

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



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

Appointments must now be made online via www.wigan.gov.uk/taxilicensing

Type of Application (place a tick ✓ in the appropriate boxes)

Private Hire Hackney Carriage Both

First Grant Renewal of Existing Licence

Licence Details (if applicable)

Licence Number(s) Expiry Date(s)

A	Applicants Details									
1	Title (✓)	Mr	Mrs	Miss	Ms	Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Surname	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	Forename(s)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	Previous Names / Other Aliases	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5	Current Address	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
6	Town	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
7	Postcode	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
8	Date of Birth	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
9	National Insurance No	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
10	Contact Telephone Number(s)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
11	Email Address	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
12	Nationality	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
13	Place of Birth	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

B	Private Hire Operator / Hackney Carriage Proprietor
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14 In which part of the Borough do you mainly intend to work?
Please tick ✓ the appropriate box below:-

<input type="checkbox"/> East (Astley, Atherton, Golborne, Hindley, Leigh, Tyldesley etc..)		<input type="checkbox"/> West (Ashton, Standish, Ince, Wigan etc..)	
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N.B. If a knowledge test is required your test will include questions in relation to the part of the Borough you have ticked above.

15 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):-

C	Entitlement to Work in the UK
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16 I confirm that I have provided evidence of my entitlement to work in the UK.

Please tick ✓ this box to confirm

Original documents must be produced at the time of application.

Home Office Right to Work Online Checking Service 9 Digit Code (if applicable) See section 8 of the attached guidance notes.

D	Driving Licence Check
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17 The Licensing Section will carry out an online check via GOV.UK to confirm your driving licence details. This will require a driving licence check code which should be recorded below along with the date the code was applied for. Please note: The code is case sensitive and is only valid for 21 days starting from the date on which you apply for it. Details of how to obtain your code can be found in section 2 of the attached guidance notes.

18 Licence Number

-

-

19 Check Code

Date Requested

E	Criminal Record Check
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20	<p>I am aware that the Licensing Section will carry out a criminal record check with the Disclosure and Barring Service (DBS) to assist them in determining whether I am a fit and proper person to hold a licence.</p> <p>I can confirm that I have completed my DBS application online, have paid the relevant DBS fee and will produce my documents to prove my identity at my appointment.</p> <p>Please tick ✓ this box to confirm <input type="checkbox"/></p>
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F	Medical Fitness
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21	<p>I can confirm that I meet the DVLA group 2 medical standards, and a medical examination report confirming this has been completed by a doctor, and is attached to this application. (Please note a completed medical is only valid for 4 months from the date of the doctor signing the report)</p> <p>Please tick ✓ this box to confirm <input type="checkbox"/></p>
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22	<p>Have you had any change in your medical condition since the grant of your last licence other than minor ailments and injuries? ✓</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If the answer is yes, please give details below.</p> <p>You are also advised to contact the Licensing Section to discuss the matter before you submit your application.</p> <div style="border: 1px solid black; height: 40px; width: 100%;"></div>
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G	Other Information
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23	<p>Are you the holder of a private hire or hackney carriage driver's licence with any other local authority? ✓</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If the answer is yes, please give details below (including name of local authority & the date of issue)</p> <div style="border: 1px solid black; height: 40px; width: 100%;"></div>
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24 Have you ever had an application for a private hire or hackney carriage driver's licence refused, or a licence suspended or revoked by this or any other authority? ✓

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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If the answer is **yes**, please give details below (including name of local authority, the date of suspension/revocation and the reason)

25 Have you lived outside of the UK for more than 3 months in the past 5 years? ✓

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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If the answer is **yes**, you may need to obtain a criminal record check from the country you lived in. See section 9 ii of the attached guidance notes.

H Declaration

26 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 or hackney carriage vehicles is an offence.

I declare that I am entitled to live and work in the UK and I have provided evidence of this.

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

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

<http://www.wigan.gov.uk/Council/DataProtection-FOI-Stats/National-Fraud-Initiative.aspx>

Signed	<input type="text"/>
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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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Declaration of Convictions, Cautions or Fixed Penalty Notices

Full Name

Date of Birth

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The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended)

Evidence of spent convictions can be admitted and questions about spent convictions can be asked in proceedings held in respect of an application for the grant or renewal or the cancellation of a licence to drive a private hire or hackney carriage vehicle. This includes hearings before the Council's Regulation Committee.

When the Council asks you questions about your previous convictions in order to assess your suitability to be a taxi driver you must treat the question as relating to all your previous convictions and by virtue of the Order referred to above **you must disclose spent convictions.**

You are **warned** that should you fail to declare any conviction, caution or fixed penalty notice when completing this form you may be prosecuted and the Council can suspend or cancel any licence which is granted to you based on incorrect or incomplete information contained within this declaration.

I do solemnly declare that: - (*Place a tick (✓) in the appropriate box or boxes)

▪ **New Applicants ONLY**

* I have **never** been convicted of any offence, received any formal cautions, fixed penalty notices or have any pending convictions (motoring or otherwise).

*I have been convicted of an offence, formal caution, fixed penalty notice or have a pending conviction (motoring or otherwise) and I list overleaf details of **every offence** for which I have been convicted, including spent convictions.

▪ **Renewal Applicants ONLY**

* I have **never** been convicted of any offence, received any formal cautions, fixed penalty notices or have any pending convictions (motoring or otherwise).

* I have **not** been convicted of any offence, received any formal caution, had a fixed penalty notices or have any pending convictions (motoring or otherwise) since my last application.

* I have been convicted of an offence, received a formal caution, fixed penalty notice or have a pending conviction (motoring or otherwise) and I list over leaf details of **all offences** I have been convicted of since my last application.

▪ **Convictions, Cautions and Fixed Penalty Notices**

Type	Date	Offence(s) (& Court if applicable)	Sentence / Penalty
Example: <i>Motoring FPN</i>	Example: <i>24/06/2010</i>	Example: <i>SP30 (speeding in a 30mph limit zone) Bolton Magistrates Court</i>	Example: <i>Fixed Penalty 3 Points & £60 Fine</i>
Example: <i>Criminal Conviction</i>	Example: <i>01/03/2010</i>	Example: <i>Handling Wigan & Leigh Magistrates Court</i>	Example: <i>Fine £100, Costs £70 & Forfeiture / Confiscation</i>

I declare that this is a true record of all the offences recorded against me and that I have read and understand all the information contained in this form.

Signed	
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Date	<input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" 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 private hire or hackney carriage 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 to 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 this application form in full, and ensure that all sections are completed (failure to do this may result in your application being returned).

This application must be made in person.

The application is subject to a criminal record check with the Disclosure and Barring Service (DBS). With effect from 1 November 2016 all DBS applications are to be completed and paid for online (see sections 6 and 9). This must be done prior to submitting this application.

When you have completed the form, you will need to make an appointment, which should now be made online via www.wigan.gov.uk/taxilicensing. When you have booked your appointment online a link to the DBS application will be emailed to you (see section 9)

Once your appointment has been made you will need to go to the Licensing Desk at Wigan Life Centre, The Wiend, Wigan, WN1 1NH together with following:-

- Completed application and declaration of previous convictions (including cautions and fixed penalty notices)
- The appropriate licence fee (please see section 6)
- Current driving licence (full) and valid check code to carry out an online check (please see section 2)
- Evidence of medical fitness (please see section 7)
- Identification documents required to verify the DBS application. You should have already completed and paid for your DBS application online (please see section 9)
- Entitlement to work in the UK (see section 8)
- Certificate of good conduct (see section 9 ii)

If you have not completed the online DBS application, or do not have all the necessary information or documents available with you at your appointment your application cannot be processed. A further appointment will be required at a time when the online DBS application has been completed and all the necessary documents are available.

2. Confirming your driving licence details on GOV.UK

From 8 June 2015 the paper counterpart to the photocard driving licence was no longer issued by DVLA. Existing counterparts no longer have any legal status, and along with the old paper driving licences are no longer updated to show endorsements / penalty points.

The Licensing Section will now be carrying out an online check to confirm your driving licence details via GOV.UK. This will provide us with the current status of your licence, your driving entitlements and details of any endorsements, penalties or disqualifications, if applicable. Medical information is not provided to us.

In order for us to carry out the online check you will need to provide us with a valid check code on the day of your appointment. You can create the code at the following link:

<https://www.gov.uk/view-driving-licence>

You will need the following:

- Your driving licence number,
- Your national insurance number, and
- The postcode on your current driving licence.

Once you have received your code please record it in Section D of your application form. You are reminded that the code is case sensitive, is only valid for 21 days (starting on the date on which you apply for it) and can only be used once.

Please be aware that if this check cannot be carried out we will be unable to accept your application for a private hire and / or a hackney carriage driver's licence.

3. Renewal applications

If you wish to continue driving private hire and / or hackney carriage vehicles after the expiry date of your licence then you must make an application to renew the licence before that date. The Licensing Section will not issue a reminder letter to you prior to the expiry date.

Please ensure you submit your renewal application **at least 60 days** before the expiry date of your existing licence. Failure to do so may result in you being unable to drive private hire / hackney carriage vehicles until such time as a licence has been issued.

Please be aware that you cannot legally renew a licence once the expiry date has passed. Any application made after the expiry date will be treated as a 'first grant' which will be subject to an increased fee and you may also be required to take a knowledge test.

It is your responsibility to make sure your licence is renewed on time. If you do not, it will be unlawful for you to drive private hire and / or hackney carriage vehicles after the expiry date.

The application form is available to download from the Council's website.

When you have completed the application, you will need to make an appointment to submit your application and additional documentation. This should now be made online via:

<https://apps.wigan.gov.uk/LicensingForms/LicenceAppointments>

Once your appointment has been made you will need to take your application and relevant documentation to the Licensing Desk at the Wigan Life Centre, The Wiend, Wigan, WN1 1NH.

4. 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 you 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 14 days (unless your application is referred to the Council's Regulation Committee).

You **must not** work as a private hire and / or hackney carriage driver until you are in possession of the relevant licence(s) from the Licensing Section.

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

5. How long will my licence last (if granted)?

With effect from 1 October 2015, the Council are required to issue licences for private hire / hackney carriage drivers for 3 years. Any application made to us from this date, which is subsequently granted, is therefore issued for 3 years, unless any particular circumstances require a licence to be issued for a shorter period. This is as a result of the implementation of Section 10 of the Deregulation Act 2015.

The expiry date of your licence, if granted, will be shown on the documentation issued by the Licensing Section.

6. Fees

Please be aware that when attending appointments at the Life Centre, Wigan you can only make payments by credit / debit card.

The online DBS application must also be paid for using a credit / debit card.

For details of the current fees and charges please contact the Licensing Section or visit our website.

7. Evidence of Medical Fitness

As an applicant you need to satisfy us that you are medically fit to hold a licence, and the Council has adopted the DVLA Group 2 medical standards.

With effect from 1 October 2015 **all** applications (new and renewal) for a private hire and / or hackney carriage drivers licence must be accompanied by a satisfactory medical report to the DVLA Group 2 medical standards. This is regardless of the age of the applicant.

This medical report should normally be completed by the applicant's own general practitioner. However, the applicant may choose to consult an alternative general practitioner for the completion of the report.

Before completing this report with your doctor you are advised to read the useful information and notes provided by the DVLA: <https://www.gov.uk/government/publications/assessing-fitness-to-drive-a-guide-for-medical-professionals>

If after reading these notes, you have any doubts about your ability to meet the medical standards, please consult your doctor before you arrange for this medical report to be completed. The doctor may charge you for completing it, and in the event of your application being refused, the fee you pay to the doctor is not refundable.

The Council no longer accept evidence of PSV or HGV entitlement on your driving licence as evidence of medical fitness, and a medical report needs to be produced by **all** applicants.

The Licensing Section **must** receive this report, together with your application **within 4 months** of the doctor signing the report. Do not complete your medical until nearer your appointment date to avoid incurring additional costs.

Medical reports can be downloaded from the Council's website.

8. Entitlement to Work in the UK

Section 37 of the Immigration Act 2016 has amended existing legislation to prevent illegal working in the private hire and hackney carriage vehicle sector and applicants must now demonstrate that they have the right to work in the UK.

All applicants will be treated in the same way during the application process, regardless of nationality, including British Citizens. This will also demonstrate a fair, transparent and consistent application process. Assumptions will not be made about a person's right to work in the UK or their immigration status on the basis of their nationality, ethnic origin, accent, the colour of their skin, or the length of time they have been living in the UK.

You must provide one of the original document(s) listed below and the document(s) will be copied and returned to you. Your application will not be considered valid until all the necessary information and original document(s) have been produced and the relevant fee has been paid.

List A: No immigration restrictions on right to a licence in the UK.	
1.	A passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.
2.	A passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
3.	A Registration Certificate or Document Certifying Permanent Residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
4.	A Permanent Residence Card issued by the Home Office to the family member of a national a European Economic Area country or Switzerland.
5.	A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
6.	A current passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.

7.	A current Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer. An example of an Immigration Status Document may be found here.
8.	A birth or adoption certificate issued in the UK together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
9.	A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
10	A certificate of registration or naturalisation as a British citizen, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

List B: Immigration restrictions on the right to a licence in the UK.

1.	A current passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question.
2.	A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to do the work in question.
3.	A current Residence Card (including an Accession Residence Card or a Derivative Residence Card) issued by the Home Office to a non-European Economic Area national who is a family member of a national of a European Economic Area country or Switzerland or who has a derivative right of residence.
4.	A current Immigration Status Document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK, and is allowed to do the type of work in question, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
5.	A Certificate of Application issued by the Home Office under regulation 18(3) or 20(2) of the Immigration (European Economic Area) Regulations 2016, to a family member of a national of a European Economic Area country or Switzerland stating that the holder is permitted to take employment which is less than 6 months old together with Verification from the Home Office Evidence and Enquiry Unit. The licence may be granted for six months from the date of the Certificate of Application.
6.	A Verification issued by the Home Office Evidence and Enquiry Unit to you, which indicates that the named person may stay in the UK because they have an in time application, appeal or administrative review and which is outstanding. The licence may be issued for six months from the date of the licence decision.

Home Office online right to work checking service:

As an alternative to providing the documents listed above, applicants may demonstrate their right to work by allowing the licensing authority to carry out a check with the Home Office online right to work checking service.

To demonstrate their right to work via the Home Office online right to work checking service, applicants should include in this application their 9 digit share code (provided to them upon accessing the service at <https://www.gov.uk/prove-right-to-work>) which , along with the applicant's date of birth (provided within this application), will allow the licensing authority to carry out the check.

In order to establish the applicant's right to work, the check will need to indicate that the applicant is allowed to work in the United Kingdom and is not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity.

Please Note: An online check will not be possible in all circumstances because not all applicants will have an immigration status that can be checked online. The Home Office online right to work checking service sets out what information and/or documentation applicants will need to access the service. Applicants who are unable to obtain a share code from the service should submit copy documents as set out above.

9. Criminal Record Check

As an applicant you must satisfy us that you are a fit and proper person to hold a licence.

With effect from 1st October 2015 all applications (new and renewal) for a private hire and / or hackney carriage drivers licence will be subject to a criminal record check with the Disclosure and Barring Service (DBS), regardless of the date of the previous check.

With effect from 1 November 2016 all DBS applications are to be completed and paid for online. This is done prior to submitting this application.

The procedure for the online DBS application is as follows:

1. When you have booked an appointment online via www.wigan.gov.uk/taxilicensing a link to the online DBS application will be emailed to you.
2. The email will be from wigan@screening-services.co.uk and will contain a user name and password, along with a link to the online DBS application.
3. Click on the link in your email and complete the online DBS application and pay the DBS fee.
4. Attend your appointment at the Licensing Desk at the Life Centre, Wigan. Please be aware that we will not be able to process your application if step 3 referred to above has not been completed. A further appointment will be required at a time when the online DBS application has been completed.
5. The Licensing Officer present at your appointment will be responsible for checking your online DBS application, verifying the ID documents, and processing your licensing application (including medical report & licensing fee).
6. The online DBS application will usually be submitted to the DBS within 24 hours of your appointment.
7. Once a DBS application has been processed a certificate will be issued to you and we will receive an email advising us whether we need to see the original certificate that they have issued to you. We do not receive an electronic copy of this certificate, or any details about its contents.
8. If your certificate is blank i.e. ALL boxes state "NONE RECORDED" then we do not need to see your original certificate, and will begin the process of determining your application.

9. If there is information recorded on your certificate, regardless of whether we are aware of this information, you are required to produce the certificate to us. We cannot begin the process of determining your application until the original certificate has been produced to a member of the Licensing Team. You will be provided with a document at the time of your appointment which sets out the process for producing a certificate to us.

The Disclosure & Barring Service (DBS) (formerly known as the Criminal Records Bureau or CRB) 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.

The information received by the Licensing Section from the DBS 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.

Please be aware that the Council cannot at this time legally accept a DBS check carried out by the Council's Integrated Transport Team.

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 complete the relevant information on the online DBS application (this includes the month and the year that you have lived at **each** address).

ii) Certificate of Good Conduct

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 DBS 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 obtain this has been provided by the Home Office and can be found on the following website:

<https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants>

There are many reasons why the Council require DBS 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.

iii) Confirming your identity

Before your application can be submitted to the DBS we need to verify your identity.

Your application will not be processed if you do not have all the necessary documents (at the time of appointment) to verify your identity. You are reminded that your DBS application should have been completed online prior to your appointment.

There are three routes to follow when you are providing identity documents for a DBS check. You must try to provide documents from **route one** first. The documents you can use are listed in the tables below.

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

Further information is available via the following link:

<https://www.gov.uk/government/publications/dbs-identity-checking-guidelines/id-checking-guidelines-for-dbs-check-applications>

➤ **Route One:** You must provide three documents:

- 1 document from Table 1 below; and
- 2 further documents from Table 1 or 2a or 2b - one of them must confirm your current address.

If you can't provide a document from Table 1, then you should go to **route two**.

➤ **Route Two:** You must provide three documents:

- 1 document from Table 2a; and
- 2 further documents from Table 2a or 2b - one of them must confirm your current address.

EEA nationals who've been resident in the UK for 5 years or less may need to be fingerprinted if they can't show these documents.

The officer who is checking your identity documents will also use an external identity validation service to confirm your identity. Please be aware there is a small charge for this service. If the external identity validation service can't confirm your identity then the officer checking your identity will discuss this with you. You will then have to go to **route three**.

➤ **Route Three:** You must provide five documents and one of them must confirm your current address:

- Birth certificate issued after the time of birth by the General Register Office / relevant authority (UK, Isle of Man and Channel Islands);
- 1 document from Table 2a; and
- 3 further documents from Table 2a or 2b - one of them must confirm your current address.

EEA nationals who've been resident in the UK for 5 years or less cannot use Route 3.

If you can't provide these documents you will be asked to go for fingerprinting which could delay your application.

Table 1: Primary identity documents

Document	Notes
Passport	Any current and valid passport
Biometric residence permit	UK
Current driving licence photo card (full or provisional)	UK, Isle of Man, Channel Islands and EEA
Birth certificate - issued within 12 months of birth	UK, Isle of Man and Channel Islands – including those issued by UK authorities overseas e.g. Embassies, High Commissions and HM Forces.
Adoption certificate	UK and Channel Islands

Table 2a: Trusted government documents

Document	Notes
Current driving licence photocard (full or provisional)	All countries outside of the EEA (excluding Isle of Man and Channel Islands)
Current driving licence (full or provisional) - paper version (if issued before 1998)	UK, Isle of Man, Channel Islands and EEA
Birth certificate – issued after time of birth	UK, Isle of Man and Channel Islands
Marriage/civil partnership certificate	UK and Channel Islands
Immigration document, visa or work permit	All countries outside the EEA – valid only if you're working in the country that issued the document.
HM Forces ID card	UK
Firearms licence	UK, Isle of Man and Channel Islands

* All driving licences must be valid.

Table 2b: Financial and social history documents

Document	Notes	Issue date & validity
Mortgage statement	UK or EEA	Issued in last 12 months
Bank or building society statement	UK and Channel Islands or EEA	Issued in last 3 months
Bank or building society statement	Countries outside the EEA	Issued in the last 3 months – branch must be in the country where you live and work.
Bank or building society account opening confirmation letter	UK	Issued in last 3 months

Credit card statement	UK or EEA	Issued in last 3 months
Financial statement e.g. pension or endowment	UK	Issued in last 12 months
P45 or P60 statement	UK and Channel Islands	Issued in last 12 months
Council Tax statement	UK and Channel Islands	Issued in last 12 months
Letter of sponsorship from future employment provider	Non-UK or non-EEA only – valid only for applicants residing outside of the UK at time of application	Must still be valid
Utility bill	UK – not mobile telephone bill	Issued in last 3 months
Benefit statement e.g. Child Benefit, Pension	UK	Issued in last 3 months
Central or local government or government agency or local council document giving entitlement e.g. from the Department for Work and Pensions, the Employment Service, HMRC	UK and Channel Islands	Issued in last 3 months
EEA National ID card		Must still be valid
Irish Passport Card	Cannot be used as an Irish passport	Must still be valid
Cards carrying the PASS accreditation logo	UK, Isle of Man and Channel Islands	Must still be valid
Letter from Head Teacher or College Principal	UK - for 16-19 year olds in full time education – only used in exceptional circumstances if other documents cannot be provided	Must still be valid

iv) How long does a DBS check take?

The DBS state that the average completion of an online application is 9 days. However please be aware that some applications may take longer, and we are unable to determine your application until your DBS check has been completed.

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 DBS you can track its progress using the online tracking service <https://secure.crbonline.gov.uk/enquiry/enquirySearch.do> or by ringing the DBS helpline on 0300 0200 190.

To track your application you will need your application reference number and your date of birth. 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.

Once your DBS application has been processed a certificate will be sent direct to you at the address specified on your application. A copy of this certificate is not sent to us.

If your certificate is blank i.e. ALL boxes state "NONE RECORDED" then we do not need to see your original certificate, and we will begin the process of determining your application.

If there is information recorded on your certificate, regardless of whether we are aware of this information, you are required to produce the certificate to us. We cannot begin the process of determining your application until the original certificate has been produced to a member of the Licensing Team. If you are in any doubt as to whether you need to produce your certificate to us you are advised to contact the Licensing Team.

If you are required to produce your certificate and you fail to produce this within 28 days from the date of issue then a further DBS application will be required (at a further cost).

To produce your certificate you must now make an appointment online via: www.wigan.gov.uk/taxilicensing and follow the link 'Book an Appointment'.

To book the appointment, complete the following:

- Licence: Select 'Other'
- Licence Type: Select 'Other'
- Reason Select 'Other'
- In Notes type 'Produce DBS'

Your certificate must be produced to a member of the Licensing Team.

Please be aware that we will not issue any licences at the same time that you produce your certificate (see section 4).

The DBS have advised that no duplicate copies of certificates will be printed. If an applicant loses or destroys the certificate they will need to go through the DBS application process again (at a further cost).

v) 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 grounds 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 from the Council's website. 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.

10. Knowledge Test (if applicable)

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

Knowledge tests currently take place on a Thursday and are usually held every 2 weeks. When you have submitted your application an appointment will be arranged for you to take this test. You will always be offered the next available appointment.

A knowledge test information booklet (containing all the information you need to help you pass a knowledge test) is available to download from the Council's website.

11. Applicants from Non EU, EEA or Single Market Countries

Applicants from non EU (European Union), EEA (European Economic Area) or Single Market countries will also have to satisfy certain other requirements when making an application. Applicants should:

- have held a relevant drivers licence issued in their own country for at least 12 months, that is still valid;
- contact DVLA to discuss registering your details with them;
- provide a certificate of good conduct (if applicable) (see section 9 ii)

12. 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.

13. Child Sexual Exploitation / Disability Awareness Mandatory Training

As a private hire / hackney carriage driver you may often carry young or vulnerable people in your vehicle, and as such it is important that you are able to identify any signs of child exploitation, are aware of how to report any suspicions, and are able to give appropriate assistance to disabled or vulnerable people.

Should your application be successful, your licence will be issued subject to a condition that you attend a training session to raise your awareness of the above subjects. Further information about this training, including how to book a place will be provided with your licence. The Council have resolved that:

“All private hire and hackney carriage drivers licences issued after 7 December 2015 are subject to a requirement that the driver shall attend the Council's prescribed training course not later than 6 months after the issue of the licence, otherwise the driver's licence may be suspended until such time as the training has been satisfactorily undertaken.”

The safety of the passengers you carry when acting as a licensed driver is of utmost importance, and we hope therefore that you will find the training both interesting and useful.

14. Contact the Licensing Section

- Email: licensing@wigan.gov.uk
- Website: www.wigan.gov.uk/TaxiLicensing