



Appendix B

Procedure for Renewal of Hackney Carriage and Private Hire Drivers Licence

Reminders

Applicants for the renewal of existing hackney carriage and private hire drivers' licences will be sent a renewal reminder approximately six weeks before their existing licence is due to expire. This is a courtesy service only and licence holders are reminded that ultimate responsibility for ensuring that their licence is renewed on time remains with them. All applications for renewal are only dealt with in person at the licensing office during the allocated times. Once a licence has lapsed, it cannot technically be renewed and a new application will be required, along with all necessary documentation and fees. A new licence will not be granted until all necessary checks have been carried out. The applicant **will not** be entitled to drive during this period.

Application Procedure

All renewal applications for a driver's licence issued by the Licensing Authority shall be made on the specified application form supplied by the Licensing Section. The application form must be signed by the applicant in all instances. All applications for renewals must be submitted in person.

Requirements for Applicants

The Licensing Authority will only renew licences when it is satisfied that the applicant for renewal continues to satisfy the criteria for determining who is "fit and proper". The Licensing Authority has the expectation that renewal applicants continue to satisfy the requirements for the grant of a driver licence, by maintaining their knowledge of East Staffordshire and standard of driving.

Disclosure and Barring Service (DBS)

The Licensing Authority will grant a licence on the understanding that the DBS certificate, once received, will not reveal any convictions, cautions or other relevant information which may affect the status of the licence holder. Should information be revealed on the DBS certificate, which was not previously considered by the Licensing Authority, then the matter will be referred to the Licensing Committee for their consideration. Licence holders are requested to subscribe to the Disclosure and Barring Service Online Update Service. The Update Service can be used if an application is made for a renewal and there has been no changes. If no changes are recorded on the DBS update service check then a full DBS check will not be required. In all other cases a full Enhanced DBS check will be required before a licence will be renewed/issued. The applicant must provide consent for the Licensing Authority to undertake checks of their DBS status, failure to give consent may result in an application being refused. The Licensing Department will then carry out an online DBS Status Check on a Yearly basis (or as and when required) to be satisfied that the applicant/licence holder is fit and proper to hold a licence.

Where an applicant has, from the age of 10 years, spent more than six continuous months or more living outside the United Kingdom, evidence of a criminal record check from the country/countries covering the relevant period should be supplied.

The Council have adopted the IOL (Institute of Licensing Guidance) on determining the suitability of applicants and licensees in the hackney and private hire trades [https://www.instituteoflicensing.org/documents/Guidance_on_Suitability_Web_Version_\(16_May_2018\).pdf](https://www.instituteoflicensing.org/documents/Guidance_on_Suitability_Web_Version_(16_May_2018).pdf).

DVLA Driving Licence

Applicants for renewal must produce the DVLA driving licence issued to them in accordance with the provisions of the Road Traffic Act. The licence must be valid, free from defect. Driving licences that show an address other than the applicant's home address, or are defaced to such a degree as to make the licence unclear, will not be accepted under any circumstances, and the renewal of licence will not take place. A check via the DVLA website will be carried out by a licensing officer with the applicant present using the view and share facility or via a check code on a yearly basis.

Medicals

Every three years a driver licence issued by the Licensing Authority will be required to provide a duly signed medical certificate (obtainable from the licensing section) signed by a their own medical practitioner, stating that the applicant satisfies Group I of the DVLA medical fitness criteria for drivers. See Appendix C for information on Group I medical standards.

Grant of Licence

Once an applicant for renewal has satisfied the Licensing Authority that they are “fit and proper” to hold a licence, a hackney carriage or private hire driver licence shall be granted. The duration of this licence will be for 3 years. Drivers must return the expired badge before a new badge is issued; failure to do so will result in a charge for the new badge.