

Appendix 5 Application Procedures

1. Application procedures – vehicles

- 1.1 When presenting a new or renewal application, the following documents **MUST** accompany the completed application form:
 - (i) DVLA Registration Document (which must show the vehicle as belonging to the applicant either wholly or jointly with any other person(s) hereinafter described as proprietor(s) thereof);
 - (ii) Valid Certificate of Insurance;
 - (iii) MOT/Compliance Certificate;
 - (iv) [For stretched limousines] Single Vehicle Approval Certificate (SVA).

New Application

- 1.2 The applicant must make an appointment to attend the Licensing Office to initiate the application.
- 1.3 The Authority will provide vehicle proprietors with a unique reference number which must be provided to the vehicle testing station allocated at the time of the appointment. The inspection will not be completed without this reference number.
- 1.4 Vehicle proprietors shall be directed by the Authority to an approved vehicle testing station to have vehicles inspected and tested. Applicants are required to make arrangements directly with the approved vehicle testing station to conduct the examination.
- 1.5 Prior to submitting the vehicle for examination, proprietors shall ensure that the vehicle complies with the Council's Hackney Carriage and Private Hire Licensing Policy.
- 1.6 If at any stage of the application, the applicant does not provide the required information and/or fails to complete the application process within 28 days from the last known date of contact, the application will be marked as 'not proceeded with'.

Renewal Application

- 1.6 In respect of renewal applications vehicles will be required to attend an approved vehicle testing station to have vehicles inspected and tested before an appointment with the Authority is made, the vehicle should not be examined more than 4 weeks before its licence is due to expire. However, it is advised to arrange the examination and test at least 7 days prior to the renewal appointment in case the vehicle examination identifies the need for repair work and retesting which can then be undertaken prior to the expiry of the licence.
- 1.7 If the vehicle fails the examination and the repair requires specific work that could not be reasonably foreseen prior to the expiry of the licence and/or requires a specific part that could not have been reasonably obtained prior to the expiry of the licence, a period of up to 28 days from the date of the expiry of the licence may be granted to allow vehicle owner to complete the work. The effect of this period is to give the vehicle owner reasonable time to complete the work, whilst also avoiding the lapse of the licence. Such a period will be granted at the sole discretion of the Authority and the vehicle owner must provide suitable evidence to substantiate that the work is necessary and

that the repair could not have been reasonably foreseeable prior to the expiry of the licence and/or the part could not have been reasonably obtained prior to the expiry of the licence. In any event, if the required work is not completed by the end of the period granted by the Authority, the licence will lapse.

- 1.8 Vehicle proprietors shall be subject to a re-charge fee by the vehicle testing station in respect of vehicles that fail the vehicle test and undergo a second examination and test. The full examination and test fee shall be charged to proprietors who fail to attend appointments for vehicle examination and tests without notifying the vehicle testing station.
- 1.9 When a vehicle has passed its test, the applicant must make an appointment to attend the Licensing Office to complete the application.

2. Application procedures – drivers

- 2.1 Applicants must make an appointment to attend the Licensing Office to initiate the application.
- 2.3 A fee will be required for all application forms and payment can only be made with a debit/credit card or cheque/postal order. **New Application**
 - 2.1 Applications for Hackney Carriage or Private Hire drivers' licences are not limited and may be made at any time of the year. This is subject to the applicant must having held a full DVLA driving licence (which may be a European driving licence subject to 2.4 below) for more than three years and having attained the age of 18 years.
 - 2.4 Applicants who hold a European driver's licence, other than Great Britain, must produce a GB Driver Licence Card issued by the DVLA a minimum of 12 months prior to the date of application.
 - 2.5 To meet the criteria in 2.1 whereby a full DVLA driving licence or European driving licence must have been held for more than 3 years, the applicant must provide proof of both licences for that 3 year period. If the applicant is not from a European country and does not hold a European drivers licence, requirement then be a UK driver licence for 3 years.
 - 2.6 Applicants will be required to complete an application form for an Enhanced Disclosure from the Disclosure and Barring Service on application, this can be done using the Council's approved online DBS service or by completing a DBS form supplied by the Council .Three forms of personal identification is required (passport, DVLA driving licence, birth certificate or marriage certificate) as well as a utility bill showing the applicants current address. Applicants will also need to provide their national insurance number.
 - 2.7 Applicants will be required to provide a completed DVLA mandate which must be accompanied with a cheque or postal order made out to DVLA for £5.00
 - 2.9 Applicants will be required to complete a Statutory Declaration on application in line with section 12.22 and 16.22 of the Council's Hackney Carriage and Private hire Statement of Licensing Policy
 - 2.9 Applicants from European Economic Area and worldwide are also required to provide a Certificate of Conduct from the embassy of the applicants' country of origin or place of recent residence. A certificate of conduct may not be accessible for Refugees/Asylum Seekers. In such cases additional references

will be sought and followed up by phone as well as letter. Additional references in the first instance should be from employers or professional bodies. However, they can also come from faith-based and community associations, or from organisations where the applicant has volunteered.

- 2.10 Applicants from outside the European Economic Area must also provide evidence of their entitlement to work and reside in the UK. This will be a current permit or passport endorsement issued by the Home Office in the applicant's name and shows that the applicant has one of the following:
- no time limit to their stay in the UK
 - a certificate of entitlement to the Right of Abode
 - indefinite leave to enter or remain
 - is exempt from immigration control
- 2.11 Foreign nationals from Czech Republic, Estonia, Hungary, Latvia, Lithuania, Poland, Slovakia and Slovenia are also required to be registered under the Home Office Worker Registration Scheme.
- 2.12 If new applicants are confident that the DBS Disclosure will be satisfactory then they can proceed to arrange appointments to obtain a completed medical certificate from a General Practitioner; to undertake the Authority local knowledge test. Otherwise, as the above actions will incur costs, applicants may prefer to wait for the return of the DBS Disclosure and clearance from the Authority to continue with the application.
- 2.13 Applicants shall provide a completed medical examination form supplied by the Authority on application then on their 45th birthday and every 5 years until the age of 65 (i.e. on the driver's 50th, 55th, 60th and 65th birthdays) where upon an annual examination is required. Medical examinations must be conducted by the applicant's own general practitioner or medical practice. In exceptional circumstances, the applicant may be directed to the Council's independent medical advisor. Medical examinations must be completed before a driver's 45th, 55th, 60th and 65th birthday, notification of which will be sent out approximately 6 weeks prior.
- 2.14 If at any stage of the application, the applicant does not provide the required information and/or fails to complete the application process within 28 days from the last known date of contact, the application will be marked as 'not proceeded with'.

Renewal Application

- 2.15 Applicants will be required to complete an application form for an Enhanced Disclosure from the Disclosure and Barring Service on application, this can be done using the Council's approved online DBS service or by completing a DBS form supplied by the Council. Three forms of personal identification is required (passport, DVLA driving licence, birth certificate or marriage certificate) as well as a utility bill showing the applicants current address. Applicants will also need to provide their national insurance number.
- 2.16 Applicants will be required to provide a licence 'Check Code' from the DVLA's online service to allow Officers to check current DVLA information on appointment.

- 2.17 Applicants will be required to complete the Declaration section of their renewal form providing information of any offences since the date of their original signed Statutory Declaration.
- 2.18 If at any stage of the application, the applicant does not provide the required information and/or fails to complete the application process within 28 days from the last known date of contact, the application will be marked as 'not proceeded with'.

3. The consideration of applications

- 3.1 On receiving the Enhanced Disclosure from the DBS new applicants should visit the Licensing Office to provide the completed medical. Disclosure and medical forms will not be accepted if more than 28 days old.
- 3.2 If satisfied, from the information available, that the applicant is a fit and proper person to hold a licence, the Officer has delegated power to grant the application and issue a 3 year licence.
- 3.3 All licences remain the property of the Authority and must be surrendered if the driver licence is suspended or revoked by the Authority.
- 3.4 If the Authority is not satisfied, on the information before it, that the applicant should be granted a licence, the matter may be referred to the Licensing and Appeals Committee for a hearing in accordance with this Policy.

4. Application procedures – Operators

- 4.1 Applicants must make an appointment to attend the Licensing Office to initiate the application.
- 4.2 A fee will be required for all application forms and the fee will be determined by the amount of vehicles intended to operate. Payment can only be made with a debit/credit card or cheque/postal order.
- 4.3 Applicants will be required to provide a standard disclosure of convictions on first application and every 3 years thereafter.
- 4.4 Applicants will be required to provide evidence of public liability insurance and where necessary employers liability insurance.
- 4.5 The applicant must provide a full list of drivers and vehicles they intend to operate
- 4.6 All required documentation must be provided on appointment in order for this application to be processed
- 4.7 Appropriate door signs to be approved in line with the policy.

Consideration of applications.

If the Authority is not satisfied, on the information before it, that the applicant should be granted a licence, the matter may be referred to the Licensing and Appeals Committee for a hearing in accordance with the Policy.

