

Hackney Carriage / Private Hire Joint Driver Licence

New Application Procedure



We advise applicants to follow the recommended procedure detailed below and to complete step 1 before completing steps 2, 3 and 4. All steps must be completed before your licence can be granted. Applications can only be submitted in person, therefore you must arrange an appointment with the Licensing Department by calling 01803 813600 or emailing licensing@swdevon.gov.uk

STEP 1 – Submitting your application

- Application Form - The application form must be completed in full and submitted to the Licensing Department with a valid full UK/EU driving licence held for no less than 12 months and a recent passport size photograph. Incomplete applications will be refused and your appointment will be re-arranged.
- Right to Work – The Immigration Act 2016 requires us to carry out checks with the Home Office to ensure that new and existing drivers have the right to work and reside in the UK. It is your responsibility to prove that you have the right to work and reside in the UK by providing either a UK/EU passport or a birth certificate accompanied by proof of your National Insurance Number. Holders of non UK / EU passports must also produce a valid visa. Please see the list of Home Office acceptable documents attached.

Please note: If an applicant has lived outside of the UK for a continuous period of 6 months or more at any time since their 18th birthday, they must obtain a Certificate of Good Conduct which must be under 6 months old. If this cannot be provided the application will be refused.

- Enhanced DBS Check – All applicants must complete an enhanced Disclosure & Barring Service (DBS) Criminal Record check made through our online provider GBG. In order to complete the form you must provide the Licensing Department with your email address and the form must be completed before submitting your documents to us. You must present at least 3 documents detailed on the list of DBS acceptable documents attached.
- DVLA Data Protection Mandate – All applicants must sign a mandate form so that a DVLA licence check can be carried out at any time whilst licensed as a Hackney Carriage and Private Hire driver. This will allow us to access information relating to DVLA driving licence entitlements and endorsements.

STEP 2 – Knowledge Test

You are expected to have a good knowledge of West Devon and the surrounding area as well as the Highway Code and relevant legislation. The test consists of 30 multiple choice questions split into 5 sections testing you on the local area, West Devon Driver Code of Conduct, Highway Code, road signs and numeracy. Failure to attend may result in the fee being forfeited.

STEP 3 – Taxi Driving Test

A 'Standard Taxi Driving Assessment' provided by Devon Travel Academy must be completed and a certificate showing that you have passed must be produced to the Licensing Department. To book an assessment you must complete the booking form available at <https://www.red1ltd.com/academy/driver-training/taxi-test/> and email it to drivers@red1ltd.com or contact 01392 444773 for further information.

STEP 4 – Medical Examination Report

The medical examination report form will be provided by the Licensing Office upon request and may be undertaken by either a Licensing Authority approved medical centre or the drivers own GP surgery. The report must be dated within the last 3 months at the time of submission. You must satisfy all the requirements of the DVLA Group II medical standards of fitness to drive which can be found at www.gov.uk/guidance/general-information-assessingfitness-to-drive

Application for GRANT of Hackney Carriage/Private Hire Driver Licence

Town Police Clauses Act 1847 & Local Government (Miscellaneous Provisions) Act 1976

Postal Address: Licensing Department, West Devon Borough Council, Kilworthy Park, Tavistock, Devon, PL19 0BZ Telephone: 01822 813600

Email: licensing@swdevon.gov.uk Website: www.westdevon.gov.uk



West Devon
Borough
Council

DATA PROTECTION

West Devon Borough Council (WDBC) will use the information that you have provided on this form and subsequent information provided by you or others for the purposes of section 57 Local Government Miscellaneous Provisions Act 1976 to assess your application to hold a Hackney Carriage/Private Hire Driver Licence and for the administration of the licensing regime. If your application is successful, your name, licence number, licence status, issue date and expiry date will be made available on a public register. WDBC 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 agencies such as the Police, DVLA, and Home Office if criminal activity is suspected or where we are otherwise required to do so by law. By signing this form you are consenting to the processing of your data by WDBC.

1. APPLICATION TYPE

Length of licence being applied for:	1 year	3 year
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2. APPLICANT DETAILS

Title	Mr , Mrs , Miss , Ms , Other (<i>please state</i>)		
Surname			
Forenames			
Previous Names			
Date of birth		National Insurance No	
Address			Postcode
Telephone No		Mobile No	
Email Address			
What date did you move into the address detailed above?			/ /
Have you ever lived outside of the UK for a period of 6 months or more since your 18 th birthday? <i>If YES, please give details.</i>	YES	NO	
Country:	Dates:		

3. RIGHT TO WORK

Your right to work in the UK will be checked as part of your licensing application. This could include the licensing authority checking your immigration status with the Home Office. You must therefore provide a document or document combination that is stipulated as being suitable for this check. The list of documents is set out at www.gov.uk/government/collections/immigration-bill-2015-16 . You must bring the original document(s), such as a passport or biometric residence permit as indicated in our published guidance, so that the check can take place. You will need to bring in the document in person – you cannot ask another person to do this on your behalf. The document(s) will be copied and the copy retained by the licensing authority. The original document will be returned to you.

If there are restrictions on the length of time you may work in the UK, your licence will not be issued for any longer than this period. In such circumstances, the check will be repeated each time you apply to renew or extend your licence. If, during this period, you are disqualified from holding a licence because you have not complied with the UK's immigration laws, your licence will lapse and you must return it to the licensing authority. Failure to do so is a criminal offence.

PLACE OF BIRTH

Country of Birth:	
Town of Birth:	

PASSPORT DETAILS

Passport Number:			
Country of Issue:			
Issue Date:		Expiry Date:	

RESIDENCE PERMIT / VISA DETAILS (IF APPLICABLE)

Visa / Permit Number:			
Visa / Permit Type:			
Issue Date:		Expiry Date:	

Please note: If you currently have an application pending with the Home Office to change the status of your right to work, a letter of acceptance from a solicitor or the Home Office must be produced and verified before we can consider your application.

4. MEDICAL

During the last 3 years have you suffered from any illness or injury which has affected your ability to drive? <i>If YES, please give details</i>	YES	NO
Medical Condition:		
Treatment:		
Date & Duration:		
Have you EVER suffered from a medical condition or disability that is likely to interfere with the efficient discharge of your duties as a driver, or to cause you to be a source of danger to the public when driving either now or in the future? <i>If YES, please give details</i>	YES	NO
Medical Condition:		

Treatment:	
Date & Duration:	

5. EMPLOYMENT DETAILS

Please state the name and address of the Hackney Carriage proprietor or Private Hire Operator who you intend to work for if this licence is granted.

Name					
Address					Postcode
Telephone No					
Email Address					
Full time	<input type="checkbox"/>	Part time	<input type="checkbox"/>	Hours per week	<input type="text"/>
If you are working part time or not currently working as a Hackney Carriage / Private Hire Driver please confirm what your other occupation is:					

6. PREVIOUS LICENCES

Have you previously held a Hackney Carriage / Private Hire Driver or Vehicle Licence? <i>If YES, please give details</i>	YES	NO
Licensing Authority:		
Have you ever had a Hackney Carriage / Private Hire Driver or Vehicle Licence refused, suspended or revoked?	YES	NO

7. DECLARATION OF CONVICTIONS

When submitting an application for a Hackney Carriage / Private Hire Driver Licence, you are required to declare **ALL** convictions and cautions you may have by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 2002. **ANY** spent convictions must be disclosed. Have you ever had any:

Convictions	YES	NO	Fixed Penalties	YES	NO
Cautions	YES	NO	Motoring Offences	YES	NO
Civil Penalties	YES	NO	Immigration Offences	YES	NO

Details of offences, sentences, and fines – continue on separate sheet if necessary

Date:		Court:	
Offence:			

Sentence:			
Date:		Court:	
Offence:			
Sentence:			
Date:		Court:	
Offence:			
Sentence:			
Are you currently on bail or subject of any outstanding charge or summons? <i>If YES, please give full details on a separate sheet</i>			YES
			NO

8. APPLICATION CHECKLIST

Please ensure that the application form is completed in full and the relevant supporting documents enclosed. Incomplete applications will not be accepted, which will delay the issuing of your licence.

I enclose the appropriate application fee (*new applicants £109 1 year or £281 3 year licence*)

I enclose my original DVLA Driving Licence and DVLA Mandate form

I enclose my original passport / proof of right to work document

I enclose a proof of address document dated within the last 3 months

I have completed the enhanced DBS electronic application form and fee (£60)

I have enclosed my Certificate of Good Conduct dated within the last 6 months (*if applicable*)

I enclose a complete Medical Examination Report of Group 2 Standard

I have completed the Taxi Driving Standard Assessment

I have completed the highway code and local knowledge test

9. DECLARATION OF APPLICANT

I hereby certify that to the best of my knowledge and belief the information I have given is correct and I have given it knowing that I shall be liable to prosecution if I have knowingly or recklessly made a false statement or omitted any material particular and accept that South Hams District Council reserves the right to clarify any of my answers or require further information in accordance with the provisions of The Town Police Clauses Act 1847, The Local Government Miscellaneous Provisions Act 1976 and any modification or re-enactment thereof.

I acknowledge that the Hackney Carriage / Private Hire Driver Licence issued to me as shown above, remains the property of South Hams District Council, is held on loan by me, and must be returned to the council on demand. I undertake to return the badge within 7 days after revocation, expiry or suspension

of my licence under Section 60 of The Local Government (Miscellaneous Provisions) Act 1976 and The Town Police Clauses Act 1847 whether or not any demand is made by the council.

Following receipt of my enhanced DBS certificate I confirm that I will sign up to the DBS Update Service and authorise South Hams District Council to carry out a DBS status check at any time during the period of the licence. If my Update Service subscription lapses or there has been a change to my DBS status since the previous check, I understand that it will be necessary for another enhanced DBS check to be undertaken at my own cost. I understand that my licence may be suspended during this time.

I confirm that I have read any guidance supplied by SHDC, enclosed any required documentation and fees, and agree to abide by the conditions placed on the licence should it be granted.

Signature		Dated	
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Immigration Act 2016

List of acceptable documents for right to licence checks

List A: No restrictions on right to work in the UK. Once you have undertaken the necessary check once, you will not have to repeat the check when they subsequently apply to renew or extend their licence,	
1.	A passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.
2.	A passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
3.	A Registration Certificate or Document Certifying Permanent Residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
4.	A Permanent Residence Card issued by the Home Office to the family member of a national a European Economic Area country or Switzerland.
5.	A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
6.	A current passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
7.	A current Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer. An example of an Immigration Status Document may be found on the Home Office website.
8.	A full birth or adoption certificate issued in the UK which includes the name(s) of at least one of the holder's parents or adoptive parents, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
9.	A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
10.	A certificate of registration or naturalisation as a British citizen, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

List B: Restrictions on right to work in the UK. You may issue the licence (subject to statutory limitations) up to the expiry date of the permission to work. You will need to check immigration status each time they apply to renew or extend their licence.

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|----|--|
| 1. | A current passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question. |
| 2. | A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to do the work in question. |
| 3. | A current Residence Card (including an Accession Residence Card or a Derivative Residence Card) issued by the Home Office to a non-European Economic Area national who is a family member of a national of a European Economic Area country or Switzerland or who has a derivative right of residence. |
| 4. | A current Immigration Status Document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK, and is allowed to do the type of work in question, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer. |
| 5. | A Certificate of Application issued by the Home Office under regulation 17(3) or 18A (2) of the Immigration (European Economic Area) Regulations 2006, to a family member of a national of a European Economic Area country or Switzerland stating that the holder is permitted to take employment which is less than 6 months old together with Verification from the Home Office Evidence and Enquiry Unit. The licence may be granted for six months from the date of the Certificate of Application. |
| 6. | A Verification issued by the Home Office Evidence and Enquiry Unit to you, which indicates that the named person may stay in the UK because they have an in time application, appeal or administrative review and which is outstanding. The licence may be issued for six months from the date of the licence decision. |

GBG Online Disclosures – How to Get Started

1. Activation Email

You will receive an activation email containing an 'Organisation PIN' and a link to the GBG registration page. Click the link and enter the organisation PIN, confirm your email address and create a password.

2. Completing the Application

Once you have registered you will have access to the application form. Please ensure you have the following information (where applicable) to hand when completing the form:

- Dates of any name changes (mm/yy)
- Mother's Maiden Name
- Full 5 year address history (including dates (mm/yy))
- National Insurance Number
- Valid Passport
- Driving Licence
- National Identity Card

3. ID Verification & Payment

Once you have completed the application form you must contact the Licensing Department to arrange an appointment for us to verify your identification documents and take payment. You must provide 1 document from Group 1 and a further 2 documents from Group 1, Group 2a or Group 2b.

Group 1: Primary identity documents

Document	Notes
Passport	Any current and valid passport
Biometric residence permit	UK
Current driving licence photocard - (full or provisional)	UK, Isle of Man, Channel Islands and EU
Birth certificate - issued within 12 months of birth	UK, Isle of Man and Channel Islands - including those issued by UK authorities overseas, eg embassies, High Commissions and HM Forces
Adoption certificate	UK and Channel Islands

Group 2a: Trusted government documents

Document	Notes
Current driving licence photocard - (full or provisional)	All countries outside the EU (excluding Isle of Man and Channel Islands)
Current driving licence (full or provisional) - paper version (if issued before 1998)	UK, Isle of Man, Channel Islands and EU
Birth certificate - issued after time of birth	UK, Isle of Man and Channel Islands

Marriage/civil partnership certificate	UK and Channel Islands
HM Forces ID card	UK
Firearms licence	UK, Channel Islands and Isle of Man

Group 2b: Financial and social history documents

Document	Notes	Issue date
Mortgage statement	UK or EEA	Issued in last 12 months
Bank or building society statement	UK and Channel Islands or EEA	Issued in last 3 months
Bank or building society account opening confirmation letter	UK	Issued in last 3 months
Credit card statement	UK or EEA	Issued in last 3 months
Financial statement, e.g. pension or endowment	UK	Issued in last 12 months
P45 or P60 statement	UK and Channel Islands	Issued in last 12 months
Council Tax statement	UK and Channel Islands	Issued in last 12 months
Work permit or visa	UK	Valid up to expiry date
Letter of sponsorship from future employment provider	Non-UK or non-EEA only - valid only for applicants residing outside of the UK at time of application	Must still be valid
Utility bill	UK - not mobile telephone bill	Issued in last 3 months
Benefit statement, e.g. Child Benefit, Pension	UK	Issued in last 3 months
Central or local government, government agency, or local council document giving entitlement, e.g. from the	UK and Channel Islands	Issued in last 3 months

Department for Work and Pensions, the Employment Service, HMRC		
EU National ID card	-	Must still be valid
Cards carrying the PASS accreditation logo	UK, Isle of Man and Channel Islands	Must still be valid
Letter from head teacher or college principal	UK - for 16 to 19 year olds in full time education - only used in exceptional circumstances if other documents cannot be provided	Must still be valid

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1.	A passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.
2.	A passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
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6.	A current passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
7.	A current Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer. An example of an Immigration Status Document may be found on the Home Office website.
8.	A full birth or adoption certificate issued in the UK which includes the name(s) of at least one of the holder's parents or adoptive parents, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
9.	A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
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1.	A current passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question.
2.	A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to do the work in question.
3.	A current Residence Card (including an Accession Residence Card or a Derivative Residence Card) issued by the Home Office to a non-European Economic Area national who is a family member of a national of a European Economic Area country or Switzerland or who has a derivative right of residence.
4.	A current Immigration Status Document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK, and is allowed to do the type of work in question, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
5.	A Certificate of Application issued by the Home Office under regulation 17(3) or 18A (2) of the Immigration (European Economic Area) Regulations 2006, to a family member of a national of a European Economic Area country or Switzerland stating that the holder is permitted to take employment which is less than 6 months old together with Verification from the Home Office Evidence and Enquiry Unit. The licence may be granted for six months from the date of the Certificate of Application.
6.	A Verification issued by the Home Office Evidence and Enquiry Unit to you, which indicates that the named person may stay in the UK because they have an in time application, appeal or administrative review and which is outstanding. The licence may be issued for six months from the date of the licence decision.

WEST DEVON TAXI LICENSING FEES		
Driver Licence	New Applicants Driver Licence (1 year)	£109.00
	New Applicants Driver Licence (3 year)	£281.00
	Dual (HC/PH) Driver Licence (1 year)	£110.00
	Dual (HC/PH) Driver Licence (3 year)	£281.00
	Knowledge Test (and retest)	£50.00
	Replacement Driver Licence	£10.00
Vehicle Licence	Hackney Carriage Vehicle Licence	£181.00
	Hackney Carriage Vehicle Licence (wheelchair accessible)	£20.00
	Private Hire Vehicle Licence	£160.00
	Private Hire Vehicle Licence (wheelchair accessible)	£20.00
	Transfer of Vehicle Licence	£50.00
	Replacement Plate	£29.00
Operator Licence	Private Hire Operator Licence (1 year)	£125.00
	Private Hire Operator Licence (5 year)	£472.00