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FEE TO PAY

DATE STAMP

Licensing Office, Horbury Community Centre,
Cluntergate, Horbury, Wakefield, WF4 5DA

Telephone: 01924 302921 / 302923 / 302922

Fax: 01924 302928

Email: licensingoffice@wakefield.gov.uk

HOW TO APPLY FOR A:-

PRIVATE HIRE DRIVER LICENCE

Local Government (Miscellaneous Provisions) Act 1976

Documents to be submitted to make application;

1. **Application Form**
2. **Fee** (see fees list)
3. **Driving Licence**
4. **1 Photograph**, colour passport size (recent and a true likeness - avoid hats and sunglasses)
5. **Medical Certificate** (see notes)
6. **DSA Certificate** (see notes)
7. **Criminal Record Bureau Disclosure Application** – A CRB is required on First Grant / First Renewal / and then every 3 years. Please see separate guidance from CRB on how to complete the CRB application and what documents are required to be seen by the Licensing Office.
8. **Please read the following enclosed documents when completing your application;**
 - a) Notes for Applicants
 - b) An Applicants Guide to Completing the CRB Application Form
 - c) List of Fees

Application Type?	First Grant <input type="checkbox"/>	Renewal <input type="checkbox"/>	Additional <input type="checkbox"/>				
Badge Number: (if previously licensed)							
Surname:							
Date of Birth:							
Title:	Mr	Ms	Mrs	Miss	Other	Forenames:	
Address:							
						Post Code:	
Telephone No:						Mobile Tel No:	
Email address:							

PRIVATE HIRE OPERATOR DETAILS

(if not known on submission of application please write 'To Be Advised')

Operator Trade Name:	
Operator Business Address:	
Operator Telephone No:	

Have you had a FULL driving licence for at least 12 months? (Original to be supplied with application)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Are you aware of any ENQUIRIES OR INVESTIGATIONS of any kind or description (including motoring and/or Hackney Carriage/Private Hire) being made at the present time by the Police or any Local Authority? (If YES, please give details)	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Have you ever had any summons served on you for any offence(s) which has NOT been heard at Court? (If YES, please give details)	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Have you ever had an application to **any** Local Authority for the grant or renewal of either a Hackney Carriage Drivers licence or a Private Hire Drivers licence **refused**, or had a licence **revoked or suspended**?

Yes No

(If YES, please give details)

Do you have a medical condition, which is aggravated by exposure to dogs?

Yes No

If **YES**, medical information is required to support an application for exemption from the duty to carry assistance dogs. An application form is available from the Licensing Office.

I **DECLARE** that the answers to ALL questions and all other particulars provided in connection with this application are accurate and no relevant information has been omitted either knowingly or through lack of care.

Applicant's Signature: _____ Date: _____

DATA PROTECTION ACT 1998

The City of Wakefield MDC requires this information in order to process your application for a licence. The Council is under a duty to protect the public funds it administers and may use the information you have provided within the Authority for the prevention and detection of fraud. From time to time, as prescribed by Law, we will share your information with other Government Departments such as the Inland Revenue, Benefits Agency and the Police.

PRIVATE HIRE DRIVER NOTES FOR APPLICANTS

1. A licence, if granted, will be for a period not exceeding one year, this includes licences, which have lapsed. When the licence expires it may then be renewed for a period not exceeding three years.
2. Any vehicle, which you intend to drive for Private Hire purposes, must be a licensed Private Hire Vehicle. In addition, that vehicle must be booked through a licensed Private Hire Operator. Application forms for both are available from the Licensing Office.
3. If a licence is granted to you, any change in the information supplied on this form must be notified to the Council immediately.

Only Original Documents will be accepted

4. Driving Licence - You must have held a full driving licence for at least 12 months at the date of application (this is a legal requirement and the Council has no discretion to reduce this period). A driving test "pass" certificate, irrespective of its date, is not acceptable. **YOU WILL BE ASKED TO PRODUCE YOUR ORIGINAL DRIVING LICENCE ON THREE OCCASIONS. IF PHOTOCARD LICENCE YOU WILL NEED TO BRING BOTH PARTS.**
 - (a) When you hand in your application form.
 - (b) When you collect your Private Hire Drivers Licence (if granted).All Driving Licences must show your correct full name and correct full address.
5. Criminal Record Bureau Enhanced Disclosures are required with the following applications;
 - a) First Grant
 - b) First Renewal (after initial 12 month licence)
 - c) Every three years on renewalA Criminal Record Disclosure Application can take 6-8 weeks to return.
You can track your disclosure application online at www.crb.gov.uk by using their online tracking facility. All you require is the form reference number and your date of birth.
6. Medical Requirements - It may be preferable to delay going to the expense of a Medical Examination (if you have concerns regarding your conviction record) until you are notified of whether or not the Council are prepared to approve your application in principle.

As part of the licensing process for all drivers, the Council requires every applicant for a driver licence to meet Group 2 Medical Standard for Vocational Drivers as determined by DVLA in association with the British Medical Association.

A Medical Certificate to Group 2 Standard is required on the occasions listed below:-

- (a) First Application for a licence;
- (b) Application for grant of licence 12 months or more after expiry of existing licence;
- (c) Application for renewal on or after age 45 and then every 5 years until age 65;
- (d) Application for renewal after age 65 and every year thereafter (badges only issued for up to 1 year); and
- (e) Any other times when required by the Council

Shorter form of Medical Certificate

For current holders of a Passenger Carrying Vehicle (PCV) or Large Goods Vehicle (LGV) Drivers Licence a shorter form of Medical Certificate may be acceptable. Copies are available on request.

7. Driving Standards Agency (DSA) Certificate must be produced on submission of the following;
 - (a) On first application for a licence.
 - (b) On lapse of a licence for 12 months or more.At other times if the Council considers it necessary.

Information packs are held at the Licensing Office.

A Driver Test Assessment can be booked

Online www.dsa.gov.uk/taxis

Telephone 0300 200 1122

Post DSA, PO Box 280, Newcastle Upon Tyne, NE99 1FP

8. In the case of an applicant with convictions
It may be preferable to delay going to the expense of a DSA test (if you have concerns regarding your conviction record) until you are notified of whether or not the Council are prepared to approve your application in principle.
9. Any licence issued will be subject to certain conditions. These will be enclosed with the licence.
10. A badge deposit will be payable on collection of the badge and licence which will be refunded if and when the badge is returned in a satisfactory condition.



City of Wakefield Metropolitan District Council

LICENSING FEES
2009/2010
FROM 1 April 2009 –
31 March 2010

LC02 - DRIVER LICENCE
(Hackney Carriage and/or Private Hire)

Grant/Renewal of Licence

(a) First grant of licence valid for up to 12 months (including application following lapse of licence)	£196.00	INCLUDING £36 fee to CRB
(b) Renewal for up to 12 months	£110.00	} PLUS £36 fee to CRB when appropriate
(c) Renewal for up to 2 years	£182.00	
(d) Renewal of licence for up to 3 years	£218.00	

Additional grant of other type of licence to expire co-terminus with existing licence

(a) valid for up to 12 months	£55.00
(b) valid from 12 months up to 2 years	£91.00
(c) valid from 2 years up to 3 years	£109.00

Hackney Carriage Drivers - Grant of additional area
(Hackney Carriage Driver's Licence to expire co-terminus with existing licence)

(a) licence valid for up to 12 months	£24.00	per area
(b) licence valid from 12 months up to 3 years	£24.00	per area

Driver's Badge Deposit (not refundable if damaged, lost or stolen) (50% deducted if badge replaced and original returned)	£20.00	(payable on collection of badge)
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Fee for duplicate licence (eg amendment, replacement)	£23.00
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Request for factual information from file (per file) (including photocopies of client documents eg medical reports)	£10.00
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Administration charge when application refused, withdrawn or otherwise not proceeded with	£67.00
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