



West Devon
Borough
Council



South Hams
District Council

Taxi Guidance: Criminal Records Checks

All persons applying for the first time to drive a Hackney Carriage or Private Hire Vehicle are asked to **contact the Licensing Department** of their relevant Local Authority (contact details to follow) **to make an appointment to see an Officer** in order to complete a disclosure application form. All existing taxi drivers will need to complete a disclosure every three years, unless otherwise required.

There is a fee for completing the Vetting & Baring Service disclosure form – please contact your relevant Local Authority for fee information and payment options.

Please note that all applicants will need to produce **original identity documents**, as set out in the table below. If you are unable to provide the required documents, this may delay your application.

Can you produce a Group 1 document?

Group 1 Document List:

- Current valid Passport UK or EEA (or Non-EEA in combination with a Biometric Residence Permit (UK))
- Biometric Residence Permit (UK)
- Current Driving Licence (UK) (Full or provisional) Isle of Man /Channel Islands
 - Photo card only (a photo card is only valid if the individual presents it with the associated counterpart licence; except Jersey)
- Birth Certificate (UK and Channel Islands) - issued within 12 months of date of birth
 - Full or short form acceptable including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces. (Photocopies are not acceptable)

If YES, 2 further documents will need to be seen from either Group 1 or Group 2; one of which **MUST verify your current address**

Group Two Document List:

GROUP 2a:

- Current UK Driving licence (old style paper version)
- Current Non-UK Photo Driving Licence (valid only for applicants residing outside of the UK at time of application)
- Birth Certificate (UK and Channel Islands) - issued within 12 months of date of birth:
 - Full or short form acceptable including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces. (Photocopies are not acceptable)
- Marriage/Civil Partnership Certificate (UK and Channel Islands)
- Adoption Certificate (UK and Channel Islands)
- HM Forces ID Card (UK)
- Fire Arms Licence (UK and Channel Islands)

GROUP 2b:

- Mortgage Statement (UK or EEA)** (Non-EEA statements must not be accepted)
- Bank/Building Society Statement (UK or EEA)* (Non-EEA statements must not be accepted)
- Bank/Building Society Account Opening Confirmation Letter (UK)
- Credit Card Statement (UK or EEA)* (Non-EEA statements must not be accepted)
- Financial Statement ** - e.g. pension, endowment, ISA (UK)
- P45/P60 Statement **(UK & Channel Islands)
- Council Tax Statement (UK & Channel Islands) **
- Work Permit/Visa (UK) (UK Residence Permit) **
- Letter of Sponsorship from future employment provider (Non-UK/Non-EEA only – valid only for applicants residing outside of the UK at time of application)
- Utility Bill (UK)* – Not Mobile Telephone
- Benefit Statement* - e.g. Child Allowance, Pension
- A document from Central/ Local Government/ Government Agency/ Local Authority giving entitlement (UK & Channel Islands)*- e.g. from the Department for Work and Pensions, the Employment Service , Customs & Revenue, Job Centre, Job Centre Plus, Social Security
- EU National ID Card
- Cards carrying the PASS accreditation logo (UK and Channel Islands)
- Letter from Head Teacher or College Principal (16/17 year olds in full time education – (only used in exceptional circumstances when all other documents have been exhausted)

*** document should be less than 3 months old**

****document should be issued within the past 12 months**

All other documents can be more than 12 months old

LOCAL AUTHORITY CONTACT DETAILS

West Devon Borough Council

Licensing Department
West Devon Borough Council
Kilworthy Park
Drake Road
Tavistock
PL19 0BZ
Tel: 01822 813600
Email: licensing@westdevon.gov.uk

South Hams District Council

Licensing Department
South Hams District Council
Follaton House
Plymouth Road
Totnes
TQ9 5NE
Tel: 01803 8611234
Email: licensing@southhams.gov.uk

The advice in this document should not be regarded as a definitive statement of the law – it is our current interpretation only and may be subject to change. We will endeavour to update our website as and when information becomes available to us.