

## **TEWKESBURY BOROUGH COUNCIL**

### **HACKNEY CARRIAGE AND PRIVATE HIRE DRIVERS LICENSING POLICY**

#### **General**

Unless otherwise terminated, the licence shall remain in force for a period of one year or a period of three years in accordance with the applicant's wishes subject to the following:-

A **three year** licence shall only be granted to an applicant who provides the following with their initial or renewal application:-

- The appropriate fee for a three year licence
- A current valid driving licence, which has been held for at least 3 years and authorises him/her to drive a motor car in the UK, and showing his/her current home address
- A satisfactory Group 2 Medical certificate completed in the 3 months immediately preceding the application
- An Enhanced Criminal Record Disclosure Application form and appropriate identity documentation
- A mandate for release of information held by the DVLA to the Licensing Authority
- Evidence of successful completion of a County Council Taxi Drivers Assessment in the 3 months immediately preceding the application

#### **Medical Criteria**

A Driver must have a medical to the DVLA Group 2 standards on initial application and then at 3 year intervals on renewal of the Driver's Licence until he/she reaches 65.

From 65, he/she will have a medical examination every year.

#### **Background Checks**

Drivers must provide the following documents on initial application and then at 3 year intervals on renewal:-

- An Enhanced Criminal Record Disclosure application form and appropriate identity documentation
- A mandate for release of information on them held by the DVLA
- Evidence of completion of a County Council Driving Assessment in the 3 months immediately preceding the application

## **Local Knowledge Test**

New applicants for hackney carriage driver licences must have passed the Council's "local knowledge test." This will test the applicant's knowledge of the geography of the Borough.

Applicants must produce photographic identification and pay the relevant fee in order to book a test. A test will then be arranged at the earliest available opportunity.

Applicants failing the test twice will not be permitted to take a further test until at least 6 months have elapsed from date of the second failure.

## **New Applications**

An applicant must have, immediately prior to applying, for at least 3 years been the holder of a valid driving licence (not being a provisional licence) authorising him/her to drive a motor car in the UK.

An application cannot be granted unless the Licensing Authority is satisfied that the applicant is a fit and proper person to hold a Hackney Carriage or Private Hire Driver's Licence. Where there is any doubt about the fitness and propriety of the applicant, the application will be referred to the Licensing Committee or Licensing Sub-Committee.

To make an initial application for either a **one year licence** or a **three year licence** the applicant must;

- Complete and submit to the Licensing Authority the appropriate application form
- Pay the appropriate fee for either a one year or three year licence
- Provide 2 recently taken and identical passport size photographs as follows;
  - 45 millimetres by 35 millimetres in size
  - taken against a light background so that the applicant's features are distinguishable and contrast against the background
  - show full face uncovered without sunglasses and unless the applicant wears a head covering due to his/her religious beliefs, without a head covering.
- Produce for examination a current valid driving licence, which has been held for at least 3 years and authorises him/her to drive a motor car in the UK, and showing his/her current home address
- Complete and submit a mandate for release of information held by the DVLA to the Licensing Authority.
- Complete an Enhanced Criminal Record Disclosure Application form and provide appropriate identity documentation. (Please note that the applicant must visit the Licensing Authority in person when submitting their Enhanced Criminal Record Disclosure Application.)

- Provide a satisfactory Group 2 Medical certificate completed in the 3 months immediately preceding the application.
- Provide evidence of successful completion of a County Council Taxi Drivers Assessment in the 3 months immediately preceding the application

Applicants are advised not to obtain the Medical Certificate or County Council Taxi Drivers Assessment until the Licensing Authority has considered the outcome of the Enhanced Criminal Record Disclosure and DVLA mandate and advised the applicant that they are considered a fit and proper person in relation to offences.

Applicants are required to notify the Licensing Authority of any convictions, cautions, fixed penalties received or any court cases pending during the application period (i.e. the time between the application being submitted and the licence being granted)

### **Additional Application Requirements for Foreign Nationals and Persons That Have Resided Outside the UK for Hackney Carriage and Private Hire Drivers Licence**

The Licensing Authority must be satisfied that the applicant is a fit and proper person. In order to determine this, an applicant who is a foreign national or who has resided outside the UK over the age of 18 must do the following;

Complete an Enhanced Criminal Record Disclosure Application form as detailed in new application requirements. To complete this application the applicant must provide all addresses for the past 5 years including any addresses that are outside the UK. The Enhanced Criminal Record Disclosure will show any convictions that have been committed in the UK.

In addition to the Criminal Record Bureau the applicant must provide the Licensing Authority with a Criminal Record Check from all countries outside the UK they have resided in from the age of 18 or, if those countries do not produce such information a certificate of good conduct from the embassy or legation from all countries outside the UK that they have resided in from the age of 18. This certificate must be an original and if in a foreign language must be accompanied by an original certified translation from a sworn translator. Any costs involved in such Certificates and translations must be paid by the applicant.

Driving Licence - The Licensing Authority must be satisfied that the applicant holds an appropriate driving licence to drive in the UK for vocational purposes (driving as a job).

Eligibility to work in this country - An applicant must be eligible to work in the UK and if appropriate will need to provide evidence of this.

English Language - Where an applicant's first language is not English the applicant may need to demonstrate that they have a basic standard of English speaking and understanding.

### **Renewal Applications**

A renewal application must be completed prior to the expiry date of the Hackney Carriage or Private Hire Driver's Licence. There is no period of grace if a renewal application is submitted after the expiry date. It is an offence to drive a Hackney

Carriage or Private Hire Vehicle without the appropriate Hackney Carriage or Private Hire Drivers Licence.

To make a renewal application and be granted a **one year licence** the applicant must;

- Complete and submit to the Licensing Authority the appropriate renewal application form.
- Pay the appropriate fee for a one year licence.
- Provide 2 recently taken and identical passport size photographs as follows, where it has been 3 years since the last time photographs were submitted;
  - 45 millimetres by 35 millimetres in size
  - taken against a light background so that the applicant's features are distinguishable and contrast against the background
  - show full face uncovered without sunglasses and unless the applicant wears a head covering due to hi/her religious beliefs, without a head covering
- Produce for examination a current valid driving licence, which has been held for at least 3 years and authorises him/her to drive a motor car in the UK, and showing his/her current home address
- Complete an enhanced Criminal Record Disclosure Application form and provide appropriate identity documentation only if this is due (see above background checks criteria).
- Provide a satisfactory Group 2 Medical certificate only if this is due (see medical criteria above)
- Provide evidence of successful completion of a County Council Taxi Drivers Assessment that is no more than 3 months old only if this is due (see above background checks criteria)
- Complete and submit a mandate for release of information held by the DVLA to the Licensing Authority only if this is due (see above background checks criteria)

To make a renewal application and be granted a **three year licence** the applicant must provide the following with their application:-

- The appropriate fee for a three year licence
- A current valid driving licence, which has been held for at least 3 years and authorises him/her to drive a motor car in the UK, and showing his/her current home address
- A satisfactory Group 2 Medical certificate that is no more than 3 months old
- An Enhanced Criminal Record Disclosure Application form and appropriate identity documentation

- A mandate for release of information held by the DVLA to the Licensing Authority
- Evidence of successful completion of a County Council Taxi Drivers Assessment in the 3 months immediately preceding the application
- Two recently taken and identical passport size photographs as follows
  - 45 millimetres by 35 millimetres in size
  - taken against a light background so that the applicant's features are distinguishable and contrast against the background
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