

GUIDANCE ON COMPLETING AN APPLICATION FORM FOR A NEW TAXI/PRIVATE HIRE CAR DRIVER LICENCE

Section 1 – What type of licence are you applying for?

Question 1 – Must be completed to advise if you want to apply for a taxi driver or a private hire car driver licence.

Section 2 – Relates to the applicant.

Question 2- Must be completed by all applicants. If you provide an e-mail address we will communicate by e-mail to you when appropriate.

Question 3 - You must answer either yes or no on the application form to the question relating to convictions, fixed penalties or conditional offers recorded against you in and outwith the UK. All spent and unspent convictions, conditional offers and or fixed penalties require to be disclosed whether road traffic related or otherwise. It is essential that full details are supplied on the application form so that necessary Police checks can be undertaken and your application can be processed as quickly as possible.

Question 4 – You must state if you have lived outwith the UK for a period of six months or more within the last 10 years. If yes a Criminal Record Check/verification from the Embassy requires to be submitted with the application form. Otherwise your application will not be accepted.

The following link may help you on how to get criminal record checks from overseas:-

<http://www.cpni.gov.uk/advice/Personnel-security1/Overseas-criminal-record-checks/>

Question 5 – You are required to provide original documents that are listed in Documents for the Right to Work in the UK.

Question 6 – You must answer this question as you are required to provide details of any other Taxi /Private Hire Car Driver Licence you have held by this or any other authority.

Question 7 – You must answer this question as you are required to provide details of any applications for a Taxi/Private Hire Car Driver Licence that have been refused by this or any other authority.

Section 3 – Relates to your driving licence.

Question 8 – You must complete this question. – Your current driving licence must be a UK driving licence in your current address.

Question 9 – You must complete this question giving details of your current driving licence with the dates valid to and from.

Section 4 – Relates to the taxi knowledge test.

Question 10 – You must complete this question. If you need help when sitting the test you must tell us when you submit your application. Someone can read out the questions and mark the answer sheet for you

Section 5 – Relates to who's taxi/private hire car you will be driving.

Question 11 – Add details where possible. If you don't know currently leave this question blank.

Section 6 – Relate to a checklist of supporting documentation

Question 12 - The application fee and all the necessary supporting documentation must be submitted with the application otherwise it will not be accepted.

Section 7 – Relates to how we will check your DVLA driving licence.

You have 2 options to choose from on how we will check your DVLA driving licence.

Section 8 – Declaration by the applicant/agent

You or your agent must sign and date the application declaring that the particulars on the form are true. If the application is not signed it will not be accepted.