

## Appendix B

### Procedure for Renewal of Hackney Carriage & Private Hire Driver's 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.

Failure to submit a new application within 1 month from the expiry date of the previous licence will result in the applicant having to undertake a new medical and CRB disclosure. The new licence will not be granted until the above checks have been carried out.

## 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. If you are not going to be able to submit your renewal in person, please inform the Licensing Office.

## 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.

## Criminal Records Bureau (CRB) Disclosures

Every 3 years, applicants for a renewal of either a Hackney Carriage or Private Hire driver licence will be required to obtain a CRB enhanced disclosure certificate. The Licensing Authority will grant a licence on the understanding that the CRB certificate,

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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 CRB certificate, which was not previously considered by the Licensing Authority, then the matter will be referred to the Licensing Committee for their consideration.

### **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 and if the photo-card type, both card and counterpart must be produced. 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.

### **Medicals**

Every three years applicants for the renewal of 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 1 year. 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. A new photograph is required every 3 years unless you have changed significantly during a 12 month period a new photograph will then be required at renewal, this can either be done by you producing a passport sized photograph or a member of the licensing team taking your photo at renewal you will be reminded of this on your renewal letter.