

## **GUIDANCE NOTES FOR NEW APPLICATIONS HACKNEY CARRIAGE AND PRIVATE HIRE**

Thank you for your interest in becoming a licensed Private Hire/Hackney Carriage driver. The Licensing Authority of Gloucester City Council has a responsibility to ensure the safety of the travelling public and has a strict process of vetting all applicants for these licenses.

Before a licence can be issued, the Council must satisfy itself that the applicant is a “fit and proper” person to hold a licence. All new applicants must:-

- **Have been the holder of a valid driving licence (NOT being a provisional licence) authorising him/her to drive a motor car in the UK for at least 12 continuous months, immediately prior to the date of application.**
- **Be 21 years of age or over.**
- **Should have no more than three current penalty points on their DVLA licence.**

To assist the Licensing Authority in confirming your status all applications must be supported by the following documents.

1. **Application form.**
2. **Full DVLA driving licence, photo card or paper licence (if issued pre 1998) held for more than 1 year. A Licence check code must also be generated and provided on the application form (see notes on reverse).**
3. **Passport or a biometric residence permit. If you are a British Citizen and do not have a passport then you will need to produce your Birth Certificate. (if a foreign national this must include eligibility to work in the UK)**
4. **Application fee in full which can be paid by credit / debit card or cash.**
5. **DBS Enhanced Disclosure (see note below)**
6. **One additional document showing proof of current address (please see [www.crb.gov.uk](http://www.crb.gov.uk)).**
7. **Applicants who since the age of 18 have lived outside of the UK need to provide a certificate of good conduct from the Embassy of each country they have resided in.**
8. **Medical Certificate not more than three months old.**

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9. **Driving Assessment for Hackney Carriage and Private Hire Vehicles from Diamond Advance Test, Green Penny or The Blue Lamp Trust. This needs to be the pass certificate and not the booking form. (Please note if it is your intention to drive Hackney Carriage Vehicles then you would have to complete a wheelchair exercise as all new Hackney Carriage Vehicles have to be wheelchair accessible). If you have completed both parts of the driving assessment, we would need to see both pass certificates.**
10. **Hackney Carriage or Private Hire Knowledge Test Pass Certificate.**
11. **Safeguarding Awareness Training certificate. To book a place onto this training course and to pay the £35 fee, please call the Business Support Team on 01452 396396.**
12. **English Proficiency test. To book and pay the £45 fee please call the Business Support Team on 01452 396396.**

### **Submitting your Application**

You must complete and submit items 1 to 12 above to the Licensing Authority by email (***the application fee must be paid in full when you submit your application and can be made online at , or over the phone by ringing 01452 396396***). Should you need to take the appropriate additional knowledge test in order to obtain a pass certificate, you will be required to pay an additional fee.

To arrange your English Proficiency Test and/or knowledge test you can telephone 01452 396396 (please ensure you have your payment receipt number to hand as you will need this to book the appointment).

**Please note:**

**Applicants for licenses are now only be seen by appointment.**

**Should you need to see an advisor you will need to ring Customer Services on 01452 396396 to book an appointment.**

**New applicants must produce all relevant documentation to support the application and must make payment in full.**

**Payments for licenses are no longer taken in Reception and applicants must pay in one of the following ways:**

- **Pay on line via the Council website <https://www.gloucester.gov.uk/contact-us/pay-for-it/>**
- **Pay over the telephone by calling 01452 396396**

## **Special Notes**

### **DBS**

Applications for an enhanced DBS certificate are now made online. You should supply your supporting documents with your completed application. An online account will be created for you and you will receive an email with instructions on how to proceed and make payment.

### **Medical Certificate**

Your Medical must be no more than 3 months old when submitted to the Licensing Authority. The Medical must be completed on the Gloucester City Council approved form unless prior agreement is sought.

### **DVLA Drivers Licence – Licence check code**

Drivers must be able to share their DVLA driving licence details with the Licensing Authority to enable checks of drivers driving entitlements and endorsements issued.

This service can be accessed using <https://www.gov.uk/view-driving-licence>

This service is free of charge and allows the licence holder to generate a 'Licence check code' for the Licensing Authority to use to check their details.

Please note that Licence check codes are only valid for 21 days and can only be used once. The Licence check codes are also case sensitive, so they need to be printed clearly.

Should you have any queries in relation to any of the above, please contact Customer Services (details as on front page).