

## How To Apply For A Private Hire Or Hackney Carriage Driving Licence

A driver's licence will not be granted to anyone who has not held a full driving licence for a period of 3 years.

Before a Private Hire or Hackney Carriage Driving Licence Application can be submitted you must have either booked or passed your Tees Valley Taxi Assessment. For details on how to book your driving assessment please see our "Guide to Your Tees Valley Taxi Assessment" leaflet

The Medical Form and DBS form should not be completed and signed earlier than 28 days before submission of the completed application form.

Incomplete application forms will be returned and this will delay your application.

The following must be submitted:

- Submit in person a fully completed Application Form, Tees Valley Taxi Assessment Certificate, Safeguarding Awareness Training Certificate and the appropriate fee.
- Produce a satisfactory medical certificate signed by your Doctor stating that you are fit to be a driver of a Private Hire/Hackney Carriage Vehicle.

Note: This should be your own GP or another GP that has access to your full medical records. (Holders of a HGV or PCV Licences need not submit a medical certificate providing they are able to provide proof of such licence).

Once licensed, a driver is required to submit further medical certificates every five years after they reach the age of 45 and annually from the age of 65 or at any other time required by the Council.

- Produce documents to confirm that you have the right to work in the United Kingdom.
- Submit a completed Disclosure and Barring Service Check (DBS) form with supporting documents. The Disclosure and Barring Service Check form will be sent to the DBS for them to process, which may take up to six weeks.

Upon the receipt of your DBS Disclosure you are required to submit a copy to the Customer Services Centre, located within Stockton Central Library, Church Road, Stockton on Tees. The DBS do not send us a copy. The application process cannot be completed until we have received a copy of your disclosure.

- Produce for examination a current driving licence issued under the Road Traffic Act 1972 bearing your present address. You must have held a driver's licence granted under Part III of the Road Traffic Act 1972, allowing you to drive a motor car for at least 3 years. (Note: this is not the date you passed your test).

The Counterpart of your driving licence has now been abolished and endorsements are recorded electronically by the DVLA. In order for you to confirm your driving record to us you are required to access your record by logging onto the Share Driving Licence Service at <https://www.gov.uk/view-driving-licence> where you can generate a "Check Code" which must be entered on your application form in the space provided. This service is free and should be used by both paper and photo card driving licence holders. We will be unable to process your application until confirmation of your DVLA licence has been supplied.

- Submit four coloured passport sized photographs – full face, no hats, caps etc.
- Provide any other information required by the Council.
- Proof of payment must be submitted with your Application. Applicants must submit their completed application form in person to the Customer Service Centre, Stockton Central Library, Church Road, Stockton on Tees.