



APPLICATION GUIDANCE NOTES

NEW ARRANGEMENTS FOR SOCIAL DISTANCING

FOR A NEW JOINT

HACKNEY CARRIAGE/PRIVATE HIRE DRIVER'S LICENCE (JDL) and Additionally Conditioned Private Hire Driver's Licence (ACD)

How do I apply for a new driver licence?

In order to apply for a taxi driver licence, you need to have held a full driving licence for 12 months, be over 18 years of age and provide evidence that you have the right to work in the UK such as a UK passport. You can also visit acceptable identification documents online or generate a share code at the following address - <https://www.gov.uk/prove-right-to-work>

If you have an EC/EEA driver licence, it must be presented with a current **DVLA counterpart (D9)**. For information on applying for a DVLA counterpart please refer to the following link <https://www.gov.uk/government/publications/d9-application-to-register-a-non-gb-driving-licence>

Your EC/EEA driver licence will be accepted for the purpose of the initial application but must be replaced with a full UK DVLA licence **prior to the issue of the licence**.

Persons from abroad. If you arrived in the UK after the age of 14 you will be required to provide a certificate of good conduct authenticated by the relevant Embassy or delegation. This must be translated into English and authorised as a true copy. Information regarding Certificates of Good Conduct or similar documents from a number of countries is available from:

Passport and Documentary Service Group, Consular Directorate, Foreign and Commonwealth Office, Room G38, Old Admiralty Building, London, SW1A 2PA, www.fco.gov.uk

What happens if I have a criminal record or a motoring offence?

Before making an appointment, if you are concerned about issues regarding criminal or motoring convictions please refer to the 'Hackney Carriage and Private Hire Licensing Policy -**The Relevance of Convictions (Appendix D)** which can be found online at https://www.warrington.gov.uk/info/201255/taxi_licensing

Where the conviction policy indicates that a licence may be refused, the application will be referred to a hearing before the Taxi Licensing Sub-Committee.

If you still have concerns about your criminal and/or motoring record, please contact Taxi Licensing for further clarification on 01925 442517.

What happens at my first appointment?

Before you complete any processes for a taxi driver licence, you **must** complete the application form scan it and then email it to taxi@warrington.gov.uk. If you have any difficulties with this process, please contact the Licensing section on 01925 442517 for advice.

Digital Photo

You will be required to provide a digital photo with your application which meets the following specification. Your photo must be:

- taken in the last month
- clear and in focus
- in colour
- unaltered by computer software
- contain no other objects or people
- be taken against a plain light-coloured background
- be in clear contrast to the background
- not have 'red eye'
- submitted as a jpeg file

In your photo you must:

- be facing forwards and looking straight at the camera
- have a plain expression and your mouth closed
- have your eyes open and visible
- not have hair in front of your eyes
- not have a head covering (unless it's for religious or medical reasons)
- not have anything covering your face
- not have any shadows on your face or behind you
- Do not wear sunglasses or tinted glasses. You can wear other glasses if you wear them whilst driving, but your eyes must be visible without any glare or reflection.

Once the form has been accepted, a member of the Licensing team will contact you to explain the next stage of the application process. During this call, you will be required to pay for the DBS check, communication test fee and application fee (with a debit or credit card). The application fee is not an additional charge and will be offset against the licence fee when it becomes due. However, it is non-refundable should you fail to complete the entire application process.

How do I complete the DBS process?

A Licensing Officer will send details of the link you will need by email in order that you can complete the first stage of the DBS process. Once you have completed this stage Licensing will be notified by email that you have completed the initial stage of the application we will request that you forward, by email, the necessary documents to complete the online DBS check. The main documents you need to email are:-

1. Valid UK Photo card driving licence
2. A utility bill – no more than three months old
3. A bank statement – no more than 3 months old
4. Passport or birth certificate

For further documents you can use please go to
<https://www.gov.uk/criminal-record-check-documents>

We will be unable to complete the process until we have received the **documents detailed above.**

A request will also be made to check the status of your DVLA driver record by sending you a link to the DVLA website which allows you to give permission to a third party such as the Licensing section to check your record.

You are also required to submit a clear picture of yourself against a light background. Do not wear a hat, sunglasses, or allow your hair to obstruct your features and look straight ahead.

Taking the communication test during distancing

A Licensing officer will inform you of how this will take place. You will be assessed through an informal discussion about the application process, multiple choice questions, and a reading test. The communication test **must be passed** before we can proceed on to the next stage, the safe guarding course and Knowledge test. The communication test will take no more than 20 minutes. There will be a fee for the communication and safeguarding course and any re-sits.

Please note that for applicants who subscribe to the DBS Update Service, you will need to provide your DBS reference number for the officer to check online.

What if I fail the communication test?

Failing more than 3 times (this could be less depending on the severity of the failed attempt) would indicate a need to attend a local college and take the ESOL assessment (English for Speakers of other Languages) before attempting the test again. You will need to advise Licensing of the college you choose so that we can verify your identity with the college prior to the commencement of the course. Should you produce a certificate without following this process; your ESOL certificate could be rejected.

*Please note that the DBS check is only valid for **three months**. You are therefore advised to ensure that you are confident that you will be able to pass the communication and knowledge test prior to the validity expiring.

What happens once I have passed the communication test and completed the online DBS check?

Once the Licensing officer has informed you that you have passed the communication test you will be sent the link for the online part of the safe guarding course but questions will be asked about the online course when you are booked in for the video link knowledge test. Further details and advice will be given in relation to this new remote process when you reach this stage.

Before booking for the knowledge test, you are advised to attain a good knowledge of Warrington and surrounding areas through publications such as an A to Z map of Warrington or by using Google maps and to read the Taxi Licensing Policy and the Knowledge test guidance notes.

If you are applying for an Additionally Conditioned driver licence you will only be tested on the Legislation and Disability Awareness sections of the test.

What happens if I fail the knowledge test?

You may re-sit the knowledge test as many times as it takes for you to pass but we reserve the right to refuse a re-sit after the **third attempt** where the marks are consistently low and clearly indicate further study is required. *You are reminded that repeated failure of the test may result in your DBS check becoming more **than 3 months old**, which would then require you to pay for a new DBS check. Applying for the **update service via the DBS** after you have applied online with the Licensing Section will protect you from the DBS check short validity. Details are available at: <https://www.gov.uk/dbs-update-service>

Once you have passed the communication and knowledge tests, you can arrange to take the driving test. **You are advised to only take the driving test once your DBS has been returned and deemed in order.**

For further details of what the assessment involves and for booking details go to the Council's Test provider **Diamond Advanced Motorists** via their website on the following link: www.advancedmotoring.co.uk/taxi-test or contact **020 8253 012**. **This service is available from July 2020**. It is important that you visit the website in order to clearly understand what to expect on the test. Diamond offer two levels of test and the one you should apply for is the **Standard driving test**. Upon successfully completing the test, you will be issued with a pass certificate which you will need to email to the Taxi Licensing Team.

At what stage should I complete my medical report form?

You are advised to check with your medical centre that you can book a medical test **owing to Covid 19 measures**. If you are unable to book an appointment, or there is a long wait for an appointment with your own GP, please contact the Licensing Team who can provide you with a list of medical centres accepting non registered patients for Group 2 medicals.

The doctor completing your medical must complete a DVLA Group 2 'medical report form (D4 Bus/Lorry Driver) and certificate of fitness to drive, which can be found in the download documents section of our website or you can request Licensing to email you the forms.

Once the doctor has completed the medical form and certificate of fitness to drive, they need to be forwarded to the Licensing Section by email. **Do not post any documents.**

IMPORTANT PLEASE NOTE

You have 6 months to complete the entire process but you are responsible for managing the application. Bearing in mind the validity of the DBS at three months, we advise you to complete this process prior to the expiry of your DBS should you decide not to apply for the update service mentioned above.

Failure to complete the process within the 6 months' time frame will result in having to start the full application process again. (A waiver from having to complete certain application requirements may be possible, please contact Licensing for advice)

Receiving your new taxi driver licence

Once you have completed all the application requirements (see the check list below) and it has already been determined by the Licensing Section that there is no cause for concern in relation to your DBS or DVLA check, you may contact Licensing by phone or email to pay the balance of your licence fee for the issue of your joint hackney carriage/private hire driver's licence (JDL) or (ACD).

Please note that where a critical check such as the DVLA licence, right to work etc has **an expiry date less than the duration of your JDL or ACD licence**, the licence shall only run to the expiry date of the critical check. Licensing will note your file and ensure that the remaining term of your licence will be applied when licensing has had sight of your updated critical check.

You will also receive 2 identification badges. One to display on your person and the other in the licensed vehicle when acting as a licensed driver.

	Check list	Please tick
1	Evidence of Right to work	
2	Certificate of good conduct (where applicable)	
3	DBS check back and cleared by Licensing	
5	Communication test passed	

6	Knowledge test passed	
7	CSE test passed	
8	Medical form and certificate completed	
9	Driving test passed	
10	Digital Photo	