

Application for a licence to drive Private Hire / Hackney Carriage Vehicles

Please read the guidance notes at the back of this form carefully before completing the application.

Type of Application(s)

Please complete (✓) the appropriate boxes below confirming the type of application(s) you are making:-

Private Hire	<input type="checkbox"/>	Hackney Carriage	<input type="checkbox"/>	Both	<input type="checkbox"/>
First Grant	<input type="checkbox"/>	Renewal of Existing Licence	<input type="checkbox"/>		
PH Licence	PD	Expiry Date	<input style="width: 100%;" type="text"/>		
HC Licence	HD	Expiry Date	<input style="width: 100%;" type="text"/>		

Please be aware renewal applications **must** be made prior to the expiry date. Once a licence has expired it can no longer be renewed.

Notes: -

B	Private Hire Operator / Hackney Carriage Proprietor
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12 Please give the name of the Private Hire Operator and / or Hackney Carriage Proprietor with whom you are or are to be employed (if applicable):-

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C	Medical Fitness
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13 What evidence of medical fitness are you submitting with your application?
Please tick ✓ the appropriate box below:-

Not applicable	<input type="checkbox"/>	Medical Report	<input type="checkbox"/>	Holder of a HGV/PSV licence	<input type="checkbox"/>
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Questions 14-15 are only applicable if you are applying to renew an existing licence:-

14 Have you had any change in your medical condition since the grant of your last licence other than minor ailments and injuries? ✓

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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If the answer is **yes**, please give details below. You are also advised to contact the Licensing Section to discuss the matter before you submit your application, as you may be required to submit further medical evidence.

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15 If you are any of the following ages - **45, 50, 55, 60, 65** or **over 65** then you must supply a medical report as to your physical fitness unless you hold a current HGV or PSV licence. Please tick ✓ the appropriate box below:-

Not applicable	<input type="checkbox"/>	Medical attached	<input type="checkbox"/>	Holder of a HGV/PSV licence	<input type="checkbox"/>
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D	Declaration
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I declare that I have checked the information given in this application form and to the best of my knowledge and belief it is correct. I am aware that the making of an untrue statement for the purposes of procuring a licence to drive private hire vehicles is an offence.

I understand that if my licence is not issued within 12 months of this application being submitted the application may be cancelled.

16 This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

For further information see the authority's website www.wigan.gov.uk/nfi or contact the Legal & Democratic Division on 01942 827030.

Signed	
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Date	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Application for a licence to drive Private Hire / Hackney Carriage Vehicles Guidance Notes

It is a legal requirement that drivers of either hackney carriages or private hire vehicles obtain a licence to drive those vehicles from the Licensing Section.

Applicants must be over 21 years of age and have held a full DVLA driving licence or other European Union licence for at least 12 months.

Applicants must also satisfy the Licensing Section that they are a fit and proper person hold a licence.

Wigan Council aims to ensure that private hire and hackney carriage services delivered within the Borough are of a good standard. The application procedure is designed to ensure these standards are maintained and continually monitored for improvement.

1. How to make an application

Please complete the application form in full in ink. Ensure that all sections are completed (failure to do this will result in your application being returned).

When you have completed the application form, contact the Licensing Office on (01942) 404627 to make an appointment to submit the application. This application must be made in person. When you are given an appointment take the completed application form to the Wigan Life Centre, The Wiend, Wigan, WN1 1NH together with following:-

- The appropriate licence fee (please see section 2)
- Completed application and declaration of previous convictions (including cautions and fixed penalty notices)
- Full UK driving licence (both parts if photo card style driving licence)
- Evidence of medical fitness (if required, please see section 4)
- Identification required to complete the CRB (please see section 6)
- CRB fee (if required, see sections 2 and 7)
- Entitlement to work in the GB (if applicable, see section 6)
- Certificate of good conduct (if applicable, see section 6)

2. Fees

Please be aware that when attending appointments at the Wigan Life Centre you can only now make payments by cheque or credit / debit card. For details of the current fees and charges please contact the Licensing Section or visit our website at:-

www.wigan.gov.uk/Services/BusinessRegeneration/BusinessTradingLicencesPermits/Taxi/licencefees.htm

3. Knowledge Test (if applicable)

If you are first time applicant for a hackney carriage or private hire licence you will be required to sit a knowledge test.

When you have submitted your application an appointment will be arranged for you to take this test. A knowledge test information booklet will be supplied with your application which contains all the information you need to help you pass a knowledge test.

4. Medical Fitness (if applicable)

If you are first time applicant for a hackney carriage or private hire licence you will be required to provide evidence of medical fitness.

The Council has adopted the DVLA Group 2 medical standards which apply to PSV (Public Service Vehicle) or HGV (Heavy Goods Vehicle) licences.

A medical report will be supplied to you with your application and this should be completed by your doctor. However, if you have either a PSV or HGV entitlement on your driving licence you do not need to complete this medical report.

If you are applying to renew your existing licence you may need to provide further evidence of medical fitness. Therefore if you are 45, 50, 55, 60, 65 or over 65 then you must arrange for a medical report to be completed by your doctor, or produce evidence of PSV or HGV entitlement on your driving licence.

5. Photograph

Please be aware that a member of the Licensing Section will take your photograph at your appointment time. This photograph will appear on your identification badge if your application is granted.

6. Applicants from EC and EEA countries

Applicants from EC and EEA countries will also have to satisfy certain other requirements when making an application:-

- have held a relevant drivers licence issued in their own country for at least 12 months, that is still valid;
- obtained a GB Counterpart document (obtained from DVLA free of charge);
- provide evidence of their entitlement to work in GB; and
- provide a certificate of good conduct (if applicable).

Where an applicant is a foreign national, or is a UK national, but has lived for a period of three months or more in another country then a CRB check is not sufficient. In addition to this check you will also need to produce a 'certificate of good conduct' from the relevant embassy or consulate. Details on how to do this and other useful information is available on request from the Licensing Section or via our website at:-

www.wigan.gov.uk/Services/BusinessRegeneration/BusinessTradingLicencesPermits/Taxi/PrivateHire/

There are many reasons why the Council require CRB checks in addition to 'certificates of good conduct' not least of all to cover the possibility that an applicant may previously have been resident in the UK and received a conviction.

7. Criminal Record Check

An enhanced criminal record check is required in respect of all first time applications, and every 3 years in respect of renewal applications. A disclosure application form will be completed with you at your appointment time.

The Criminal Records Bureau (CRB) check searches your details against criminal records and other sources, including the Police National Computer. This check will either confirm that you don't have a criminal record, or it will list any relevant convictions, cautions, reprimands, warnings and, if applicable, whether you have been barred from working with vulnerable groups. The police can also include non-conviction information, for example, fixed penalties, that may be relevant.

If you are applying to renew your existing licence and it is 3 years since your last CRB check a further check will be required. You are advised to ensure you make your renewal application in sufficient time before the expiry date to allow at least three or four weeks for a reply from the CRB.

The information received by the Licensing Section from the CRB will be kept in strict confidence and normally only disclosed to nominated officers of the section. In certain circumstances, the Council's legal advisors and members of the Council's Regulation Committee will need to be notified of information received, but it will be used only in relation to processing your application. It will be kept in secure storage and will be retained for no longer than is necessary.

i) Previous Addresses

As part of your application you are required to provide an accurate address history of at least 5 years. If you have lived at more than one address during this period please ensure you come to your appointment with all the relevant information (this includes the months and the years that you have lived at **each** address).

ii) Confirming your identity

Before your application can be sent to the CRB we need to verify your identity. In order to verify your identity you must be able to produce evidence of the following:-

- Name**
- Date of Birth**
- Current Address**
- Driving Licence Number**
- Passport Number** (only applicable if you hold a valid passport of any nationality)
- National Insurance Number**

Please note: The information in **bold** is essential to completing your application. If you fail to provide evidence of any of these your application cannot be completed. You will need to at least know your national insurance number but your application can be processed without providing evidence of it. Below is a selection of the acceptable forms which are commonly produced:

- Driving Licence
- Passport
- Utility Bills
- TV Licence
- Bank / Building Society / Credit Card /Store Card Statement
- National Insurance Card
- P45 or P60 Statement
- Addressed Payslip
- EU National ID card
- Birth or Marriage Certificate
- Mortgage Statements
- NHS Card
- ID card for foreign nationals

To see a full list of all acceptable forms of identification you can visit the directgov website:
http://www.direct.gov.uk/en/Employment/Startinganewjob/DG_195811

You must provide original documentation. Photocopies or documents printed from the internet, for example, internet banking statements, will not be accepted.

Please be aware that your application **will not** be processed if you do not have all the necessary information (at the time of appointment) to complete the CRB form

iii) How long does a CRB check take?

The CRB tries to complete 90 per cent of enhanced checks within four weeks of receiving your application form.

Enhanced checks rely on getting information from the relevant police forces and this can sometimes delay your application.

Once your application has been accepted by the CRB you can track its progress using the online tracking service <https://secure.crbonline.gov.uk/enquiry/enquirySearch.do>
To use the online tracking service, just enter your application form reference number (available on request from the Licensing Section) and your date of birth.

Alternatively you can contact the CRB helpline on 0870 9090 811.

The service will not tell you if any convictions have been found on your record. This information will only be available once your application has gone through the whole process. A copy of the CRB response will be sent to your current home address, and a copy will also be sent to the Licensing Section.

iv) Convictions (including cautions and fixed penalty notices)

As part of your application you will need to complete a 'Declaration of Convictions, Cautions or Fixed Penalty Notices'. Your attention is drawn to the information on this form in relation to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended).

The disclosure of a criminal record or other information will not debar you from gaining a licence unless the Council considers that the information renders you unsuitable. In making this decision the Council 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 ground that he / she is not considered a fit and proper person to hold such a licence has a right of appeal to a Magistrates' Court within 21 days of the date of notification of that decision.

Guidelines relating to the relevance of convictions for applicants are available on request from the Licensing Section (01942) 404627 or can be downloaded from our web pages at

<http://www.wigan.gov.uk/NR/rdonlyres/DDEA6521-14A8-4C24-846A-901A7F0FE9A0/0/RelevanceofConvictions.pdf>

If you would like to discuss what effect a conviction might have on your application you may telephone the Licensing Section in confidence, for advice.

8. How long will my application take?

The Council cannot grant your application until we are satisfied that you are a fit and proper person and have satisfied the criteria referred to in this application.

Once we are satisfied that you have met all the application criteria you can normally expect your licence and identification badge to be issued within 24 hours of that date.

In all circumstances you are advised to contact the Licensing Section to confirm your documents are ready for posting out or for collection.

Please be aware that if a licence has not been issued within 12 months of the application being submitted the application may be cancelled.

9. How can I contact the Licensing Section?

- Telephone No. (01942) 404627 (available 9am to 5pm, Monday to Friday)
- Fax No. (01942) 827298
- Email: licensing@wigan.gov.uk
- Website: www.wigan.gov.uk