Guidance notes – New & Renewal Hackney Carriage & Private Hire Drivers Licence.

New applicants must be over 21 years of age and have held a full UK Driving Licence (or the European equivalent) for at least 1 year. They must also be adjudged by the Council to be fit and proper persons to hold a licence.

The Council determines all applications in accordance with the Town Police Clauses Act 1847 and Part II of the Local Government (Miscellaneous Provisions) Act 1976.

Before applying we recommend you read the following guidance notes.

Photo guidance

You must have before you apply a recent digital photograph that you can upload. Renewal applicants do not need to provide a photograph unless there has been a material change in appearance. This can be taken on a phone, but it must be:

* clear and in focus
* in colour
* unaltered by computer software

The digital photo must:

* contain no other objects or people
* be taken against a plain light-coloured background
* be in clear contrast to the background
* not have ‘red eye’ In your photo you must:
* be facing forwards and looking straight at the camera
* have a plain expression and your mouth closed
* have your eyes open and visible
* not have hair in front of your eyes
* not have a head covering (unless it’s for religious or medical reasons)
* not have anything covering your face
* not have any shadows on your face or behind you
* do not wear sunglasses or tinted glasses. You can wear other glasses if you need to, but your eyes must be visible without any glare or reflection

DVLA check code

You must have before you applyyour DVLA check code. Your driving record will be checked every 12 months.

To get your eight digit DVLA code visit [www.gov.uk/view-driving-licence](https://www.gov.uk/view-driving-licence) and enter your driver number. This is the 16 digit string of numbers/letters found at field 5 of your UK plastic card driving licence (as shown below - image courtesy of gov.uk)



Driving licence details

You must have before you applyyour driving licence number and licence expiry date.

This includes your driver number (which is the 16 digit string of numbers/letters found at field 5) and the licence expiry date (which is found at field 4b) of your UK plastic card driving licence (as shown below - image courtesy of gov.uk).



National Insurance (NI) number

You must have before you applyyour National Insurance number.

Your National Insurance number is on payslips, P60s, or letters about tax, pensions and benefits. You can also find it through your online personal tax account and download a confirmation letter.

If cannot find it, or cannot log into your personal tax account, call the National Insurance helpline on [0300 200 3500](tel:+443002003500). They won’t tell you your National Insurance number over the phone. They’ll post it to you and it will arrive within 15 working days.

Disclosure and Barring Service (DBS) & update service

If you do require a new certificate, please visit <https://matrixscreening.com/stoke>  and complete the following process:

1. To start the process you will be required to complete the 'organisation reference' which is **UBTAMWORTHTAXIS**, then leave the 'organisation code' blank.
2. There are guidance notes on each page explaining what each section means and what will happen if you do not complete the form correctly.
3. If any information is incomplete, you will not be able to continue until you have completed all the required boxes.
4. In 'employment information' please complete the position applied for as 'taxi driver'.
5. Please carefully check the information that you have completed and edit if required.
6. Once completed you will be given a reference number. Please note this carefully.
7. You will then be required to make payment for the DBS. You can do this online. Go to the Tamworth Borough Council website and click on the blue online payments button on the top right-hand side. Please then follow: - Miscellaneous Payments/Taxi Licensing/New/Renew 3 Year Driver Application with DBS. **You will need to change the amount to £64.34**
8. Please then email [taxi-licensing@tamworth.gov.uk](mailto:taxi-licensing@tamworth.gov.uk) your reference number, receipt confirmation and copies of your ID (usually passport, driving licence and proof of address ie bank statement or council tax bill). You will then be contacted by our licensing team to arrange a face-to-face appointment to verify your identity documents. Please take the original documents to this appointment.
9. Once you have received your certificate, please send a copy to [taxi-licensing@tamworth.gov.uk](mailto:taxi-licensing@tamworth.gov.uk). Certificates can take many weeks to be processed. You can check the status of your certificate via:- [Track or view your DBS certificate - GOV.UK (www.gov.uk)](https://www.gov.uk/guidance/track-a-dbs-application). You then have 30 days from the date of the issue of the certificate to register for the update service.

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|  | |  | | --- | | **Group 1**  Primary Identity Documents | | * Current valid Passport * Biometric Residence Permit (UK) * Current Driving Licence – photo card (UK / Isle of Man / Channel Islands and EU) (Full or Provisional) * Birth Certificate (UK / Channel Islands) (Issued at the time of birth)   Full or short form acceptable including those issued by UK authorities overseas, such as Embassies, High Commissions & HM Forces. (Photocopies are not acceptable)   * Adoption Certificate (UK) |   **Please note if a document in the List of Valid Identity Documents is:**   * Denoted with \* - issued in the last 3 months * Denoted with \*\* - issued in the last 12 months | |  |  | | --- | --- | | **Group 2a**  Trusted Government Documents | **Group 2b**  Financial & Social History Documents | | * Current Driving Licence – photo card (All Countries other than those in Group 1) (Full or Provisional) * Current Driving Licence – paper version (UK / Isle of Man / Channel Islands / EU) (Full or Provisional) * Birth Certificate (UK / Channel Islands) (Issued after the time of birth) * Marriage / Civil Partnership Certificate (UK / Channel Islands) * HM Forces ID Card (UK) * Fire Arms Licence (UK / Channel Islands) | * Mortgage Statement (UK or EEA) (Non-EEA Statements not accepted) \*\* * Bank/Building Society Statement (UK or EEA) (Non-EEA Statements not accepted) \* * Bank/Building Society Account Opening Confirmation Letter (UK) * Credit Card Statement (UK or EEA) (Non-EEA Statements not accepted) \* * Financial Statement e.g. pension, endowment, ISA (UK) \*\* * P45/P60 Statement (UK / Channel Islands) \*\* * Council Tax Statement (UK / Channel Islands) \*\* * Work Permit/Visa (UK Residence Permit, valid up to expiry date) * Utility Bill (UK) - Not Mobile Phone \* * Benefit Statement (UK) e.g. Child Allowance, Pension \* * Document from Central/ Local Government/ Government Agency/ Local Authority (UK / Channel Islands) \* * e.g. DWP, Employment Service, HMRC, Job Centre, Social Security * EU National ID Card – must be valid * Cards carrying the PASS accreditation logo (UK / Channel Islands) – must be valid * Letter from Head Teacher or College Principal (16-19 year olds in full time education in the UK) | |

DBS Update Service

DBS certificates will be checked every 6 months while you are a licensed driver.

Once you have received your DBS certificate you have 30 days from the date of the issues of the certificate to register. This can be done [through the DBS Update Service](https://www.gov.uk/dbs-update-service). It is advised to do this as soon as you receive your certificate as these can sometimes take up to 14 days to arrive following issue.

There is an [annual fee](http://www.gov.uk/dbs-update-service) of £13 and you will be required to maintain this to keep the certificate up to date.

If there is any change to your circumstances or if you have not signed up to the update service you will need to provide a new DBS at a cost of £64.34.

Tax check

From 4 April 2022 applicants will need to confirm they have completed a tax check. The 9 character tax check code must be provided as part of the application process for renewal applications or new applications that have held a similar licence within the last 12 months. [Complete a tax check for a taxi, private hire or scrap metal licence](https://www.gov.uk/guidance/complete-a-tax-check-for-a-taxi-private-hire-or-scrap-metal-licence).

* HMRC has powers to obtain information from Licensing Authorities using ‘Schedule 23 to Finance Act 2011 (Data Gathering Powers) and Schedule 36 to Finance Act 2008 (Information and Inspection Powers), grants HMRC powers to obtain relevant information from third parties. This includes licensing bodies being required to provide information about licence applicants.’
* More guidance about tax registration obligations can be found:
  + [PAYE information](https://www.gov.uk/income-tax/how-you-pay-income-tax)
  + [Registering for Self Assessment](https://www.gov.uk/register-for-self-assessment)
  + [Corporation Tax information](https://www.gov.uk/corporation-tax)
  + For additional guidance, please visit [Tax check factsheet](https://www.gov.uk/government/publications/licence-application-tax-check-communications-resources/tax-check-factsheet)or call 03002003310

Right to work in the UK

You must have before you applyeither a [‘right to work code’ obtained from the Home Office](https://www.gov.uk/prove-right-to-work) or access to an original\* document showing your right to work in the UK, even if you are a UK citizen. You do not need to upload this as part of the online application process, but you need to be able to bring it in to Marmion House after you apply.

If you have a 'right to work code' please also have that to hand so you can enter it as part of your online application.

Evidence can include:

* A passport (current or expired) showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.
* A passport or passport card (current or expired) showing that the holder is a national of the Republic of Ireland.
* A current document issued by the Home Office to a family member of an EEA or Swiss citizen, and which indicates that the holder is permitted to stay in the United Kingdom indefinitely.
* A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man, which has been verified as valid by the Home Office Employer Checking Service, showing that the holder has been granted unlimited leave to enter or remain under Appendix EU to the Jersey Immigration Rules, Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 or Appendix EU to the Isle of Man Immigration Rules.
* A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK.
* A current passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
* A current Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK, together with an official document giving the person’s permanent National Insurance number and their name issued by a government agency or a previous employer.
* A birth or adoption certificate issued in the UK, together with an official document giving the person’s permanent National Insurance number and their name issued by a government agency or a previous employer.
* A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, together with an official document giving the person’s permanent National Insurance number and their name issued by a government agency or a previous employer.
* A certificate of registration or naturalisation as a British citizen, together with an official document giving the person’s permanent National Insurance number and their name issued by a government agency or a previous employer.

If you are renewing your licence with us, we may not ask to see your evidence again.

\*We cannot accept photocopies and need to see original documents.

Medical assessment

Once we have acknowledged your application you will be asked to book your medical assessment. The medical checks cost £41 which will be payable directly to the medical practitioner at the time of booking your appointment. Our medical practitioner is ‘Aldergate Medical Practice, The Mount, Salters Lane, Tamworth, Staffs, B79 8BH’. <Tel:-> 01827 219843

If you are renewing a Tamworth Borough Council driver’s licence, you will not be required to undertake a further medical check until your certificate expires.

Residential history

You must have before you applyyour last five year's residential history.

If you have lived outside the UK in the past five years, for six months or more, we will also ask you to bring in a ‘certificate of good character’ from the relevant embassy/country after you apply - [find out more](https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants). Once you have submitted your online application we will ask you to visit our offices to show us your certificate.

Knowledge test

The knowledge test is designed to identify how much you know about the role of a licensed driver and your local knowledge of the borough of Tamworth. You will be invited to attend a knowledge test once your application had been accepted. Your application fee includes your first attempt at the knowledge test. Further attempts will be subject to a fee of £25. Further guidance specific to the Knowledge Test is available. Renewal applicants do not need to sit a knowledge test.

Disability & Safeguarding Training

All new applicants AND existing drivers who want to renew their licence are required to undertake online training modules for disability awareness and safeguarding every three years. On successful completion of the modules applicants will be issued with a certificate. Applicants will be instructed when to book the training when your application has been accepted.

The training provider is Equo Training. Follow this link to get to their log on page:

[**www.equotraining.co.uk/tamworth**](http://www.equotraining.co.uk/tamworth)

Once you arrive at the welcome page you will need to click the BUY NOW button. Payment for the course (£42) is made by **Debit or Credit Card**.

After paying you will be redirected to the Equo training course page where you will be asked to fill in a short on-line form.

Driving assessment

If you are a new applicant, you will be required to take a driving assessment which costs £87. You will be instructed to book your test when your application has been accepted. Renewal applicants do not need to book a driving assessment.

The booking process is very simple. You can book online 24/7.  Here is a direct link to the Booking Form: [TaxiAssesments | THE BLUE LAMP TRUST](https://www.bluelamptrust.org.uk/taxiassesments/)

Once The Blue Lamp Trust receive your booking, they will allocate you to an Assessor.  The Assessor will make contact within 48 hours (2 working days) and agree a date, time, and location for your Assessment.

The assessment is conducted, and the result given immediately.  You are allowed up to 9 driving faults (no Serious or Dangerous).

You will receive a copy of your marking sheet and a hard copy certificate if you pass which you will need to forward to taxi-licensing@tamworth.gov.uk

Do I need my old licence?

No, you do not need any details from your old licence, however we will ask you whether you hold an existing licence, either in Tamworth Borough or another area.

What about convictions, warnings, offences and cautions?

As part of the form, we will ask you whether you have any convictions, warnings, offences and cautions. If you tell us you do, we will contact you once you have submitted your form to discuss them in further detail -

You will also be asked to sign a declaration to tell us that the information you have provided is truthful and accurate. Please note: giving a false declaration is a criminal offence and could jeopardise your application.

To find out read our policy on convictions, warnings, offences and cautions, visit our taxi policy.

Payment

You must have before you applya credit or debit card to make a payment. Please see our separate guidance notes on how to make a payment online.

We do not accept cash payments. Your payment must be made as part of your application.

Any questions?

[Email the licensing team](mailto:taxi-licensing@tamworth.gov.uk) or call 01827 709709.