



## **BOROUGH OF PENDLE**

### **HACKNEY CARRIAGE AND PRIVATE HIRE DRIVER'S LICENCE GUIDANCE NOTES**

Please read the following notes carefully before making an application for a driver's licence.

Once you are satisfied you can fulfil the criteria set out below, please email the taxi licensing office to make an appointment at [taxi.licensing@pendle.gov.uk](mailto:taxi.licensing@pendle.gov.uk).

Applications forms can be downloaded at [www.pendle.gov.uk/homepage/48/taxis](http://www.pendle.gov.uk/homepage/48/taxis)

#### **1. Duration of Driver's Licences**

The Council normally issues driver's licences for 3 years. However in some circumstances the Council may consider it appropriate to issue a licence for a shorter period.

All drivers issued with a 3 year licence are required to submit an annual declaration of convictions or any medical conditions. Failure to do so without reasonable excuse will result in the licence being suspended.

#### **2. Entitlement to Drive in the UK**

Applications must have held a valid, full UK driving licence for a minimum of 12 months immediately before making their application.

Applications may also be accepted from people who have held a full driving licence, issued by a country within the European Community (EC) or in the European Economic Area (EEA) for a minimum of 12 months immediately before making their application. A DVLA GB counterpart document must also be submitted.

All applicants are required to authorise the Council to undertake checks with the DVLA to verify the existence of any motoring convictions and restrictions on their licence.

#### **3. Right to Work in the UK**

All applicants must have the right to work in the UK. Verifications of this right will be undertaken by the Licensing Unit with the UK Border Agency where appropriate, before a hackney carriage or private hire driver's licence is granted.

Any applicant, who has lived outside the UK within the last 10 years, will be required to produce a Certificate of Conduct, translated into English, from each of the countries that they have lived in within that period.

#### **4. Disclosure and Barring Service Checks (DBS)**

Applicants for a hackney carriage or private hire driver licence are required to provide a DBS enhanced disclosure certificate. This must be applied for via the Council – see DBS Notes at page 4 for required documentation.

Enhanced disclosure certificates, for the role of a taxi driver, through other organisations will be accepted if the applicant has subscribed to the DBS Update Service. You will be asked to supply your certificate and proof of your identity – see notes at page 4

No licence will be issued or renewed unless there is a valid up to date DBS check in place.

The Council expects drivers to sign up to the DBS updating service and consent to the Licensing Authority checking with the DBS on an annual basis, as to whether there has been any change to their status since the last disclosure certificate was issued. Failure to subscribe to the update service will result in a driver's licence being suspended or not renewed until such time as a new DBS disclosure certificate has been submitted.

## **5. Convictions, Cautions and Motoring Offences**

The Rehabilitation of Offenders Act 1974 does not apply to applicants for a hackney carriage or private hire driver licences and applicants are required to disclose all convictions, cautions and motoring offences, including those that would normally be regarded as spent.

Where there is evidence of criminal activity or motoring convictions, the applicant will be referred for a decision to be made in line with the Council's Guidelines on Dealing with Convictions, which can be downloaded at [www.pendle.gov.uk/homepage/48/taxis](http://www.pendle.gov.uk/homepage/48/taxis).

Once licensed any conviction, caution or motoring offence must be reported to the Council within 7 days of receiving it.

## **6. Medical Fitness**

The Council recognises that licensed drivers should meet more stringent medical standards than is expected of people who drive a vehicle for social, domestic and pleasure purposes.

Licensed drivers are entrusted with the safety of the travelling public and may drive for much longer hours than non-professional drivers. To this end Council requires all licensed drivers to meet the Group 2 standard users by the DVLA when licensing public service vehicle drivers.

Medical certificates, completed by the driver's own GP are required on first application and then on ages 30, 40, 50, 55, 60 and thereafter every year.

Where there is doubt as to the medical fitness of a licensed driver, including circumstances where a medical certificate has expired, the Licensing Authority reserves the right to suspend the driver's licence until such time as it can be satisfied that the driver is fit. No applicant will be issued a licence until medical fitness has been established.

**The medical certificate is not required when first making your application and can be submitted at any stage of the application process.**

## **7. Knowledge Test**

The Council acknowledges that it is important to the travelling public that the drivers it licences have a good knowledge of the Borough and its boundaries, the Highway Code and its policies and procedures.

All applicants for a new driver's licence will re require to pass the knowledge test before they can be granted a licence. A revision guide is provided at [www.pendle.gov.uk/homepage/48/taxis](http://www.pendle.gov.uk/homepage/48/taxis).

## **8. Safeguarding and Child Sexual Exploitation (CSE) Training**

The prevention of child sexual exploitation and safeguarding people are primary goals of the Council.

The Council recognises that licensed drivers are an integral part of modern life and as such play an important role in providing a safe mean of transport to all members of society.

Their role within our communities places them in direct daily contact with some of the most vulnerable members of our society and as such they are ideally placed to assist all those agencies who have a statutory responsibility to safeguard vulnerable people.

In order for them to recognise the signs of CSE and to enable them to report suspicious behavior appropriately, all applicants for a hackney carriage or private hire driver's licence shall have completed basic safeguarding and CSE awareness training, provided via the Council, or a Council approved provider, before they will be granted a licence.

Training will be deemed to have lapsed 3 years from the date training took place and a refresher course must then be taken.

## **9. Private Hire Driver's Conditions**

All private hire driver licences are issued subject to conditions which will be attached to the licence.

## **10. Hackney Carriage Bye-Laws**

All hackney carriage driver licences are issued subject to the Council's hackney carriage bye-laws which will be attached to the licence.

## **11. Penalty Point Scheme**

The Council operates a penalty point scheme. It aims is effective taxi control without having to take legal proceedings for minor infringements. It takes repeated occurrences of minor infringements before sufficient points have been accumulated causing more serious action against the licensees to be taken.

If over a three year period the number of points accrued by a licensee reaches fifteen or more then that licensee must attend before the Taxi and Other Licensing Committee to allow members to consider the future of their licence.

## **DBS Notes**

### **Proving your identity – identity documents**

The DBS application will be completed by the Taxi Licensing Section when you attend for your appointment.

You will be required to provide the following documents:-

- Valid passport and resident permit where applicable
- Current DVLA driving licence. The driving licence must have your current address on; the correct spelling of your name and your first name and surname must be the correct way round. If your driving licence does not have these your application will not be accepted.
- Utility bill or Bank Statement(less than 3 months old) or your current Council Tax Statement.

Mobile phone bill/contract is no longer accepted and documents downloaded from the internet will also not be accepted.

- You will need to know your national insurance number and 5 year address history.
- Evidence of your right to work in the UK

If you don't have all of the above documents, please advise the office at the time of making your appointment for a list of alternative identity documents.