



APPLICATION GUIDANCE NOTES

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>

EC/EEA Driver Licence

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/becoming-taxi-driver>

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 984728**.

The application process

You **must** complete and **submit at the same time the following documents to taxidrivers@warrington.gov.uk**. Your application will be rejected if you do not provide the documents listed below:-

- The application form

- Provide a digital photo
- Proof of right to work (Passport or birth certificate) The following link provides guidance on acceptable Right to Work documents and providing a share code. <https://www.gov.uk/prove-right-to-work>
- Valid UK Photo card driving licence
- Bank statement and utility bill (within last 3 months)
- Certificate of conduct (If applicable)

For further guidance on DBS identification please visit the link at:-

<https://www.gov.uk/criminal-record-check-documents>

For further guidance on requesting a DVLA check code visit the DVLA website which allows you to give permission to a third party such as the Licensing Section to check your record at:-

<https://www.gov.uk/view-driving-licence>

If you have any difficulties with this process, please contact the Licensing section on **01925 984728** for advice. **Please note that the telephone line are closed on Tuesdays and Wednesdays.**

Providing a 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 application 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**

- ***application fee and**
- **Knowledge test 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 user details and a link for you to complete the first stage of the DBS process. You will need an email address in order to complete this stage. Once you have completed this stage Licensing will be notified by email that you have completed the initial stage. A licensing officer will verify your identification and submit your DBS application.

It is imperative that you apply to the **DBS update service** as soon as you receive your DBS certificate and in any event within 28 days from the date on the DBS certificate. Details are available at:

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

Registering with HMRC

First-time applicants also need to register with HMRC. Please refer to the following link

<https://www.gov.uk/guidance/complete-a-tax-check-for-a-taxi-private-hire-or-scrap-metal-licence>

which tells you what you need to do if you are a new applicant.

Taking the communication test

The communication test will be by video link and 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 Knowledge and safe guarding test. **You can take the free online Safer Streets course at any time during the application process** and forward a copy of the certificate to the Licensing Section. The communication test will take no more than 20 minutes. There will be a separate fee for the communication and safeguarding tests and any re-sits.

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.

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 can arrange to book an appointment for the knowledge test. This can be by remote session or by attending the office.

You are advised to read the Taxi Licensing Policy and the Knowledge test guidance notes.

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 unless you have subscribed to the Update Service.

Taking the driving test

We would recommend that you **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**. 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 Licensing Team.

At what stage should I complete my medical report form?

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 at: -

<https://www.gov.uk/government/publications/d4-medical-examiner-report-for-a-lorry-or-bus-driving-licence>

You are advised to check with your medical centre that you can book a medical test. 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 Section who can provide you with a list of medical centres accepting non registered patients for Group 2 medicals.

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

Important please note

You have 6 months to complete the entire process before you would need to apply again by making a fresh application. Some aspects of the application process will be waived depending on the requirements and documents previously received and accepted.

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, HMRC, NAFN (Data and Intelligent Services) 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, Medical certificate has an **expiry date less than the duration of your JDL or ACD licence**, and these are not renewed prior to their expiry, the licence will be suspended until such time as the check is refreshed and in order.

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



1	Application submitted with:- <ul style="list-style-type: none">• digital photo with• Evidence of Right to work (if applicable)• Certificate of good conduct (where applicable)• DVLA check code submitted to licensing	
2	DBS submitted	
3	Communication test booked and passed	
4	Knowledge Test (includes the safeguarding test - booked and passed	
5	Certificate for Safer Streets Course (Free online) Safer Streets Warrington (purpleleaf.org.uk)	
6	Driving test passed	
7	Medical form and declaration submitted	
8	Registered with HMRC ?	