

## Uttlesford District Council

### GUIDANCE NOTES FOR APPLICANTS APPLYING FOR A PRIVATE HIRE/JOINT/HACKNEY CARRIAGE DRIVER'S LICENCE IN THE UTTLESFORD AREA.

1. **APPLICATION FORM** – All driver licences issued expire on the last day of the previous month i.e if the licence is granted 20<sup>th</sup> November it will expire 31<sup>st</sup> October in 3 years' time. Upon renewal the licence will be valid for three full years.  
Please note that all 14 questions on the form must be answered and details of offences given (Including spent convictions), if applicable. All application forms must be completed by the applicant personally.

The fee from 1 October 2015 for all driver licences is £140 which must be paid on application.

2. **DISCLOSURE AND BARRING CHECK** – Please contact the Licensing Section of this Authority on 01799 510598 for an application form. To support your application you must bring with you the following list of documents

- Valid Passport (or Birth/Marriage certificate)
- Driving Licence (old paper style or photocard)
- Utility Bill or Bank Statement (confirming current address & dated within 3 months)
- National Insurance number
- Payment of **£44**

These documents must be originals and an appointment is required for these to be checked at our offices in Saffron Walden. As soon as applicants receive their DBS Certificate in the post they must submit it to the Licensing Office in Saffron Walden so that the licence can be issued. The original DBS Certificate will be returned in an envelope marked "Private and Personal" with the licence.

**Please note that applicants who have been resident in the UK for less than 5 years must provide a Certificate of Good Conduct from the appropriate Embassy or High Commission (a certified English translation of this document is required).**

3. **MEDICAL CERTIFICATE** – The examining doctor must complete the Group 2 medical form (which must carry the practice stamp). The applicant must make the necessary appointment with the Doctor and is responsible for the fee which is payable at the time of the examination. The medical form is available on our website or by telephoning 01799 510578. Medical certificates are only **valid for 3 months** so we would advise getting the DBS application sent off first. Alternatively driver medicals are available from:

Cotswold Medicals who have medical centres around Essex and the South East. Telephone 01454 317436 to find your nearest centre. Taxi medicals cost between £51 and £58 depending on location. Applicants must take our medical form with them to the appointment.

4. **DVLA MANDATE FORM (D796)**  
The Council will carry out driver licence checks online with the DVLA. In order for us to do this you will need to complete sections 2 and 4 of the Mandate form (D796) in block capitals using black ink. There is no additional charge for this service and the mandate is valid for checks for 3 years.

5. **PAYMENT**

Can be made by cheque (payable to Uttlesford District Council), credit or debit card in person at the Saffron Walden offices or by dialling customer services on 01799 510510.

6. **PHOTOGRAPH**

This is required for the purposes of the Identity badge and can be taken at the time you are having your application forms checked or applicants can supply a passport photo or e-mail a head and shoulders shot to [licensing@uttlesford.gov.uk](mailto:licensing@uttlesford.gov.uk) (as a jpeg attachment).

7. **ALL APPLICANTS MUST :**

- Have held a full DVLA Driving licence or have been otherwise authorised to drive under s.99A or s109 Road Traffic Act 1988 for at least one year.
- Have a right to work in the UK\* (see below)
- Meet Uttlesford District Council's licensing standards\*\* (see below)

**\*Right to work/right to a licence check**

Your right to work in the UK will be checked as part of your licence application, this could include the licensing authority checking your immigration status with the Home Office. You will be required to produce ID from a list specified by the Home Office. You must bring the original document(s) in personally so that the check can take place. The document(s) will be copied and the copy retained by the licensing authority.

If there are restrictions on the length of time you may work in the UK, your licence will not be issued for any longer than this period. In such circumstances the check will be repeated each time you apply to renew or extend your licence. If, during this period, you are disqualified from holding a licence because you have not complied with the UK's immigration laws, your licence will lapse and you must return it to the licensing authority. Failure to do so is a criminal offence.

**\*\*Licensing standards**

Uttlesford District Council are responsible for ensuring the safety and well being of the fare paying public and others by administering control of hackney carriages and private hire vehicle drivers pursuant to the provisions of the Local Government (Miscellaneous Provisions) Act 1976. To achieve this objective the Council has adopted standards which it expects drivers licensed by the Council to meet, both on an application for a new licence and during the period a licence is held. Whilst each case will be dealt with on its individual merits applications for a new licence from persons who fail to meet these standards will normally be refused and existing licence holders who cease to meet these standards are likely to have their licence suspended or revoked or not renewed on application. The licensing standards are:-

**LICENSING STANDARDS – DRIVERS**

1. No more than 9 points endorsed on a driver's licence within the last 3 years.
2. No convictions or fixed penalty notices endorsed on a driver's licence within the last 3 years where 6 or more points have been endorsed in respect of a single offence.
3. Where a driver has been disqualified from driving for any reason a licence will not normally be granted for 3 years after the disqualification has expired or 12 months after the date the driver's licence is re-issued whichever is the later.
4. For the purposes of paragraph 3 above where a driver has accumulated 12 or more points in a 3 year period but has not been disqualified at the discretion of the court he or she will be deemed to have been disqualified at the date of the hearing when the magistrates exercised their discretion not to disqualify and the deemed disqualification shall be taken as having expired on that date.

And (save for limited licences as referred to in paragraph 2.5 of the policy):-

5. No criminal convictions for an offence of dishonesty, indecency or violence in respect of which a custodial sentence (including a suspended custodial sentence) was imposed
6. No criminal convictions within the last 5 years for an offence of dishonesty, indecency or violence in respect of which a non-custodial sentence was imposed
7. No other criminal convictions which are not deemed to be spent within the meaning of the Rehabilitation of Offenders Act 1974.
8. No conditional discharges for any offence within the last 12 months.
9. No official cautions (save for cautions administered by Uttlesford District Council) for any offences within the last 12 months.
10. No pending prosecutions for any criminal or motoring offence.
11. Not to have had a hackney carriage and/or private hire driver's licence revoked within the last 3 years.
12. To meet group 2 medical standards as published by the Department of Transport.
13. To have a reasonable command of the English language sufficient to enable the driver to perform the functions of a hackney carriage/private hire driver

***PLEASE NOTE***

If your enhanced DBS (previously CRB) certificate is dated within in a month of your application then this can be accepted and no further DBS is required.

If you have obtained an enhanced DBS certificate (previously CRB) and it is dated within the last 18 months please contact the licensing team for a statutory declaration form which will enable you to start work earlier. Please note that we would still need to send off our for our own Authority DBS check.

If you require any forms to be checked please telephone the Licensing section first to ensure a member of the licensing team is available.