>(continue on a separate sheet of paper if necessary)</i>
<b>Name of Issuing Council:</b> _____ <b>Licence No:</b> _____ <b>Expiry Date:</b> _____	
<b>24.</b>	<b>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?</b>
<input type="checkbox"/> Yes <i>(If yes, please provide details below)</i> <input type="checkbox"/> No <i>(If no, please continue to q.26)</i>	
<b>25.</b>	<b>Full details of whether it was revoked, suspended or refused</b> <i>(continue on a separate sheet of paper if necessary)</i>
<b>Where:</b> <b>Details:</b>	

<b>26.</b>	<b>Are you entitled to work in the UK?</b>
<input type="checkbox"/> Yes <i>(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)</i> <input type="checkbox"/> No	

<b>27.</b>	<b>Declarations</b>	<i>(Please ensure you tick the boxes to indicate your agreement)</i>
I certify that I have completed this form in my own hand, unless otherwise stated, and that the particulars of the application are correct.		<input type="checkbox"/>
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.		<input type="checkbox"/>
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.		<input type="checkbox"/>
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		<input type="checkbox"/>
I understand that it is an offence to drive a licensed Hackney Carriage Vehicle without a valid licence or whilst the licence is suspended.		<input type="checkbox"/>
I have <b>not</b> lived in a country other than the United Kingdom for a continuous period of 6 months or more since my tenth birthday <i>(if you have, you will need to enclose a Certificate of Good Conduct)</i>		<input type="checkbox"/>

<b>28.</b>	<b>Enclosures</b>	
I have made or enclosed payment of the fee		<input type="checkbox"/>
I have enclosed 1 passport size colour photograph <i>(wearing glasses if you need them to drive)</i>		<input type="checkbox"/>
I have enclosed a full DVLA driving licence		<input type="checkbox"/>
I have enclosed a current passport		<input type="checkbox"/>
I have enclosed a group 2 Medical from my own GP <i>(if applicable)</i>		<input type="checkbox"/>
I have enclosed proof of DVLA Driving Licence Check application		<input type="checkbox"/>
I have enclosed a DBS certificate dated within the last month and provided evidence of my subscription to the update service		<input type="checkbox"/>
I have enclosed a Certificate of Good Conduct issued by the relevant non UK country		<input type="checkbox"/>
I have enclosed my notification of successful Basic Skills, Knowledge and Conditions Assessment & CSE Training Certificate		<input type="checkbox"/>

<b>29.</b>	<b>Signature</b>		
<p>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).</p> <p>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 <a href="http://www.rossendale.gov.uk/nationalfraudinitiative">http://www.rossendale.gov.uk/nationalfraudinitiative</a></p> <p>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.</p>			
<b>Signature:</b>			<b>Date:</b>
<b>30.</b>	<b>Authority to collect information</b>		
<p>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.</p>			
<b>Signature:</b>			<b>Date:</b>

<b>31.</b>	<b>If you are completing this form on behalf of someone else, please complete the following:</b>		
<b>Full Name:</b>			
<b>Date of Birth:</b>			
<b>Address:</b>			
<b>Relationship to applicant:</b>			
<b>Reasons for completing this form on their behalf:</b>			
<b>Declaration:</b>		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.	
<b>Date:</b>			
<b>Signature:</b>			