**APPLICATION FOR HACKNEY CARRIAGE & PRIVATE HIRE DRIVERS LICENCE**

**Notes for Guidance**

**Please read the notes before completing application form**

**A current licence is needed to drive a licensed Hackney Carriage or Private Hire vehicle within the Tamworth Borough. To be eligible to apply for a Hackney Carriage & Private Hire drivers licence you must have held a full UK/DVLA driving licence for a minimum of 2 years and aged 21 years or over.**

**A licence is issued for a period of 1 year and is renewed annually. To grant a licence Tamworth Borough Council is required to establish that the applicant is a ‘fit and proper person’ and we will undertake the following checks:**

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| DVLA | First Application and yearly thereafter |
| **Disclosure & Barring Service (DBS) –** All applicants are required to complete a DBS Enhanced Disclosure form.The Disclosure & Barring Service (DBS) are prone to delays, Tamworth Borough Council has no control over DBS procedure and is unable to fast track the process. | First Application and every 3 years thereafter. |
| **Medical** | Initial Application then:Every 5 years up to 45 years of age.Every 3 years up to 65 years of ageAnnually after 65 years of age |
| **Knowledge Test** | All first time applicants upon completion of the above supporting checks |

**Renewal Applications – IMPORTANT INFORMATION**

It is the responsibility of the Driver to ensure that renewal of his licence is undertaken, and that the application is made in a timely manner. Applicant checks are prone to delays; Tamworth Borough Council has no control over these procedures and is unable to fast track the process. A licence will be issued for Renewals only in lieu of DVLA and/or the DBS check if the application has been received on or before the date advised in your renewal letter and the declaration supplied has been signed by the applicant.

**Payment**

Payments can be made either by cheque/postal order or credit/debit card. Please note for any cheques returned unpaid from the bank will result in an additional charge incurred, or licence withdrawn for non payment.

**Photographs**

Each new or renewal application must include 3 passport sized photographs of the applicant. – New applicants please ensure that Part C of the application form is completed and 1 of your photographs has been countersigned by the person who has endorsed Part C of your application.

***To ensure the speedy processing of your application please provide the correct documents as detailed – failure to provide the requested documentation* will *result in your application being rejected. We can only accept valid, current and original documentation.***

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| Application Type | Documents To Support Application | Fee |
| First Time Applications | If this is your first application – Please provide the documents requested in sections 1, 2, 3 & 4 | **£ 122.72** |
| Renewal Application with DVLA  | Documents requested in Section 1 | **£ 82.50** |
| Renewal Application with DVLA and DBS  | Documents requested in Sections 1 & 2. | **£ 84.81** |
| Renewal Application with DVLA and Medical  | Documents requested in Sections 1 & 3. | **£ 109.91** |
| Renewal Application with DVLA, Medical and DBS  | Documents requested in Sections 1, 2, 3 & 4 | **£ 122.72** |
| Bounced Cheques |  | **£ 20.04** |

**Supporting Documentation**

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| **Section** | **Application Checks** | **Documents Required** |
| **1** | **DVLA** | Original DVLA driving licence - photo card type accompanied by the paper counterpart or old style paper licence **in your current address**2 documents less than 3 months old which confirms your address |
| **2** | **DBS** | **Group 1** | **Group 2A** | **Group 2B** |
|  | * **You MUST PRODUCE 1 DOCUMENT FROM GROUP 1 or an external check validation costing you £xx will be undertaken**
* **2 further documents must be produced from either Group 1, 2A or 2B (one of which showing your current address)**
 | * Current valid passport
* UK current driving licence - photocard type accompanied by the paper counterpart.
* UK birth certificate issued within 12 weeks of birth (original).
* UK Biometric residence permit
 | * Current UK driving licence - old style paper version
* UK birth certificate issued after time of birth (no photocopies)
* UK marriage / civil partnership certificate
* UK adoption certificate
* HM forces ID card
* UK fire arms licence
 | * UK Mortgage statement\*\*
* UK bank / building society statement\*
* UK bank / building society account opening confirmation letter
* UK credit card statement\*
* UK financial statement, eg - pension, endowment, ISAUK P45 / P60 statement\*\*
* UK council tax statement\*\*
* UK work permit / visa / residence permit\*\*
* Letter of sponsorship from future employment provider (non UK / non EEA only - valid only for applicants residing outside of the UK at time of application)
* UK utility bill (not mobile telephone)\*
* Benefit Statement, eg - child allowance\*
* Government document - eg - Dept Work & Pensions, Job Centre, Social Security, Customs & Revenues
* EU national ID card
* UK cards carrying PASS accreditation logo
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**Please note**

**Denoted with \* = document should be less than 3 months old;**

**Denoted with \*\* = document should be issued within past 12 months old**

**Not denoted = document can be more than 12 months old**

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| 4 | First Time Applicants | Must provide with application* Valid Passport or birth certificate
* Work permit/visa if not a British National
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We can accept supporting documents that will enable multiple checks i.e. Photo card UK Drivers licence would enable checks to be conducted for DVLA check and also count as one of the documents required for Group 2 DBS