# **Guidance on how to renew a licence to drive a private hire and hackney carriage vehicle**

This guidance is designed to support an application for the renewal of a licence to drive a private hire or hackney carriage vehicle and provides information on the criteria applied by Bolton Council.

Please ensure you read the guidance before completing the online renewal application form. Links to the individual sections are below:

1. [Online Renewal Application Form](#Application)
2. [Fees](#Fee)
3. [Driving Licence and ‘Check code’](#Drivinglicence)
4. [Photograph](#Photograph)
5. [Medical Fitness](#Medicalfitness)
	1. [Certificate of Medical Fitness](#Certificate)
	2. [Declaration of Medical Fitness](#declaration)
	3. [Statement of Medical Fitness](#statement)
6. [Disclosure & Barring Service ‘Enhanced Disclosure Certificate’ (DBS/CRB)](#DBS)
7. [Passport, Visa and Right to Work](#RTW)
8. [Licence Period](#deregs)s
9. [Convictions](#Convictions) and Other Matters
	1. [Failure to Declare](#Failuretodeclare)
	2. [The Rehabilitation of Offenders Act 1974 (Spent Convictions)](#spentconvictions)
	3. [Committees & Public Safety](#Publicsafety)
10. [Personal Data/Privacy Policy](#Privacy)

## **Online Renewal Application Form:**

* All questions on the online form **must** be completed by you the applicant.
* **No** questions must be left unanswered.
* It’s your responsibility to complete the online form in full.
* Incomplete online forms will be rejected.

## **Fees:**

* A list of fees is available at: <https://www.bolton.gov.uk/taxi-private-hire/taxi-licensing-fees>
* We accept payment by debit and credit card.
* Once the online form has been submitted you need to call our Customer Service Team on 01204 336584 and choose option 1 to make the payment.
* You’ll need the online form reference number to make payment:
	+ This number starts ‘DL’ and is provided at the end of the online process once the online form has been submitted.
	+ This reference number is also provided on the acknowledgement email sent to you on completion of the online form.
* Online forms will not be processed and are not valid until the payment has been received.
* If payment is not made within 3 working days from the date the online form is submitted, then the application will be rejected as incomplete and you’ll be required to start the application process again.

## **Driving License and ‘Check code’:**

* You must have held a current valid Driving Licence for at least 12 months.
* The online form requires you to provide a DVLA ‘Check Code’.
* This code is available from the DVLA ‘View or Share Your Driving Licence Information’ and can be obtained at: [www.gov.uk/view-driving-licence](http://www.gov.uk/view-driving-licence)
* To access your DVLA record and obtain the DVLA ‘Check Code’ you’ll need your:
	+ DVLA driver licence number
	+ National insurance number
	+ Postcode
* The DVLA ‘Check Code’ must be copied onto the online form in the **exact** same format as displayed on the DVLA website. This means numbers, capital and lowercase letters.
* If the DVLA ‘View or Share Your Driving Licence Information’ will not permit access, then please contact the DVLA to resolve.

## **Photograph:**

* You need to provide a passport style photograph of yourself for the online form.
* A new photograph must be provided each time you submit the online form even if your appearance hasn’t changed.
* The photograph must meet current passport specifications which can be found at: [www.gov.uk/photos-for-passports](http://www.gov.uk/photos-for-passports)

## **Medical Fitness:**

**5.1 Certificate of Medical Fitness:**

* The Council has adopted a national standard for medical fitness.
* The DVLA Group 2 Medical Standard is applied to all private hire and hackney carriage drivers.
* The DVLA ‘Assessing Fitness to Drive: A Guide For Medical Professionals’ confirms this standard and is available at: [www.gov.uk/government/publications/at-a-glance.](http://www.gov.uk/government/publications/at-a-glance)
* A Certificate of Medical Fitness is required:
	+ For the first application.
	+ Then again at the age of 45.
	+ Then every five years following your 45th birthday.
	+ Then from age 65 an annual Certificate of Medical Fitness is required.
* If you’re Certificate of Medical Fitness is due, then a copy will need to be provided with the online form.
* The expiry date of your Certificate of Medical Fitness can be found on the reverse of your private hire/hackney carriage driver licence badge.
* If you’re aged 45 or become 45 before the expiry of the licence you’re renewing, you’ll need to provide a Certificate of Medical Fitness with the online form.
* A copy of the Certificate of Medical Fitness is available at: <https://www.bolton.gov.uk/downloads/file/2630/certificate-of-medical-fitness>
* The Certificate of Medical Fitness must:
* Be completed in full.
* Provide details of **all** health or medical matters including details of any treatment, care, medication, etc.
* Be completed by the GP you’ve been registered with for the last 12 months who must have access to your full medical records.
	1. **Declaration of Medical Fitness:**
* You must confirm your medical fitness by completing the Declaration of Medical Fitness if you:
* Have any health or medical matters.
* Are undergoing any medical treatment, care, or a referral for further investigation.
* Are taking any medication.
* A health or medical matter could be a diagnosis following a visit to a doctor, the hospital or to a medical specialist and/or a course of treatment, care and include any referral for further investigation.
* The declaration is for you the applicant to complete and not your GP.
* You need to provide a copy of the Declaration of Medical Fitness with the online form.
* A copy of the Declaration of Medical Fitness is available at: [https://www.bolton.gov.uk/downloads/file/4817/annual-declaration-and-statement-of-medical-fitness](https://www.bolton.gov.uk/downloads/file/4817/annual-declaration-and-statement-of-medical-fitness%22%20%5Co%20%22Opens%20in%20a%20new%20window)
	1. **Statement of Medical Fitness:**
* If a health or medical matter (explained above) is identified on the Declaration of Medical Fitness or Certificate of Medical Fitness:
	+ Then you must ask your GP to complete a Statement of Medical Fitness.
	+ The Statement of Medical Fitness must be completed even if a Certificate of Medical Fitness has been done.
	+ The Statement of Medical Fitness must provide details of **all** health or medical matters and details of any treatment, care, medication, referrals, etc.
	+ The Statement of Medical Fitness must be provided by the GP you’ve been registered with for the last 12 months.
	+ This GP must have access to your medical records and confirm they have access.
	+ You need to provide a copy of the Statement of Medical Fitness with the online form.
	+ A copy of the Statement of Medical Fitness is available at: <https://www.bolton.gov.uk/downloads/file/2630/certificate-of-medical-fitness>
1. **Disclosure & Barring Service** ‘**Enhanced Disclosure Certificate’:**
* If your ‘DBS – Enhanced Disclosure Certificate’ (DBS) is due for renewal you should have already been contacted by the Licensing Team to complete the electronic DBS application process.
* The expiry date of your DBS certificate can be found on the reverse of your private hire/hackney carriage driver licence badge.
* If you’ve not been contacted by the Licensing Team please email licensing.unit@bolton.gov.uk.
* Your licence **will not** be renewed if you don’t have a valid DBS covering the whole renewed licence period.
* The DBS fee is £47.00.
* To complete your DBS, you need to provide electronic copies of the following up-to-date documents with your DBS form:

* + UK Passport or UK Birth Certificate (Biometric Card or EU Passport if not UK resident).
	+ DVLA licence.
	+ Proof of address (a utility bill/bank statement dated less than 3 months old which shows your name and current address). Please note a mobile phone bill **cannot** be accepted.

**DBS Update Service**

As stated in the Department of Transport Statutory Guidance, all Private Hire and Hackney Carriage drivers are now required to subscribe to the DBS Update Service. This allows the Licensing Department to access the status of the persons DBS on a quarterly basis. As a result of this, the person will not be required to provide a new DBS certificate every 3 years going forward. The driver must continue to renew the DBS Update Service Subscription and must not remove Bolton Council access to the record at any point. Failure to do this will result in a suspension of the licence until a new DBS certificate has been completed and a new subscription has been created.

The DBS update service requires a fee of £13.00 per year. The service will contact the driver to remind them of the renewal date so please ensure all contact details are correct.

When the driver has received the DBS certificate through the post, they have 30 days from the date on the certificate to subscribe. Failure to do this will result in a new DBS certificate requirement to the cost of £47.00 to the driver. To subscribe to the update service the driver must use the link

<https://secure.crbonline.gov.uk/crsc/apply?execution=e1s1> and will require the certificate number provided on the DBS they received through the post. Once subscription is complete, the driver must provide a copy of the DBS certificate they registered with to licensing.unit@bolton.gov.uk advising subscription is complete. When you are subscribing to the Update Service please ensure you consent for us to access your information.

**Failure to subscribe to the DBS Update Service may result in your licence not being renewed**

1. **Passport, Visa, and Right to Work:**
* If you don’t hold a UK or EU Passport, National Identity Card, or a UK Birth Certificate, you must provide proof that you have the right to work and remain in the UK.
* We accept:
	+ Biometric Card.
	+ Visa in current Passport.
	+ Confirmation of application from the Home Office.
* It’s for you to prove you have the right to work and remain in the UK.
* Failure to provide sufficient evidence will delay your application being processed or may result in your application being refused.
* Visas in expired passports **will not** be accepted.
1. **Licence Period:**
* A 3-year licence will only be issued where the medical fitness and the DBS covers the whole 3-year licence period.
* The Council may issue a licence for a shorter period, or not at all if it considers it’s appropriate and if you fall into one of the categories outlined below:
* The Licensing Team are not satisfied with the information or evidence provided confirming the right to work and remain in the UK.
* The applicant has a health or medical matter under investigation or that requires regular assessment, treatment, etc.
* The applicant requires additional training.
* The applicant indicates that they wish to retire or cease being a licensed driver and appropriate evidence is provided to support this indication.
* Where any matter arises that the Council believe make it appropriate to issue a licence for a period less than 3-years.
1. **Convictions & Other Matters:**
* Section 51 of the Local Government (Miscellaneous Provision) Act 1976 requires the Council to find you a ‘Fit & Proper Person’ before granting you a licence to drive a private hire or hackney carriage vehicle.
* Guidance on offences and other matters relevant to private hire and hackney carriage drivers can be found in Bolton Councils ‘Statement of Fitness & Suitability’ which is available at: <https://www.bolton.gov.uk/downloads/file/2634/statement-of-fitness-and-suitability>
* The ‘Statement’ also outlines that the Council can contact other agencies and services for information held about a person. Other agencies may include Housing Services, Children’s Services, Police, UKBA, DWP, etc.
	1. **Failure to declare:**
* When applying to renew your licence you must declare **all:**
	+ Convictions,
	+ Cautions,
	+ Arrests,
	+ Fixed penalties,
	+ Motoring offences,
	+ Non-convictions,
	+ Any other disposals.

* Including if you are:
	+ Subject to Restorative Justice,
	+ Subject to a non-molestation order,
	+ Required to have your name listed on the Sex Offender’s Register,
	+ Subject to an abduction warning/notice,
	+ Included on the children’s &/or adult’s barring list.
* And if you are:
	+ Under investigation,
	+ Being prosecuted,
	+ Being interviewed or have been interviewed for an offence,
	+ Currently on bail for an offence,
	+ Appealing or disputing an offence,
	+ Awaiting a Fixed Penalty Notice.
* Even if spent under the Rehabilitation of Offenders Act 1974 it **must** be declared.
* If you fail to declare any convictions or other matters when completing the online form, you will be prosecuted by the Council.
* The Council can refuse, suspend, or revoke a licence based on incorrect or incomplete information provided in your application for a licence to drive a private hire/hackney carriage vehicle.
* **Warning** – Don’t be tempted to omit any information because you’re not sure if it must be declared or not. The Council will make this assessment and disregard anything deemed irrelevant.
* In the Councils ‘Statement of Fitness & Suitability’ a non-conviction is defined as:

* + a breaches of licensing condition.
	+ any complaint.
	+ any allegation.
	+ any intelligence made available to the Council by the Police, private hire operator or any other partner agency or service.
	+ anything considered by a Court that hasn’t resulted in a conviction e.g. acquittal or failure to reach a verdict.
	+ any other matter which questions the person’s ability to meet the ‘fit and proper’ test.
	1. **The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended):**
* Evidence of spent convictions or cautions can be admitted and questions about spent convictions can be asked in proceedings held in respect of an application for the grant or renewal or the cancellation of a licence to be a taxi driver i.e. a driver of a hackney carriage or private hire vehicle.
* This includes hearings before the Council’s Licensing Committee.
* When the Council asks you questions about your previous convictions or cautions to assess your suitability to be a taxi driver you must treat the question as relating to all your previous convictions and by virtue of the Order referred to above **you must disclose spent convictions or cautions.**
	1. **Committees & public safety:**
* If you disclose something on the online form which questions your suitability under the ‘Fit & Proper Person’ test (Section 51 of the Local Government (Miscellaneous Provisions) Act 1976) then you may be referred to the Licensing & Environmental Regulation Committee.
* The Committee will consider if the licence should be renewed, revoked, or suspended, or if additional training is required.
* Where there is concern about public safety an emergency decision may be required and the referral is to a Director/Assistant Director in consultation with the Chairperson of the above Committee. They will determine whether or not a licence will be granted, revoked, or suspended. You’ll be advised by the Council if you’re permitted to continue to drive a licensed vehicle pending this decision.
* A licence is issued without prejudice to any decision of the Committee or Director/Assistant Director and this may include the suspension or revocation of your licence.
1. **Personal Data:**
* The information you supply will only be used to process your request. Information will be passed to third parties where they are providing a service on behalf of Bolton Council or if we’re required to do so by law.
* Find out more about our privacy policy online at: <https://www.bolton.gov.uk/data-protection-freedom-information/privacy-notices/1>
* Under the Council’s Statement of Fitness and Suitability your information may be shared with other organisations.
* For further information on the council’s Statement of Fitness and Suitability please see: <https://www.bolton.gov.uk/downloads/file/2634/statement-of-fitness-and-suitability>
* Please note if your application is refused or revoked this will be included on the National Register of Taxi Licence Revocations and Refusals.