

# NOVEMBER 2016

## APPENDIX E

### DRIVERS LICENCE APPLICATION PROCEDURES AND SPECIFICATION

1. These procedures are in place so that the applicant can demonstrate they have the necessary skills and knowledge to show they are a safe and suitable person to operate as a licensed hackney carriage and private hire driver.

2. Applications for a combined hackney carriage and private hire drivers' licence can be made at any time of the year. However, a licence will not be granted to a person who is under 21 years of age and who has not held a full relevant DVLA or EU/EEA driving licence for a minimum of 1 year.

3. Applications are to be made on the prescribed form available on request or on the High Peak Borough Council website.

4. In support of a completed application form, the applicant must comply with the following:-

- All Drivers whose applications were made after **1st November 2016** must complete and successfully achieve a pass in either the BTEC Level 2 certificate in the introduction to the role of the Professional Taxi or Private Hire Driver or the NVQ level 2 certificate in Road Passenger Vehicle Driving (Taxi and Private Hire Driver) or obtain an equivalent qualification within 1 year of the initial grant of licence, and must be enrolled on a course within 3 months of the licence being issued. Licences will only be issued for one year to applicants who have yet to complete the training and then on successful completion of the above requirement and upon presenting evidence of so doing to the Authority will be extended to the full term upon renewal.
- From **1st November 2019** All Licensed Drivers must complete and successfully achieve a pass in either the BTEC Level 2 certificate in the introduction to the role of the Professional Taxi or Private Hire Driver or the NVQ level 2 certificates in Road Passenger Vehicle Driving (Taxi and Private Hire Driver) or obtain an equivalent qualification and present evidence of having done so before renewal of their licence. **From 1st November 2019 this will be a pre-application/renewal requirement, and an application/renewal from any applicant who has not met this requirement will not be accepted.**
- All New drivers must attend a safeguarding course approved by the Authority; No licence will be issued until proof of attendance has been submitted to the Authority and verified. Existing Drivers must meet this requirement before

renewal of their licence. From **1st November 2016** this will be a pre-application requirement, and an application from any applicant who has not met this requirement will not be accepted.

All drivers must present an original current full UK or EU/EEA driving licence and complete the section on the application form allowing the Authority to use their unique DVLA driver licence checking code.

All drivers will be required to sign up to the DBS's continuous checking service. (On-line update service) and provide the authority with the certificate number to enable checks to be made.

All drivers must provide a completed Disclosure of Convictions form.

All drivers must provide an Enhanced Disclosure and Barring Service Certificate dated within 3 months of application and allow the authority to use the certificate number for future checks.

All drivers must pay the required fee;

All drivers must provide an independent medical certificate equivalent to (Group 2)

All drivers must provide a recent Passport size photograph.

All drivers must successfully complete the Authority's knowledge test (Appendix F)

5. For applicants who do not possess a UK passport, documentary evidence confirming their right to live and work in the UK is required. The provision of a National Insurance number in isolation is not sufficient for the purposes of establishing the right to live and work in the UK. Checks may be made with the UK Border Agency or other relevant organisations.

## **Renewals**

6. Applications for renewal must be submitted **at least 60 days** prior to the expiry of the previous licence. It is the responsibility of the applicant to ensure all applications are submitted in time with all supporting documentation