TAXI DRIVING

BRIDGEND COUNTY BOROUGH

GUIDANCE TO APPLICANTS

UPDATED JUNE 2015
How do I apply to be a taxi driver in the Bridgend County Borough Council area?

Application packs are available to download from www.bridgend.gov.uk. Information on taxi licensing can be found on the Licensing pages under the A-Z of services.

Please read page 3 of the driver’s licence application form “guidance notes for new applicants” before applying.

Please note you must have held a Driving Licence (not being a provisional) for the 12 months immediately prior to the date of application, your licence must be up to date and in good condition. The Council accepts EU/EEA licences providing you meet this criteria.

You will be required to satisfy the Council that you are entitled to reside and work in the United Kingdom.

If you have any queries about the application process, please contact the Licensing Section via licensing@bridgend.gov.uk or 01656 643103/9.

How do I submit my application?

Applications are made by appointment only. Please bring the valid identity documents as listed in the Disclosure and Barring leaflet in this pack together with a completed application form and fee.

You will also need to provide evidence of your driving record (entitlements and/or penalty points). You can do this online free of charge by accessing the DVLA Share Driving Licence service at https://www.gov.uk/view-driving-licence. The service should be used by both paper and photocard driving licence holders. You will need to generate a ‘check code’ to pass to the Council’s licensing section so that your driving licence details can be examined.

If you cannot generate a code online then you can call 0300 083 0013 and the DVLA will provide you with a check code.

Please bring the check code with you to the appointment. Please note that the check codes are valid for up to 21 days.

We cannot deal with your application without this check code and the required documents.

You will be required to complete a short test at the appointment.

How much does it cost?

Please refer to fees list on the website or telephone the Licensing Section on 01656 643103/09). The cost is subject to annual review but includes the cost of the Disclosure and Barring Service Certificate (DBS) and Driver Awareness Course. It is your responsibility to pay for the Driving Standard Agency (DSA) test fee separately.
How long will it take to obtain a licence?

Approximately 8 – 10 weeks or longer depending on the availability of DSA tests and medical appointments. You need to be able to provide all the documents referred to above before your licence is issued, but it is for you to decide whether or not to book and pay for the DSA test or medical at the beginning of the process. Before you make a commitment you should be aware that the grant of a licence is dependent on satisfying all four of the pre-licensing criteria and any other statutory requirements:

- Satisfactory medical at DVLA Group 2 Standard
- DSA hackney carriage/private hire assessment certificate
- Driver Awareness Course Certificate/Receipts test
- Assessment of DBS Certificate/Motoring convictions record.

What is a Disclosure and Barring Certificate (DBS)?

A DBS Certificate is an impartial and confidential document that details an individual’s criminal record and, where appropriate, details of those who are barred from working with children or vulnerable persons. The Licensing Authority is empowered by law to check with the Disclosure and Barring Service for the existence and content of any criminal record held in the name of an applicant. Your disclosure will be treated in the strictest of confidence and in accordance with the relevant codes of practice.

Further information can be viewed at:

https://www.gov.uk/government/organisations/disclosure-and-barring-service

Bridgend County Borough Council currently requires a DBS Disclosure to be completed every 3 years. You are advised to join the DBS update service, further details of which can be found at:

https://www.gov.uk/dbs-update-service

I have a criminal record and/or points on my Driving Licence. Will it affect my application?

The disclosure of a criminal record or other information will not necessarily prohibit you from gaining a licence unless the Authority considers that the conviction renders you unsuitable. In making this decision the Authority will consider the nature of the offence, how long ago it took place 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 a fit and proper person to hold such a licence has a right of appeal to the Magistrates’ Court. A copy of the current policy is available to download at www.bridgend.gov.uk within the application pack.
If you would like to discuss what affect a conviction might have on your application you may telephone the Licensing Section in confidence on 01656 643109/643103 or take independent legal advice.

**How do I book my Hackney Carriage/Private Hire Assessment Test with the Driving Standards Agency? When should I book?**

Please read the Private Hire – Hackney Carriage Assessment section at [www.businesslink.gov.uk/transport](http://www.businesslink.gov.uk/transport) Please contact the Driving Standards Agency directly to book your test appointment 0300 2001122.

Tests may take up to 6 weeks to become available, you may book as soon as your application has been assessed and accepted.

*Please note that passing your DSA test will not automatically guarantee that you will be granted a licence.

**How do I obtain a Medical Certificate?**

Book an appointment with your Doctor at your local surgery where you are registered as a patient. Please take the medical form included in your application pack with you for the Doctor to complete. The Doctor carrying out the examination must have full access to your medical records during the examination.

**I have a health problem. Will it affect my application?**

If you have doubts about your ability to meet the medical standards, consult your doctor **BEFORE** making an application and **BEFORE** you arrange for the medical certificate form to be completed. Bridgend County Borough Council requires applicants to meet DVLA Group 2 medical standards. If you have a medical condition which may cause problems for road safety and taxi driving you should discuss this with your doctor. This may include neurological disorders such as epilepsy/seizure or loss of consciousness or disabling giddiness; cardiovascular disorders; insulin treated diabetes or diabetic complications; psychiatric disorders; drugs and alcohol misuse and dependency; visual disorders; renal disorders; respiratory and sleep disorders; difficulty communicating by telephone in an emergency. Your doctor should be aware of the medical standards required for a Group 2 vehicle licence holder.

**Do you have a medical condition which is aggravated by exposure to assistance dogs?**

If yes, please ask the Licensing Section for appropriate forms for completion by your Doctor. If the condition is so severe the Council may be able to grant an exemption from the carrying of assistance dogs whilst driving hackney carriage and private hire vehicles.
**Who will decide whether I will be granted a licence?**

When submitting an application you are requested to declare any convictions or cautions you may have, unless they are regarded as "spent" under the Rehabilitation of Offenders Act 1974. You should be aware that the licensing authority has the power to consider any spent convictions disclosed on the Criminal Records Bureau Disclosure.

Under the Council’s Scheme of Delegation to Officers a hackney carriage/private hire driver’s licence may be granted by licensing officers. This will depend on individual circumstances but generally this method will be used if you satisfy the general licensing requirements and have three or less penalty points only on your driving licence. If there are more than 3 points on your licence, or if you have a criminal conviction or a medical problem, the staff of the Licensing Section will give you advice as to whether your application may have to be placed before the Licensing Sub-Committee for a decision to be made.

**What happens at a Sub Committee?**

The Licensing Sub-Committee consists of County Borough Councillors who will determine your application based on the criteria of whether you are a fit and proper person to hold a licence. Any medical matters or convictions can be referred to the Sub-Committee. You will be notified of the date of this meeting, and you may be accompanied. You will receive a letter explaining the decision of the Sub-Committee and how to appeal against a decision, if you are dissatisfied with the decision, or any conditions imposed on your licence.

**What do I need to do when my application is confirmed?**

You will need to make an appointment so that we can check your documentation and issue you with a photo card licence.

Before a licence is issued you must provide (if not provided with the application):

- Satisfactory Medical Certificate
- DSA Hackney Carriage/Private Hire Assessment Certificate
- Driver Awareness Course Certificate
- Photographic proof of identity

**What documents will I receive when I get my licence?**

You will receive:

- A photo card, which must be worn at all times whilst driving your Hackney Carriage/Private Hire vehicle.
- A counterpart paper copy of your hackney carriage/private hire driver’s licence. Please read this carefully and keep in a safe place.
• A copy of Hackney Carriage Byelaws.

• Inland Revenue documentation. (If you are starting a new business)

What is the Driver Awareness Course and when should I attend?

The Driver Awareness Course sets out the standards expected of licensed taxi drivers including equality awareness.

You must attend the course and obtain the Certificate before your licence is granted. You will be notified of the courses available and it is your responsibility to ensure that you attend.

If my licence is granted how do I renew it?

If you wish to carry on driving it is your responsibility to ensure that you apply for the renewal of the licence BEFORE the expiry date shown on your taxi ID badge.

Please refer to fees list on the website or telephone the Licensing Section on 01656 643103/09.

Will you send me a reminder to renew my licence?

Yes, a reminder will be sent before your licence expires. It will include an application form and details of any further documentation required. You are strongly advised to make your application at least one month before the expiry date so that your application can be processed before the expiry date. It is an offence to drive without a valid licence and if you fail to apply before the expiry date your licence will expire and you will not be able to drive until your application is determined. Although we send you a reminder, it is your responsibility to make the application in sufficient time for it to be processed.

What happens if I get penalty points on my licence or if I am convicted of an offence during the year?

You will need to declare this offence when you complete your application to renew your licence. It is particularly important for you to make your application at least one month before you are due to renew your licence, as penalty points and/or a conviction may result in your application being considered by a Licensing Sub-Committee, and your application will take longer to process.

What if I change my address?

You need to notify the Licensing Section in by telephone, in writing or by e-mail immediately. Your records can then be amended so any correspondence can be sent to the correct address. It is a requirement of application that the address on your driving licence is your current address, and the same as the address on your application form. It is a legal requirement to notify DVLA immediately of any
changes to your name or permanent address. Failure to do this may result in a fine of up to £1,000.

**What should I do if I lose my ID badge?**

Please notify the Licensing Section and Police immediately. You will need to apply for a replacement badge.

**What should I do when I have concerns when working as a taxi driver?**

Please do not hesitate to contact Bridgend County Borough’s Licensing Enforcement Officers or any of the Licensing Section team for assistance.

**What if I am not resident in the United Kingdom when I make my application?**

Applications from persons who are not resident in the UK at the time of application must be accompanied by a Certificate of Good Conduct and an officially certified translation if this is available. You will also be asked to confirm whether you have at any time visited or resided in the UK, and if this is the case, a Criminal Records Bureau Disclosure will be commissioned by the Council. You will have to pay for the Disclosure.

For local information or any further information required regarding licensing please contact the Licensing Section or visit www.bridgend.gov.uk

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**PLEASE NOTE:** This is a summary of detailed legal provisions. The Council has taken reasonable precautions to ensure that the summary is accurate, but you may contact the Council for information on the application process. Please note that the Council cannot offer advice on individual applications.
BRIDGEND COUNTY BOROUGH COUNCIL

TOWN POLICE CLAUSES ACT 1847
LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976
ROAD SAFETY ACT 2006

TAXI LICENSING

STATEMENT OF POLICY REGARDING THE RELEVANCE OF CONVICTIONS AND LICENSING OF EX-OFFENDERS

Version 3: approved 13 January 2012
This policy is available at www.bridgend.gov.uk and is produced in English and Welsh
Copies in other formats may be available on request
BRIDGEND COUNTY BOROUGH COUNCIL

STATEMENT OF POLICY REGARDING THE RELEVANCE OF CONVICTIONS AND LICENSING OF EX-OFFENDERS

1.0 General Policy

1.1 Each case will be dealt with on its merits. The overriding consideration is the safety of the public which may, in some cases outweigh the right of the applicant to hold or continue to hold a licence.

1.2 A person with a current conviction for serious crime need not be permanently barred from obtaining a licence but should be expected to remain free of conviction and/or caution for a reasonable period, according to the circumstances, before an application is entertained. Some discretion may be appropriate if the offence is isolated and there are mitigating circumstances but the overriding consideration when granting a licence will be the protection of the public. In coming to a decision, the Sub-Committee will have regard to the nature of the offence, how long ago it was committed, the age of the person at the time, any pattern of offending, any penalty imposed and the provisions relating to the rehabilitation of offenders. A Sub-Committee may consider spent convictions which are relevant to the role of a taxi driver.

1.3 When assessing whether a person is a fit and proper person, the Sub-Committee will have regard to the following risk factors relating to the role of a taxi driver:

1.3.1 The potential for unsupervised access and responsibility for the carriage of persons under the age of 18.

1.3.2 The potential for unsupervised access and responsibility for the carriage of vulnerable persons and persons with disabilities.

1.3.3 The unsupervised responsibility for the calculation of taxi fares, handling of customers' money and goods, including goods left in taxis following the end of a journey.

1.3.4 A working environment that will include dealing with aggressive, abusive or violent customers.

1.4 The Licensing Committee will undertake its responsibilities in line with the Council’s Equal Opportunities policy. Members and authorised officers will be suitably trained to identify and assess the relevance and circumstances of offences.

1.5 Until such time as Council policy on Disclosures is reviewed, taxi drivers will be required to comply with the overarching Council policy on
Checking Criminal Records and provide consent to a CRB Disclosure at Enhanced level.

1.6 Applicants for the renewal of a licence will be required to provide a copy of the Driver and Vehicle Licensing Agency (DVLA) driving licence. If an applicant is unable or unwilling to produce a driving licence, then the Council will commission a licence check at the DVLA at the applicants’ own expense.

1.7 Failure to give consent for disclosures to be undertaken will normally merit the refusal of an application.

1.8 Applicants will be advised in advance of the full details of the spent convictions which will form part of the report to a Licensing Sub-Committee.

1.9 The Sub-Committee will give the applicant an opportunity to address the Sub-Committee as to whether he or she feels that any spent convictions are either irrelevant or should not prejudice the application because of the age, circumstances or lack of seriousness of the convictions. The Sub-Committee will consider a spent conviction only if it appears to be relevant for deciding whether the applicant is a fit and proper person to hold a licence and that justice cannot be done in the case, except by admitting or requiring evidence relating to that spent conviction.

1.10 Prior to including spent convictions within a report, the officer concerned will assess spent convictions according to the age relevance and seriousness of the offence.

1.11 The officer will consider firstly the interests of both the applicant and the public in whose interests the statutory power to have regard to spent convictions is being exercised.

1.12 The following factors will be assessed;

- The relevance of the conviction to the role of a taxi driver
- The age of the applicant at the time of the offence
- Whether the conviction was dealt with by a juvenile court
- The severity of the sentence imposed, with greater weight being given to custodial sentences
- Repeat patterns of offending and relevance to unspent convictions

1.13 Particular weight will be given to dishonesty, indecency, violence and serious motoring offences

1.14 The officer concerned will seek legal advice before including spent convictions within a report.

1.15 This policy document will also apply (where appropriate) to disciplinary hearings for holders of operator and vehicle licences.
2.0 **Categories of offence**

2.1 The following classes of conviction are deemed to be especially relevant to the role of a taxi driver, and each Licensing Sub-Committee may give greater weight to a conviction in this category. The information set out below is not exhaustive, or listed in any order of priority. It is intended as a guide to applicants on how the licensing authority may determine the relevance of a conviction, prior to reaching a conclusion about the application or case before them. Whilst specific timescales have been indicated each Sub-Committee has the discretion to depart from the timescales and deal with each case on its merits by having regard to exceptional or mitigating circumstances.

2.2 Where there is evidence causing significant doubt about the fitness of an applicant or licence holder, the licensing authority will adopt a precautionary approach and may refuse the application, or revoke the licence as the case may be.

2.3 **Traffic Offences**

Convictions or fixed penalty notices for traffic offences such as obstruction, parking offences, construction and use offences (including mobile telephone use) or isolated speeding offences, should not prevent a person from obtaining a licence except where a pattern of offences emerges which could give rise to concerns for public safety. When considering renewal applications, greater weight will be given to those offences committed whilst driving a taxi.

2.4 **Major Traffic Offences**

2.4.1 Major traffic offences are defined as those which give rise to disqualification, relate to driving without due care and attention, dangerous driving, and using a vehicle uninsured against third party risks and greater weight will give given to offences in this category.

2.4.2 Disqualifications under the “totting up” procedure usually arise because of repeat speeding offences but could also include convictions for failing to hold insurance or other driving offences.

2.4.3 If sufficient penalty points have accrued within a three year period under the “totting up” system to result in disqualification for a period not exceeding twelve months, an application for the initial grant of a private hire or hackney carriage driver’s licence would be unlikely to be considered within a term of twelve months following the end of a disqualification period. An applicant would therefore be expected to have been driving as an ordinary motorist for at least a period of twelve months following restoration of the driving licence but this timescale may be re-evaluated should the applicant have committed further offences since the restoration of licence (either criminal and/or
motoring offences). Longer disqualifications will follow the same principle.

2.4.4 Repeat disqualifications in this category of offence would normally merit the refusal of a licence as would disqualifications exceeding five years in duration.

2.4.5 Isolated short period disqualifications e.g. between seven to fifty six days, will not necessarily prevent an applicant from obtaining a licence. However, in the case of an initial application for a licence involving a disqualification period at the high end of the above scale, an application is unlikely to be granted unless a period of at least six months has elapsed from the end of the disqualification period. Applications for renewal of a licence following this type of disqualification, will be dealt with on a case by case basis.

2.4.6 In “totting up” cases where the court does not disqualify a licensed driver from driving, the Sub-Committee is likely to consider that different criteria apply to a person who has responsibility for driving members of the public, and this may result in the refusal to grant, or renew a licence or decision to revoke an existing licence unless there are exceptional circumstances.

2.5 Alcohol or drug related offences with motor vehicle resulting in disqualification

2.5.1 Greater weight will be given to convictions relating to alcohol or driving related offences involving motor vehicles than those relating to the “totting up” disqualifications.

2.5.2 A Sub-Committee will have regard to the length of the disqualification imposed and to whether an approved driving course was completed as part of the sentence. An application involving an isolated occurrence may therefore be considered in exceptional circumstances but a period of at least three years should elapse since the ending of the disqualification.

2.5.3 Applicants should note that they will be required to submit a certificate of medical examination on the grant of a licence which includes an assessment of alcohol/drug use and/or evidence of satisfactory treatment.

2.5.4 Unless there are exceptional circumstances, a conviction for the possession with intent to supply drugs involving a motor vehicle will normally merit the refusal of a licence.

2.6 Alcohol or drug related offences not in motor vehicle

An isolated conviction or caution for drunkenness or possession of a drug will not necessarily debar an applicant from gaining a licence.
Repeat convictions or cautions for these types of offence in the five years preceding an application will normally merit the refusal of a licence. Applications for renewal will be dealt with on merit. Unless there are exceptional circumstances, a conviction for the possession with intent to supply drugs will normally merit refusal of a licence.

2.7  **Indecency offences**

As taxi drivers are placed in a position of trust and may be responsible for the carrying of persons under the age of 18 and other vulnerable persons, a conviction for indecent assault, rape, gross indecency, indecent assault on a child under 16 years or other relevant sexual offence, is likely to merit the refusal or revocation of a licence.

2.8  **Violence**

2.8.1  As hackney carriage and private hire vehicle drivers are in close contact with the public, persons under the age of 18 and other vulnerable persons, any conviction for murder, manslaughter, arson or grievous bodily harm with intent will normally merit refusal of an application.

2.8.2  Applicants will be expected to demonstrate a period of at least five years free from conviction for all other serious violent offences; this period may be longer if consistent with the statutory rehabilitation period for the offence. This policy also applies to convictions relating to possession of firearms or offensive weapons. All other offences will be assessed on a case by case basis.

2.8.3  The Sub-Committee considers all forms of violence, including domestic violence, physical and verbal abuse, harassment and racially aggravated offences as being relevant to the fitness of an applicant. Greater weight will be placed on repeat or patterns of offending.

2.8.4  The Sub-Committee is unlikely to grant an application from a person convicted of an offence involving the use of violence or threatening behaviour towards a police officer or police community support officer or similar.

2.8.5  The Sub-Committee will normally revoke a private hire or hackney carriage driver’s licence where the holder has been convicted of an offence involving obstruction to, or making a false statement to, or the use of violence or threatening behaviour towards, a police officer, police community support officer or similar, or an authorised officer of the Council carrying out his or her duty.
2.9 **Dishonesty**

As hackney carriage and private hire vehicle drivers are expected to be persons of trust, any conviction for serious fraud or theft within the past five years will normally merit refusal of a licence. A pattern of offending is also likely to result in the refusal of a licence. The Sub-Committee considers all levels of theft, including fraud, benefit fraud, forgery, obtaining money or property by deception and other deception to be relevant to the role of a taxi driver.

3.0 **Offences under the Town Police Clauses Act 1847 and Part II of the Local Government (Miscellaneous Provisions) Act 1976**

3.1 A serious view will be taken of convictions for offences under these Acts when deciding whether an applicant is to be considered a fit and proper person to hold a licence.

4.0 **Definition**

For the purposes of this policy, formal cautions and fixed penalty notices will be given equal weight to convictions.

5.0 **Application of this policy to renewal and disciplinary cases**

5.1 Any conviction coming to light following the grant of a licence will be considered on its merits having regard to public safety either at renewal or, in serious cases, at a disciplinary hearing. Any conviction for indecency, grievous bodily harm, alcohol or drug related offences serious motoring offences, and any other relevant conviction, committed whilst acting as a taxi driver or involving a licensed taxi, is likely to merit serious consideration of the revocation or the refusal to renew the licence unless there are exceptional circumstances. All other matters will be dealt with on a case by case basis.

5.2 **Grandfather rights on renewal of licence**

Existing taxi drivers who fail to submit an application for renewal prior to the expiry date but who subsequently wish to re-apply may be entitled to “grandfather rights” and therefore exempted from the requirement to produce the Driving Standards Agency Taxi Test Certificate on application. This exemption will only apply if an application is submitted within six months of the expiry date. Applicants in this category will be required to comply with the remaining pre-licensing checks. Determination of this category of application will follow the process outlined in this policy.

6.0 **Statement of Decision**

6.1 Any decision to refuse, suspend, revoke or refuse to renew a licence will be accompanied by a statement of reasons for the decision.
7.0 Disciplinary procedure

7.1 The Sub-Committee is empowered to take disciplinary action under Section 61 of the Local Government (Miscellaneous Provisions) Act 1976. Sanctions include the suspension or revocation or refusal to renew a licence. These sanctions may be considered on the renewal of the licence for offences accrued since the last renewal of the licence. However where necessary disciplinary action may be considered at any point from the issue of a licence, particularly where the offence/incident gives rise to concerns for public safety. The Council is mindful of the impact of these sanctions on a person’s employment and will only take such action following careful consideration of the circumstances of each case and the policy set out above in respect of the type of conviction but in assessing the case, the overriding concern of the Sub-Committee will be the safety of the public.

7.1.2 Where the Sub-Committee determines that suspension or revocation of a licence is not appropriate, it will consider issuing a written warning as to future conduct.

7.1.3 Warnings may be given at the following levels: first written warning, second written warning, and final written warning. The issue of a written warning does not fetter the discretion of any subsequent sub-committee to apply more formal sanctions if the circumstances of the case merit this action. A written warning or other disciplinary action will generally remain relevant for eighteen months in the case of a first written warning, two years in the case of a second written warning and three years in the case of a final written warning. However, these periods are guidelines only and the Sub Committee has the discretion to amend these periods depending on any extenuating or mitigating circumstances.

7.2 When considering whether a driver is a fit and proper person to hold a licence, the Council will take into account convictions, formal cautions, fixed penalty notices and orders as well as substantiated complaints. A substantiated complaint may not necessarily involve a criminal investigation, and can be made by a member of the public, Council Officer, police officer, police community support officer, or any other enforcement agency. This will normally be referred to a sub-committee for determination. A very serious view will be taken of any complaint of inappropriate behaviour occurring in a taxi, as well as abuse, violence or aggression towards any individual.

7.3 All applicants have the right to be represented at any stage of the application process and at any subsequent hearing of their application. The above policy does not prevent an applicant or licensee from submitting an appeal against the decision of the Sub-Committee to suspend or revoke or refuse a licence where there is legal provision to do so.
7.4 In exceptional circumstances, authorised officers will exercise the powers granted under the Road Safety Act 2006 to suspend a licence with immediate effect where there are serious concerns regarding public safety following arrest or information provided by the Chief Officer of Police (or a body responsible for public or child protection). Where relevant, the case will be referred to a Licensing Sub-Committee for final determination following the conclusion of any legal proceedings.

8.0 Scheme of Delegation to Officers

8.1 Having regard to the above policy, the following classes of application will normally be determined under the Scheme of Delegation to Officers:

8.2 Grant of Licence: Clear Criminal Records Bureau (CRB) Disclosure and no endorsements on DVLA driving licence;

8.3 Renewal of Licence: No further cautions, criminal or civil convictions, motoring offences or complaints since the last renewal with a maximum of three penalty points on DVLA driving licence since last renewal. Where an applicant has accrued three penalty points since the last renewal, cases will normally only be referred to a Licensing Sub-Committee where the applicant has not remained free of conviction for a period of five years.

8.4 All other cases will be assessed on their merits may be referred to a Licensing Sub-Committee for determination.
Sharing your DVLA driving licence details with the Council

If you want to become a taxi driver or wish to renew your existing licence you must provide your driving licence history to the Council’s Licensing Section. You do this through the DVLA Share Driving Licence service which will provide a check code which you bring with you to the appointment when you apply for your taxi driver licence.

The paper counterpart to your DVLA photocard driving licence is no longer valid and will not be updated. However you must keep the plastic photocard and bring this with you to your appointment.

The old style paper driving licence, issued before the photocard was introduced in 1998, should not be destroyed and should be brought to the appointment.

You can access obtain the check code by visiting the GOV.UK website: www.gov.uk/view-driving-licence. Follow the on screen instructions to access your driving licence details. Then follow the on screen instructions to “Share your licence information” and “Create a Code”

You can download a summary of your driving licence by selecting the view, print or save your licence information option.

Keep the code safe as you will need to bring it to your appointment when you apply for your taxi driver licence

Keep the code exactly as it is given – it will be a mixture of letters and numbers in upper and lower case

If you do not have access to the internet you can telephone 0300 083 0013 to obtain the check code direct from the DVLA.

To protect your privacy each code is only valid for 21 days and can only be used once. Please ensure that you telephone us as soon as you receive your renewal reminder to make an appointment to renew your taxi licence. This will help ensure your check code is valid when we process your application.

To make an appointment to apply for your taxi driver licence or to discuss your application please contact: 01656 643103/09 or e mail us at licensing@bridgend.gov.uk
APPLICATION FOR **GRANT** OF HACKNEY CARRIAGE & PRIVATE HIRE VEHICLE DRIVER’S LICENCE

TOWN POLICE CLAUSES ACT 1847
LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976

PLEASE READ THE NOTES BEFORE COMPLETING THIS FORM

1. Surname (Mr. Mrs. Ms. Miss).

Forenames (in full).

Address

Post code: TEL. NO:

2. Name of vehicle owner and operator.

(A) Please state if full or part-time driver

(B) If part-time, state name of present employer, nature of employment, details of any driving duties

3. DVLA DRIVING LICENCE DETAILS

Please confirm date of full entitlement to drive commenced

4. Will you be employed on school/social service or private contracts where you will be working with children or have regular contact with vulnerable adults?

Yes/No

5. Do you have the right to live and work in the UK?

Yes/No

Please note that all new applicants are required to prove their right to work in the UK before an application can be processed.

“This authority is under a duty to protect the public funds it administers, and to this end may use the information you provide on your application 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. We may also share your information with other Council departments and regulatory bodies for the purposes of ensuring public safety and public health. Any information you provide will be used in accordance with the Data Protection Act 1998. For further information, see www.bridgend.gov.uk and select ‘Data Protection’ on the A-Z. of services.”
STATEMENT OF POLICY ABOUT RELEVANT CONVICTIONS

The Council has published a statement of policy about the relevance of convictions which is available at www.bridgend.gov.uk or as a hard copy in the application pack. You should read this document before completing your application.

When submitting an application for a licence to drive a hackney carriage you are requested to declare all convictions. The Rehabilitation of Offenders Act 1974 (Exemptions) (Amendment) Order 2002 came into force on 28 February 2002 and made taxi drivers an excepted occupation under Part 1 of Schedule 1 of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. This Order means that previous convictions are not to be treated as rehabilitated under the 1974 Act and a licensing authority is permitted to ask an applicant for details of any convictions which, otherwise, would be considered spent. The information you give will be treated in confidence and will only be taken into account in relation to your application.

You should note that any failure to disclose or attempt to mislead is an offence and may result in prosecution. The licensing authority will require you to consent to undertake a Criminal Records Bureau (CRB) check at Enhanced level. Information received from the CRB will be kept in strict confidence while the licensing process takes its course and will be managed in accordance with the Council's policy available at www.bridgend.gov.uk Any applicant refused a licence on the ground that he/she is not a fit and proper person to hold such a licence has a right of appeal to a Magistrates Court.

DETAILS OF ANY MOTORING CONVICTIONS OR PENDING PROCEEDINGS. IF "NONE" PLEASE STATE "NONE".

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<td>3.</td>
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<tr>
<td>4.</td>
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</tr>
</tbody>
</table>

DETAILS OF ALL OTHER CAUTIONS CONVICTIONS OR PENDING PROCEEDINGS. IF "NONE", PLEASE STATE "NONE".

<table>
<thead>
<tr>
<th>DATE OF CAUTIONS/CONVICTIONS</th>
<th>OFFENCE</th>
<th>FINE</th>
<th>SENTENCE/PENALTY</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
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<tr>
<td>3.</td>
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<tr>
<td>4.</td>
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</tbody>
</table>

I declare that all the statements made in this application form are true to the best of my knowledge and belief. (NOTE: It is an offence if any person knowingly or recklessly makes a false statement or omits any material particular in giving information making that person liable to a fine).

SIGNED __________________________ DATED _____________

For Office Use Only

PAID __________ RECEIPT NO. ___________ EXPIRY DATE ___________

Cheques made payable to: Bridgend County Borough Council (BCBC): A receipt will be issued
NEW APPLICANTS: Please note the following:

1. You are required to make an appointment to submit the application form. Please telephone the Licensing Section 01656 643109 or email licensing@bridgend.gov.uk to arrange an appointment. Special arrangements will be made to assist non UK residents.

2. Assistance is available on completing this form, or if you require a different format, please ask a Licensing Assistant for help. You are entitled to representation and/or assistance at any time during the application process, either by a solicitor, trade association or any other person of your choice (N.B. assistance is NOT permitted during the receipt test).

3. At the appointment you will be required to submit the completed application form, pay the full fee (Please refer to fees list or telephone the Licensing Section on 01656 643103/09), produce your driving licence (please refer to notes 4 and 5), produce identification in order to complete the criminal records application form (please refer to the identification lists enclosed with the application pack), complete an identity check (please refer to note 10), satisfy the Council that you are entitled to reside and work in the United Kingdom (i.e. production of passport) and complete a short test on the provision of receipts.

4. Applicants must satisfy the current requirements relating to driving in the United Kingdom under a EU/EEA licence.

5. You must produce your current driving licence for examination and copying. Please note that you must have held a licence (not being a provisional) for the 12 months immediately prior to the date of application, granted under Part III of the Road Traffic Act 1972 (as amended). Your licence must be up to date and legible.

6. Upon receipt of the criminal records check and examination of your driving licence, your application will be assessed as to whether your licence can be issued automatically, or whether your case has to be referred to a meeting of the Licensing Sub-Committee. The Licensing Sub-Committee consists of County Borough Councillors who will determine your application, based on the criteria of whether you are a fit and proper person to hold a licence. Any medical matters or convictions can be referred to the Sub-Committee. You will be notified of the date of this meeting, and you may be accompanied (see note 1). You will receive a letter explaining the decision of the Sub-Committee and how to appeal against a decision if you are dissatisfied. Please refer to the statement of policy regarding the relevance of convictions and licensing of ex-offenders.

7. Before a licence can be issued you will be required to submit a satisfactory medical certificate, attend the Council’s Driver Awareness Course and provide the Course Certificate, and provide the original pass certificate from the Driving Standards Agency. (It is your responsibility to make arrangements for the test). Successful completion of these requirements does not guarantee you a licence and you are advised to consider notes 6 and 8).

8. If you have doubts about your ability to meet the medical standards, consult your doctor BEFORE you make an application and BEFORE you arrange for the medical certificate form to be completed. Bridgend County Borough Council requires applicants to meet the DVLA Group 2 medical standards. If you have a medical condition which may cause problems for road safety and taxi driving you should discuss this with your doctor. This may include neurological disorders such as epilepsy/seizure or loss of consciousness or disabling giddiness; cardiovascular disorders; insulin treated diabetes or diabetic complications; psychiatric disorders; drugs and alcohol misuse and dependency; visual disorders; renal disorders; respiratory and sleep disorders; difficulty communicating by telephone in an emergency. Your doctor should be aware of the medical standards required for a Group 2
vehicle licence holder.

9 Upon notification from the Licensing Section that you will be granted a licence (which will be subject to submitting all documentation as listed above), you will be required to make an appointment with the Licensing Section to submit any outstanding documentation. Please telephone 01656 643109 or email licensing@bridgend.gov.uk to make an appointment. At the appointment your photograph will be taken.

10 A licence will not be issued until details of a permanent United Kingdom address and acceptable photographic proof of identity such as a passport or driving licence have been provided to the Council and the applicant has attended the Civic Offices in person to complete the identity check.

11 Bridgend County Borough Council has no responsibility for the payment of medical or other fees if you decide to proceed with your application and it is subsequently refused.

N.B. The current requirements for a Criminal Records Bureau Search are on the grant of a licence and every three years thereafter. The current requirements for production of a medical certificate are on the grant of a licence, on the first renewal after the age of 45, then every five years between the ages of 45 and 65 and every year after the age of 65 years. Please be aware, however, that an applicant for the renewal of a licence may be asked to provide such other information as may be required by the Council at the time the application is made.

Bridgend County Borough Council Licensing Section
Level Two, Civic Offices
Angel Street, Bridgend, CF31 4WB
01656 643103/9

November 2012
BRIDGEND COUNTY BOROUGH COUNCIL

TOWN POLICE CLAUSES ACT 1847

LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976 SECTION 57

MEDICAL CERTIFICATE

HACKNEY CARRIAGE/PRIVATE HIRE VEHICLE DRIVER

TO THE APPLICANT

This Certificate is the method by which the Licensing Authority is advised that the Applicant is medically fit to drive hackney carriages/private hire vehicles. Applicants must be examined and certified as being medically fit by THEIR OWN GENERAL PRACTITIONER OR ANOTHER GENERAL PRACTITIONER IN THE PRACTICE WITH WHICH THEY ARE REGISTERED AND MUST TAKE INTO ACCOUNT PREVIOUS MEDICAL HISTORY. The Council may require a further examination or referrals following this initial certification.

This Certificate is not one which must be issued free of charge as part of the National Health Service. The Council accepts no liability to pay for it. Unless any other arrangements have been made for the payment of the fee, the Applicant is to pay, for the first and any subsequent medicals or referral examinations.

NOTICE TO THE GENERAL PRACTITIONER – NEW MEDICAL STANDARDS FOR TAXI DRIVERS

This Certificate is for the confidential use of the Licensing Authority. Any fee charged is payable direct by the Applicant to the Medical Practitioner.

In completing this Certificate, Medical Practitioners are asked to have regard to the booklet "At a Glance Guide to the current Medical Standards of Fitness to Drive" issued by the Drivers Medical Group, DVLA, Swansea. THE LICENSING AUTHORITY REQUIRES APPLICANTS TO MEET GROUP 2 STANDARDS.
CONFIDENTIAL

TO BE COMPLETED BY MEDICAL PRACTITIONER

Full name of Applicant

Address

Date of birth

GENERAL QUESTIONS ONLY – PLEASE REFER TO THE AT A GLANCE GUIDE TO THE CURRENT MEDICAL STANDARDS OF FITNESS TO DRIVE AND COMPLETE THE CERTIFICATION SHOWN OVERLEAF IN ACCORDANCE WITH THE GROUP 2 STANDARDS

<table>
<thead>
<tr>
<th>General Question</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Did you have full access to the Applicant's medical records and were they consulted when completing this examination?</td>
<td></td>
</tr>
<tr>
<td>2. Do you consider that any further medical examination is necessary?</td>
<td></td>
</tr>
<tr>
<td>If &quot;Yes&quot; please give details on a separate sheet</td>
<td></td>
</tr>
<tr>
<td>3. Does the Applicant have a medical condition which is aggravated by exposure to dogs? If Yes, is it so severe that the Council should grant the applicant an exemption from carrying dogs in their vehicle?</td>
<td></td>
</tr>
<tr>
<td>4. Does the applicant have any of the disorders or illnesses listed in Chapters 1 to 9 of the &quot;At a Glance Guide&quot; referred to above?</td>
<td></td>
</tr>
<tr>
<td>5. If Yes, please confirm on a separate sheet whether or not the applicant has satisfied all the qualifying conditions / tests set out in the Group 2 entitlement. Please include details of any consultant reports/tests or other monitoring which you used to undertake the assessment.</td>
<td></td>
</tr>
</tbody>
</table>
DECLARATION BY MEDICAL PRACTITIONER

I certify that I have today examined ____________________________
who is registered with this practice and who has signed this form in my presence.

Applicant’s signature ____________________________

Being a registered Medical Practitioner who has examined the Applicant and with
due regard to the advice and guidance appertaining to Group 2 drivers set out in
the “At a glance guide to the current medical standards of fitness to drive”,
issued by the DVLA, I consider that the Applicant:-

*a) meets the medical requirement to hold a hackney carriage/private hire driver’s
licence.

*b) does not meet the medical requirements to hold a hackney carriage/private hire
driver’s licence for the following reason:-

* Delete as appropriate.

Please provide further information (if appropriate) on why the applicant does not meet the
Group 2 Standard.

Please continue on a separate sheet (s), if necessary

Signed ____________________________ Date ____________________________

(Name of General Practitioner)

Name (BLOCK CAPITALS) ____________________________

SURGERY STAMP

(CERTIFICATES WHICH ARE NOT SIGNED AND STAMPED WILL NOT BE ACCEPTED)
Documents the applicant must provide

The Criminal Records Bureau (CRB) and the Independent Safeguarding Authority (ISA) have merged into the Disclosure and Barring Service (DBS). CRB checks are now called DBS checks.

The person going through a DBS check (the applicant) must give their employer original documents (not copies) to prove their identity.

The documents needed will depend on the route the application takes. The applicant must try to provide documents from Route 1 first.

Route 1

The applicant must be able to show:

- one document from Group 1, below
- 2 further documents from either Group 1, or Group 2a or 2b, below

At least one of the documents must show the applicant’s current address.

Route 2

If the applicant doesn’t have any of the documents in Group 1, then they must be able to show:

- one document from Group 2a
- 2 further documents from either Group 2a or 2b

At least one of the documents must show the applicant’s current address. The organisation conducting their ID check must then also use an appropriate external ID validation service to check the application.

Route 3

Route 3 can only be used if it’s impossible to process the application through Routes 1 or 2.

For Route 3, the applicant must be able to show:

- a birth certificate issued after the time of birth (UK and Channel Islands)
- one document from Group 2a
- 3 further documents from Group 2a or 2b

At least one of the documents must show the applicant’s current address. If the applicant can’t provide these documents they may need to be fingerprinted.
## Group 1: Primary identity documents

<table>
<thead>
<tr>
<th>Document</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Passport</td>
<td>Any current and valid passport</td>
</tr>
<tr>
<td>Biometric residence permit</td>
<td>UK</td>
</tr>
<tr>
<td>Current driving licence photocard - (full or</td>
<td>UK, Isle of Man, Channel Islands and EU</td>
</tr>
<tr>
<td>provisional)</td>
<td></td>
</tr>
<tr>
<td>Birth certificate - issued at time of birth</td>
<td>UK and Channel Islands - including those issued by UK</td>
</tr>
<tr>
<td></td>
<td>authorities overseas, eg embassies, High Commissions and</td>
</tr>
<tr>
<td></td>
<td>HM Forces</td>
</tr>
<tr>
<td>Adoption certificate</td>
<td>UK and Channel Islands</td>
</tr>
</tbody>
</table>

## Group 2a: Trusted government documents

<table>
<thead>
<tr>
<th>Document</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current driving licence photocard - (full or</td>
<td>All countries outside the EU (excluding Isle of Man and</td>
</tr>
<tr>
<td>provisional)</td>
<td>Channel Islands)</td>
</tr>
<tr>
<td>Current driving licence (full or provisional)</td>
<td>UK, Isle of Man, Channel Islands and EU</td>
</tr>
<tr>
<td>- paper version (if issued before 1998)</td>
<td></td>
</tr>
<tr>
<td>Birth certificate - issued after time of birth</td>
<td>UK and Channel Islands</td>
</tr>
<tr>
<td>Marriage/civil partnership certificate</td>
<td>UK and Channel Islands</td>
</tr>
<tr>
<td>HM Forces ID card</td>
<td>UK</td>
</tr>
<tr>
<td>Firearms licence</td>
<td>UK, Channel Islands and Isle of Man</td>
</tr>
</tbody>
</table>

All driving licences must be valid.

## Group 2b: Financial and social history documents

<table>
<thead>
<tr>
<th>Document</th>
<th>Notes</th>
<th>Issue date and validity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mortgage statement</td>
<td>UK or EEA</td>
<td>Issued in last 12 months</td>
</tr>
<tr>
<td>Bank or building society statement</td>
<td>UK and Channel Islands or EEA</td>
<td>Issued in last 3 months</td>
</tr>
<tr>
<td>Bank or building society account opening</td>
<td>UK</td>
<td>Issued in last 3 months</td>
</tr>
<tr>
<td>confirmation letter</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Credit card statement</td>
<td>UK or EEA</td>
<td>Issued in last 3 months</td>
</tr>
<tr>
<td>Document</td>
<td>Notes</td>
<td>Issue date and validity</td>
</tr>
<tr>
<td>-------------------------------------------------------------------------</td>
<td>----------------------------------------------------------------------</td>
<td>---------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Financial statement, eg pension or endowment</td>
<td>UK</td>
<td>Issued in last 12 months</td>
</tr>
<tr>
<td>P45 or P60 statement</td>
<td>UK and Channel Islands</td>
<td>Issued in last 12 months</td>
</tr>
<tr>
<td>Council Tax statement</td>
<td>UK and Channel Islands</td>
<td>Issued in last 12 months</td>
</tr>
<tr>
<td>Work permit or visa</td>
<td>UK</td>
<td>Valid up to expiry date</td>
</tr>
<tr>
<td>Letter of sponsorship from future employment provider</td>
<td>Non-UK or non-EEA only - valid only for applicants residing outside of the UK at time of application</td>
<td>Must still be valid</td>
</tr>
<tr>
<td>Utility bill</td>
<td>UK - not mobile telephone bill</td>
<td>Issued in last 3 months</td>
</tr>
<tr>
<td>Benefit statement, eg Child Benefit, Pension</td>
<td>UK</td>
<td>Issued in last 3 months</td>
</tr>
<tr>
<td>Central or local government, government agency, or local council document giving entitlement, eg from the Department for Work and Pensions, the Employment Service, HMRC</td>
<td>UK and Channel Islands</td>
<td>Issued in last 3 months</td>
</tr>
<tr>
<td>EU National ID card</td>
<td></td>
<td>Must still be valid</td>
</tr>
<tr>
<td>Cards carrying the PASS accreditation logo</td>
<td>UK and Channel Islands</td>
<td>Must still be valid</td>
</tr>
<tr>
<td>Letter from head teacher or college principal</td>
<td>UK - for 16 to 19 year olds in full time education - only used in exceptional circumstances if other documents cannot be provided</td>
<td>Must still be valid</td>
</tr>
</tbody>
</table>
Licensing Fees

** Please note Licensing Fees are subject to annual fee increases*

<table>
<thead>
<tr>
<th>Service Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grant of Driver Licence (inc Driver Awareness Course and Cost of CRB check)</td>
<td>£137.00</td>
</tr>
<tr>
<td>Renewal of Driver Licence</td>
<td>£50.00</td>
</tr>
<tr>
<td>Driver Awareness Course referral</td>
<td>£35.00</td>
</tr>
<tr>
<td>Disclosure and Barring Service Check (Criminal Records Check) - cost to be met by applicant</td>
<td>As advised by DBS</td>
</tr>
<tr>
<td>DVLA check – cost to be met by applicant</td>
<td>As advised by DVLA</td>
</tr>
<tr>
<td>Deposit on Vehicle Licence Plate</td>
<td>£31.00</td>
</tr>
<tr>
<td>Vehicles Grant (includes £31.00 deposit on plate)</td>
<td>£298.00</td>
</tr>
<tr>
<td>Vehicles Renewal</td>
<td>£267.00</td>
</tr>
<tr>
<td>Vehicles Renewal (If vehicle over 5 years) (inclusive of additional test fee £51.00)</td>
<td>£313.00</td>
</tr>
<tr>
<td>Fleet Services Test Fee</td>
<td>£46.00</td>
</tr>
<tr>
<td>Re-test</td>
<td>£20.00</td>
</tr>
<tr>
<td>Specialist Vehicles Plus Plate</td>
<td>£334.00</td>
</tr>
<tr>
<td>Additional Test (Over 5 Years on grant £411.00 including plate deposit)</td>
<td>£31.00  £46.00</td>
</tr>
<tr>
<td>Cancellation of Vehicle ‘MOT’ test within one working day or non-attendance at test</td>
<td>£46.00</td>
</tr>
<tr>
<td>Operator licence</td>
<td>£174.00</td>
</tr>
<tr>
<td>Marriage Premises Approval</td>
<td>£1,404.00</td>
</tr>
<tr>
<td>Sex Establishment Grant (Minimum)</td>
<td>£752.00</td>
</tr>
<tr>
<td>Sex Establishment Renewal or Variation (Minimum)</td>
<td>£546.00</td>
</tr>
<tr>
<td>Description</td>
<td>Fee</td>
</tr>
<tr>
<td>-----------------------------------------------------------------------------</td>
<td>--------</td>
</tr>
<tr>
<td>Street Trading Consent – per annum (Minimum)</td>
<td>£245.00</td>
</tr>
<tr>
<td>Street Trading Consent – per month or part thereof (Minimum)</td>
<td>£37.00</td>
</tr>
<tr>
<td>Street Trading Consent – annual consent for non profit making or charitable organisations per event</td>
<td>£42.00</td>
</tr>
<tr>
<td>Street Trading Licence Plate Deposit – payable in addition to Consent Fee</td>
<td>£32.00</td>
</tr>
<tr>
<td>Sports Ground Certificate (Minimum Fee)</td>
<td>£1,365.00</td>
</tr>
<tr>
<td>Sports Ground regulated stand (Per Stand) (Minimum Fee)</td>
<td>£476.00</td>
</tr>
<tr>
<td>Sports Ground certificate variation, transfers, consent to non-specified activities or administrative amendments to certificates (Minimum Fee)</td>
<td>£95.00</td>
</tr>
<tr>
<td>Sports Ground amendments to certificates</td>
<td>£476.00</td>
</tr>
<tr>
<td>Scrap Metal Dealer Site Licence</td>
<td>£352.00</td>
</tr>
<tr>
<td>Scrap Metal Dealer Collector Licence</td>
<td>£173.00</td>
</tr>
<tr>
<td>Scrap Metal Dealer Licence Variation</td>
<td>£175.00</td>
</tr>
<tr>
<td>Scrap Metal Dealer Copy Licence</td>
<td>£14.00</td>
</tr>
</tbody>
</table>