

HACKNEY CARRIAGE/PRIVATE HIRE DRIVERS

LICENSING PROCEDURE

The following original documents must be submitted to the Licensing Team, Westport House, Wareham, Dorset, BH20 4PP.

1. Completed Application Form
2. An Enhanced Disclosure & Barring Service (DBS) Certificate – no less than 6 months old or code for your online account
3. DVLA online code
4. Medical Form completed by a registered GP and issued not 6 months prior to the date of the licence application then after 8 years for under 45 year olds, every 5 years between the age of 45 and 65 then annually when you are over 65 years of age
5. Driving licence, passport (if you have one) and a recent utility bill or bank statement for proof of address
6. Certificate of satisfactory completion of Taxi Driver Assessment (for new applications only)
6. Appropriate Fee
7. One passport size recent photograph with your name written on the back
8. Certificate of satisfactory completion of the Driver Safeguarding Awareness Training
9. For applicants who reside outside of the Council area sufficient evidence to prove their intention to work entirely or predominantly within the Council's administrative boundaries
10. Proof of your right to work in the United Kingdom (see link on page 2)

When submitting an application for a licence to drive a hackney carriage or private hire vehicle, the Council will require an 'Enhanced Disclosure' from Criminal Records Bureau. The cost of disclosure is not included in your application fee.

You should be aware that the Council is empowered in law to check with the police for the existence and content of any criminal record held in the name of the applicant. This is done every 3 years. The information you give and the information received from DBS, will be kept in strict confidence while the licensing process takes its course. It will be retained for no longer than is necessary and will only be taken into account in relation to your application.

The disclosure of a criminal record or other information will not debar you from gaining a licence unless the Council considers that the conviction renders you unsuitable. In making this decision, the authority will consider the nature of the offence, how long ago and what age you were when it was committed and any other factors which may be relevant. Any applicant refused a driver's licence on the grounds that he/she is not a fit and proper person to hold such a licence has the right of appeal to a Magistrates Court.

It is necessary for you to arrange a medical examination with a doctor who will complete the enclosed medical certificate.

For first applications it is also necessary to arrange to have a Taxi Driver Assessment made by an Advanced Driving Instructor.

It is also necessary to complete a Driver Safeguarding Awareness Training course. Details of a local course and the fees involved can be found at:

www.dorsetforyou.com/dpttc

Immigration – Your right to work in the UK will be checked as part of your licence application, this will include, where necessary checking your immigration status with the Home Office. You must therefore provide an approved document(s) as stated below.

<https://www.gov.uk/government/publications/acceptable-right-to-work-documents-an-employers-guide>

Applicants for a new Combined Hackney Carriage and Private Hire Vehicle Driver's licence or Private Hire Vehicle Drivers Licence are required to attend and pass the Council's Knowledge and Suitability Interview.

The interview consists of two parts; the first part of which is designed to assess the driver's knowledge of streets, locations, attractions, entertainment venues and general geography of the Council's administrative area in order to satisfy the Council that they will be able to convey passengers who may be unfamiliar with the locality.

The second part of the test is designed to assess the applicant's knowledge of relevant regulations, numeracy, demeanour and also allow officers to assess the applicant's general suitability. Both parts of the test will be conducted in English.

Details of what is required in the knowledge test are provided at the time the knowledge test booking is confirmed.

Applicants for the Private Hire Vehicle Drivers Licence will only be required to sit the second part of the Knowledge and Suitability Interview.

Dorset Council will use your personal information to provide you with the service which you or someone acting on your behalf has asked us to provide. We will also use your personal details for purposes of crime prevention and crime detection and will, if asked, share it with other public bodies for that purpose. The full statement about how we will use your personal details can be seen at www.dorsetforyou.com/416433 or a copy can be provided by contacting Public Health and Housing Services.

If you have any queries please do not hesitate to contact the Licensing Team on 01929 556561