



**South  
Derbyshire  
District Council**

## **Application for the Grant of Private Hire Driver's Licence**

### **Guidance Notes on How to Apply**

A private hire driver's licence will allow a person to work as a private hire driver in South Derbyshire District only. A private hire driver must work for a private hire operator; this can either be under their own private hire operator's licence or through a licensed private hire operator based in South Derbyshire.

In addition to the application form, the applicant must provide the following original documentation. **Please do not submit your application until you have all documents required as incomplete applications will be returned without processing.**

<b>Documents Required</b>	<b>Completed?</b>
Current full UK driving licence (held for at least 12 months)	
Proof of right to work in the UK	
An enhanced DBS disclosure certificate registered online with the DBS Online Checking Service	
One piece of identification in addition to the right to work identification and driving licence	
Fee: 1 year driver's badge £150 2 year driver's badge £235 3 year driver's badge £331	
Certificate of good conduct (if lived outside of the UK for more than 6 continuous months since the age of 18 years)	
A medical certificate (no older than 3 months)	
An eye examination certificate (no older than 3 months)	
A DVLA driving licence check code	
A passport style colour photo which must reflect current image	
A driving assessment certificate	
A local knowledge test pass, arranged through the Council	
Disability awareness training certificate	
A Blue Lamp Trust safeguarding certificate	

### **Making the Application**

Applicants can apply for an enhanced DBS check through Personnel Checks at the following website <https://www.personnelchecks.co.uk/taxis/taxiprivate-hire-driver-dbs-checks/> Once

the DBS certificate has been applied for, you must register the DBS certificate at the DBS Update Service [DBS Update Service - GOV.UK \(www.gov.uk\)](https://www.gov.uk/dbupdate-service). It is a requirement that a private hire driver is registered with the DBS Update Service throughout the term of their licence so 6 month criminal record checks can be carried out. You have 19 days after the date on the DBS certificate to register with the DBS Update Service otherwise you would have to apply for a further DBS certificate.

The applicant will be required to submit their original DBS certificate to the Licensing Department when applying for their licence. They must also provide 3 pieces of identification in support of the certificate to prove the DBS certificate belongs to them.

To book a knowledge test, please email the Licensing Department at [licensing@southderbyshire.gov.uk](mailto:licensing@southderbyshire.gov.uk) and an Officer will be in contact with the available dates.

Once the applicant has passed the knowledge test, it is advised to book in for the practical driving assessment certificate and to arrange for the medical and eye test to be completed.

Once the DBS certificate has been returned to the applicant and the knowledge test has been passed, the application form with all the remaining documentation and fee can be submitted to the Licensing Department. The Licensing Department will not accept part applications therefore please ensure you are submitting all required documentation with the application form.

The application form, supporting documents and fee can be submitted via post, by emailing the above address or by posting at the Council Offices.

It is a requirement of the Private Hire Licensing Policy that all private hire drivers are signed up for the DBS online checking service to allow a check of their criminal history to be carried out every 6 months. More details of this will be provided at the initial DBS appointment but an applicant must be signed up for the checking service prior to submitting their application form.

### **Ability to Speak English**

It is a requirement that all private hire drivers can demonstrate a good level of spoken English in order to fulfil their duties in any emergency or challenging situation. A good level of English is required for passengers and the driver's safety.

An applicant's level of English will be assessed during the knowledge test appointment by assessing their ability to hold a conversation with the Licensing Officer. If there are any concerns, the applicant will be advised to take steps to improve their English language proficiency. If any concerns are raised by the Licensing Officer then a further assessment will be carried out to assess if their English has improved. This will be in the format of a conversation with the Licensing Officer. If there are still concerns over an applicant's level of English when a full application has been submitted then their application will be referred to the Licensing and Appeals Sub-Committee for determination.

### **Certificate of Good Conduct**

Any applicant who has lived overseas for more than a period of six continuous months since the age of 18 will be required to submit a certificate of good conduct or similar document from the relevant embassy before an application will be considered valid. This certificate must be in English and the applicant will be responsible for any fees incurred in obtaining the certificate.

## **Right to work**

All applicants will be required to submit proof of their right to work at the knowledge test appointment. A list of acceptable documents can be found on the Council's website. If an applicant is not able to provide proof of right to work then they will not be permitted to apply for a private hire driver's licence.

If you prefer, you can provide the Council with a share code to prove your right to work in the UK. The code can be generated at [View and prove your immigration status - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

## **Knowledge Test**

The applicant must pass the knowledge test.

Please bring your original proof of right to work in the UK to the knowledge test appointment where a copy will be taken for our records.

Knowledge tests take place by appointment only on a one-to-one basis.

Please contact the Licensing Department on the email above to arrange an appointment. Please include the full name, telephone number and any preferred dates and times in the email. As appointments are offered on a first come first served basis, the applicant may not be offered their preferred times or dates.

Please arrive on time for the knowledge test. The knowledge test will not take place if the applicant is 15 minutes late for the appointment.

The knowledge test fee is £38.40 and must be paid at least 24 hours before the appointment. Payments can be made online at [www.southderbyshire.gov.uk](http://www.southderbyshire.gov.uk) or by calling Customer Services on 01283 221000. This is non-refundable.

If the applicant is not able to make the test, please notify the Licensing Department within 48 hours of the date of test. Failure to attend the test without cancelling will lose the fee paid. A further £38.40 will be required to book on to another test date.

The knowledge test will consist of:

- Writing a receipt (6 marks);
- Questions on giving the correct change to customers (5 marks);
- Questions on the Council's private hire conditions and policy (10 marks);
- Questions on the highway code (5 marks);
- Questions on the legislation relating to private hire (10 marks);
- Shortest route questions (3 marks);
- Identifying the location of places of interest (7 marks);
- Road signs (10 marks)

Please note that we do not provide a list of sample questions – you will need to learn the local landmarks and routes yourself. It is **NOT** possible to pass the test by only answering questions about Swadlincote. You must know about places and roads throughout the South Derbyshire District as the test consists of questions covering the whole of the District.

The test is an online test using an iPad except for writing a receipt. There are 50 marks available on the online test and you must achieve a pass mark of 80% which is 40 marks. The receipt is worth 6 points and you must achieve at least 5 points to pass the receipt. You must pass the online test and the writing of the receipt to pass the test. Each question is worth a total of one mark unless stated on the question. You may take the knowledge test up to 3 times. If you fail to pass the test on the 3<sup>rd</sup> attempt, you will not be permitted to sit the knowledge test again for a period of 12 months from the date of the 3<sup>rd</sup> test.

To help you revise for the knowledge test, please find a copy of the Private Hire Licensing Policy and operator, vehicle and driver conditions on the website.

### **Child Sexual Exploitation Awareness Training**

The Council requires all drivers to undertake child sexual exploitation awareness training before a private hire driver's licence is granted. In addition, refresher training will be required every 3 years.

The training is provided via an online learning course offered by the Blue Lamp Trust. The fee is £25 payable direct. Training can be booked at [safeguarding-classroom | THE BLUE LAMP TRUST](#) The certificate must be submitted with the complete application.

### **Driving Practical Assessment**

You must complete a driving assessment as part of the application process to ensure that you are aware of the hazards of driving.

This assessment is provided on behalf of the Council by Defensive Driver Training. The assessment can be booked direct via their website on [www.mytaxitest.co.uk](http://www.mytaxitest.co.uk) or by calling 01384 442233.

The fee for the assessment is £80 including VAT which is payable direct when booking. The assessment will last around 50 minutes.

When booking you will need:

- Your UK driving licence number;
- Your credit or debit card details;
- Your email address;
- Your full postal address.

The assessment will start at the Council Offices where you will meet your assessor. Details of your booking, details of the assessment and what you need to take will be confirmed in an appointment letter.

For the assessment, you will need:

- Your appointment letter;
- Your UK photo card driving licence and printout of your DVSA record or
- A full British paper licence plus passport.

The vehicle used for the test can be any vehicle; it doesn't have to be the vehicle you would licence if your application is successful. The vehicle must be taxed, insured and suitable for assessment. It should have a current MOT and a mirror for the assessor to use.

You can make sure you are prepared for the assessment by reading the latest edition of the Highway Code and Know Your Traffic Signs. There are also sections on private hire driving in The Official DVSA Guide to Driving and The Official DVSA Guide to Learning to Drive. More details on the assessment can be found on the Council's website.

If you pass the assessment, you will be issued with a certificate which must be provided to the Licensing Department as part of your application.

### **Disability Awareness Training**

The Council requires all private hire drivers to complete disability awareness training.

The training is provided via an online learning package by Equo. The course must be completed direct with Equo via their website [www.equo.co.uk](http://www.equo.co.uk). The fee is payable by the applicant.

If a driver has undertaken an equivalent training course, they will not need to complete the training as long as a certificate has been provided to the Council.

The training must be completed before a private hire driver's licence is granted.

### **Tax Conditionality Checks**

From 4th April 2022, it is a requirement to provide a tax check code as part of a renewal application or if you are applying for a new licence with this Licensing Authority but hold or have held in the last 12 months the same type of licence with this or another Licensing Authority.

If this is your first operator's licence or you last held one more than 12 months ago with this or another Licensing Authority, you will need to sign the declaration on the application form above. A tax check code will be required when you come to renew your licence.

If you already hold an operator's licence or have held one in the last 12 months with this or another Licensing Authority, you will need to provide a tax check code as part of your application. You can generate a tax check code using the link on the Council's website and writing on your application form. Your application will not be processed until this check code has been provided.

The new requirements have been put in place by the Government to ensure everyone pays the tax they should, creating a level playing field for the compliant majority.

Please be advised the Licensing Authority will not see details of an applicant's tax affairs. The check code will just confirm the applicant is registered with the HMRC for tax purposes.

### **Determining the Application**

An application will not be validated until all of the above documents have been received. Once a valid application has been received, the Licensing Department will determine the application within 10 working days as long as the applicant is free from conviction.

If granted, a licence will be issued for up to 3 years.

As part of the Private Hire Licensing Policy, all applicants with convictions, cautions, warnings or other information, will be decided by the Licensing Appeals and Sub-Committee regardless of the age of the convictions.

If the applicant has convictions, it is advisable to read the Convictions Policy in the Private Hire Licensing Policy as this is what Members rely on when considering the application.

On receipt of a DBS certificate with convictions, an informal interview will be held with a Licensing Officer. The Licensing Officer will contact the applicant to make a mutually convenient appointment to discuss the information contained on the DBS certificate. The Officer will advise the procedure for the hearing at this point.

### **National Register of Taxi Refusals and Revocations**

The licensing authority provides information to the National Register of Taxi Licence Refusals and Revocations (NR3), a mechanism for licensing authorities to share details of individuals who have had a hackney carriage or Private Hire Vehicle (PHV) licence revoked, or an application for one refused. This is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the licensing authority – that is, assessing whether an individual is a fit and proper person to hold a private hire driver's licence.

Therefore:

- Where a private hire licence is revoked, or an application for one refused, the authority will automatically record this decision on NR3.
- All applications for a new licence or licence renewal will automatically be checked on NR3. If a search of NR3 indicates a match with an applicant, the authority will seek further information about the entry on the register from the authority which recorded it. Any information received as a result of an NR3 search will only be used in respect of the specific licence application and will not be retained beyond the determination of that application.

The information recorded on NR3 itself will be limited to:

- name;
- date of birth;
- address and contact details;
- national insurance number;
- driving licence number;
- decision taken;
- date of decision;
- date decision effective.

Information will be retained on NR3 for a period of 25 years.

This is a mandatory part of being granted a private hire driver's licence. The authority has a published policy on the approach it will take to requests by other authorities for further information about entries on NR3, and about the use it will make of any further information provided to it. You can read that policy at <https://www.southderbyshire.gov.uk/our-services/licensing/private-hire>.

Information will be processed in accordance with the Data Protection Act (DPA) and General Data Protection Regulation (GDPR). Any searches, provision or receipt of information of or under NR3 are necessary to the authority's statutory licensing functions of ensuring that all drivers are fit and proper to hold the applicable licence. It is not intended that any NR3 data will be transferred out of the United Kingdom.

If you wish to raise any issue related to the data protection legislation, including by relying on any of the rights afforded to data subjects under the GDPR, you can do so to the authority's Data Protection Officer at [dataprotectionofficer@southderbyshire.gov.uk](mailto:dataprotectionofficer@southderbyshire.gov.uk). This includes submitting a subject access request.

You always have the right to make a complaint to the Information Commissioner's Office (ICO). Advice on how to raise a concern about handling of data can be found on the ICO's website: <https://ico.org.uk/make-a-complaint/>

### **Contact Details**

If you would like to speak to a member of the Licensing Team for advice, guidance or to make an appointment then you can contact them on the following details:

Email: [licensing@southderbyshire.gov.uk](mailto:licensing@southderbyshire.gov.uk)  
Telephone: 01283 210000

### **DBS information**

#### **What important things must I remember?**

You must only provide valid, current and original documentation.

You must not provide photocopies.

You must not provide documentation printed from the internet e.g. internet bank statements.

You should where possible, provide photographic identity (e.g. passport, new style driving licence, etc.).

All documents must be in your current name as recorded in Section A

One document must confirm your date of birth as recorded in Section A.

You must provide at least one document to confirm your current address as recorded in Section A.

You must provide a full and continuous address history covering the last 5 years. Where possible, you should provide documentation to confirm this address history.

You must declare all previous change of name. Where possible, you should provide documentary proof to support the change of name.

You must provide **either**:

**Route 1** - 3 documents (1 document from Group 1 plus any 2 from Groups 1 or 2a/b)

- 1 document from Group 1 (refer to list of Valid Identity Documents) **and**
- 2 further documents from Group1, Group 2a or 2b which verifies the applicant's current address.

EEA National (Non-UK) that has been resident in UK for five years or less, the identity shall be validated via Route 1 through checking the current passport or current UK driving licence (photocard only) plus two further documents.

All Non-EEA Nationals shall be validated through Route 1 only.

**Route 2** - 3 documents (1 from Group 2a plus 2 from Group 2b - one of which must verify the applicant's address)

Only one document from each of the subgroups in Group 2 should be included in the document count e.g. do not provide two bank statements as two of the required documents, if they are from the same bank.

Once the identity documents have been received, the Council will ensure that an appropriate external ID validation service is used to check the applicant against the records to establish the applicants name and living history footprint.

## List of Valid Identity Documents

### Group 1 - Primary Identity Credentials

Document	Notes
Passport	Any current and valid passport
Biometric residence permit	UK
Current driving licence – photo card with counterpart where one is issued	UK/Isle of Man/Channel Islands and EU (full or provisional) (Please note some European countries do not issue counterparts) All licences must be valid in line with current DVLA requirements
Birth certificate – issued at time of birth	UK and Channel Islands – including those issued by UK authorities overseas, e.g. embassies, High Commissions and HM Forces
Adoption certificate	UK and Channel Islands

### Group 2a - Trusted Government Documents



<b>Document</b>	<b>Notes</b>
Current driving licence – photo card (where a counterpart has been issued but no counterpart is presented)	All countries (full or provisional) All licences must be valid in line with current DVLA requirements
Current driving licence – paper version	UK/Isle of Man/Channel Islands and EU (full or provisional). All licences must be valid in line with current DVLA requirements
Birth certificate – issued after time of birth	UK and Channel Islands
Marriage/civil partnership certificate	UK and Channel Islands
HM Forces ID card	UK
Firearms licence	UK, Channel Islands and Isle of Man

#### **Group 2b - Financial / Social History Documents**

<b>Document</b>	<b>Notes</b>	<b>Issue date and validity</b>
Mortgage statement	UK or EEA	Issued in last 12 months
Bank or building society statement	UK and Channel Islands or EEA	Issued in last 3 months
Bank or building society account opening confirmation letter	UK	Issued in last 3 months
Credit card statement	UK or EEA	Issued in last 3 months
Financial statement, e.g. pension or endowment	UK	Issued in last 12 months
P45 or P60 statement	UK and Channel Islands	Issued in last 12 months
Council Tax statement	UK and Channel Islands	Issued in last 12 months
Work permit or visa	UK	Valid up to expiry date
Letter of sponsorship from future employment provider	Non-UK or non-EEA only – valid only for applicants residing outside of the UK at time of application	Must still be valid
Utility bill	UK – not mobile telephone	Issued in

	bill	last 3 months
Benefit statement, e.g. Child Benefit, Pension	UK	Issued in last 3 months
Central or local government, government agency, or local council document giving entitlement, e.g. from the Department for Work and Pensions, the Employment Service, HMRC	UK and Channel Islands	Issued in last 3 months
EU National ID card		Must still be valid
Cards carrying the PASS accreditation logo	UK and Channel Islands	Must still be valid.
Letter from head teacher or college principal	UK – for 16 to 19 year olds in full time education Only used in exceptional circumstances if other documents cannot be provided	

**This list is subject to amendment.**