



South Staffordshire Council

APPLICATION PACK FOR NEW PRIVATE HIRE VEHICLE DRIVERS

Local Government (Miscellaneous Provisions) Act 1976

Application pack includes an application form for a new Private Hire Vehicle Drivers Licence, Criminal Records Bureau (CRB) disclosure, DVLA mandate and mandate for existing or previous drivers with other licensing authorities. Please arrange for the forms to be completed carefully in **black** ink.

You will need to telephone this office to make an appointment to bring in the completed forms. You are recommended to read "The Taxi Handbook", which contains full details of the Council's policies and conditions prior to making an application. Copies are available on request and from the Council's website at:

http://www.sstaffs.gov.uk/your_services/licensing_services-1/taxi_licensing/private_hire_drivers_licence.aspx

Three original documents are required, to confirm identity, one of which must be a driving licence. If the licence is a photo card, both parts are required. In addition to the driving licence at least two original documents must be provided. A full list of valid documents can be found at: www.crb.gov.uk/id. Please be aware that utility bills or bank statements etc should be less than three months old. An online guide to assist with completion of the form can be accessed via the CRB website: www.crb.homeoffice.gov.uk/eguide.

A fee of £45 is required in respect of the CRB disclosure, payable at the time of application. N.B. DO **NOT** COMPLETE ANY PART OF **SECTION D**, DO NOT CROSS THROUGH IT, SIMPLY LEAVE IT BLANK. Two recent passport sized photographs will also be required.

When the disclosure and other security checks are complete the full licence fee, currently £110 is required together with a satisfactory medical report to confirm the applicant is fit to drive a Private Hire Vehicle. Medical certificate forms are available on request.

If you are on jobseekers allowance or other similar benefits you may be entitled to pay the licence fee of £110 in instalments. Please ask the Council staff for details.

An applicant **must** also pass the Council's written test before the Council will grant them a driver's licence and arrangements will be made once the full fee has been paid.

In certain circumstances where there are concerns over the fitness of a driver in relation to the Council's policies and relevance of convictions the application will be determined by the South Staffordshire's Licensing Committee. Referral to the Licensing Committee will only be made once the application has been completed in full and it should be noted that application fees **will not be** refunded under any circumstances.

The length of time to complete the application process can vary dependent on the time it takes to complete all of the necessary checks, but on average is approximately 6-8 weeks.

If you wish to be a hackney carriage driver but live outside of South Staffordshire we require information, pursuant to section 57 of the Local Government (Miscellaneous Provisions) Act 1976 as to whether you intend to use the vehicle in South Staffs District or rather outside of the district. You will need to be able to show what proportion of your business you propose to carry out in South Staffs and what business will be carried out elsewhere and in particular where. If we have concerns that the hackney carriage is to be used primarily outside of this area then the decision on whether to licence you would need to be made by our licensing committee which meets approximately every 6 weeks.

This is in accordance with the decision in R (App Newcastle City Council) v Berwick-upon-Tweed Borough Council [2008] EWHC 2369

Please telephone 01902 696803/4 to make your appointment or if you require further information. You can also contact by email licensing@sstaffs.gov.uk or in writing to Council Offices, Codsall, South Staffordshire, WV8 1PX.