

# **RIBBLE VALLEY BOROUGH COUNCIL**



Ribble Valley  
Borough Council

[www.ribblevalley.gov.uk](http://www.ribblevalley.gov.uk)

## **GUIDANCE ON APPLICATIONS FOR A PRIVATE HIRE DRIVER'S LICENCE**

The Council will only issue licenses to those persons who it considers are fit and proper persons to hold a licence. From 1 December 2016, this will include checks on whether an applicant has a right to licence. This means that 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. We may otherwise share information with the Home Office. You must therefore provide a document or document combination that is stipulated as being suitable for this check. A list of the documents which are acceptable is contained in the annex to the [Home Office guidance](#).

You must provide the original document(s), such as your passport or biometric residence permit, as indicated in the published guidance, so that the check can take place. The document(s) will be copied and the copy retained by the licensing authority. The original document will be 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 paid has been paid.

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.'

In addition, to the right to licence check the Council has various other requirements. These requirements differ slightly depending on whether it's a new application or a renewal and are set out below:

### **NEW APPLICATIONS**

Before a new driver's licence will be granted the applicant must:

1. Satisfy the Council that they are not less than 21 years of age
2. Satisfy the Council that they have for at least 12 months prior to the date of the application, held a driver's licence (not being a provisional licence granted to the application under Part III of the Road Traffic Act 1972 authorising him/her to drive a motor car.

3. Complete the Council's application form and sign the statutory declaration in the form prescribed by the Council
4. Pay the relevant fee
5. Produce either their Birth Certificate or Passport
6. Produce their DVLA Driving Licence and provide the appropriate authorisation to allow the Council to carry out a check with the DVLA
7. Provide 2 Passport style photographs
8. Provide a Letter of character reference
9. Complete the online Disclosure and barring service (DBS) check and provide a copy of the disclosure
10. Provide a Mandatory Group 2 Medical Certificate signed by the applicant's own GP or by a GP from the same practice who has access to the applicant's medical records to the effect that they are fit to be a driver of a hackney carriage
11. Satisfactorily complete the Council's knowledge test.
12. Provide a certificate for the DVSA taxi driver test.
13. Either provide a certificate for the BTEC Introduction to the Role of the Professional Taxi and Private Hire Driver or confirm at which college this will be completed, and when and provide evidence of enrolment on the course and that the fee has been paid.
14. Complete the Council approved online Safeguarding course or provide a copy of the certificate if this has already been completed
15. Complete the Council approved Disability Awareness online course or provide a copy of the certificate if this has already been completed.
16. Provide a document or document combination that is stipulated as being suitable for compliance with the Immigration Act "right to license" test.

### **RENEWAL APPLICATION**

Before an application to renew a licence will be granted the applicant must:

1. Complete the Council's application form and sign the statutory declaration in the form prescribed by the Council.
2. Pay the relevant fee.
3. Provide 1 Passport style photograph.
4. Produce their DVLA Driving Licence and provide the appropriate authorisation to allow the Council to carry out a check with the DVLA
5. Produce their certificate for the Introduction to the Role of the Professional Taxi and Private Hire Driver.
6. Provide a Mandatory Group 2 Medical Certificate signed by the applicant's own GP or by a GP who has access to the applicant's medical records to the effect that they are fit to be a driver of a private hire vehicle (where required).
7. Complete the online Disclosure and barring service (DBS) check and provide a copy of the disclosure (where required).
8. When renewing for the first time since the implementation of the Immigration Act 2016 provide the necessary documentation to evidence their right to license.
9. Provide a DVLA check code.
10. Provide a HMRC check code.
11. Complete the Council approved Disability Awareness online course or provide a copy of the certificate if this has already been completed

**PLEASE NOTE –**

- KNOWINGLY SUPPLYING INCORRECT INFORMATION IN YOUR APPLICATION FORM WILL RENDER YOU LIABLE TO PROSECUTION UNDER THE PROVISIONS OF THE LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976. THE FINE AT PRESENT WILL NOT EXCEED LEVEL 3 ON THE STANDARD SCALE AND MAY RESULT IN THE IMMEDIATE SUSPENSION OR REVOCATION OF THE LICENCE BY THE BOROUGH COUNCIL.
- YOU **MUST** MAKE AN APPOINTMENT WITH THE LICENSING OFFICERS TO MAKE YOUR APPLICATION. APPOINTMENTS ARE **ONLY** GIVEN BETWEEN 9-12AM
- Please contact the Administration Assistant (Licensing) on 01200 414554

TAXI/GUIDANCE ON APPLICATIONS FOR HACKNEY CARRIAGE DRIVERS LICENCE