

Guidance on how to renew a licence to drive a private hire and hackney carriage vehicle

This guidance is designed to support an application for the renewal of a licence to drive a private hire or hackney carriage vehicle and provides information on the criteria applied by Bolton Council.

Please ensure you read the guidance before completing the online renewal application form. Links to the individual sections are below:

1. [Online Renewal Application Form](#)
2. [Fees](#)
3. [Driving Licence and 'Check code'](#)
4. [Photograph](#)
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6. [Disclosure & Barring Service 'Enhanced Disclosure Certificate' \(DBS/CRB\)](#)
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1. Online Renewal Application Form:

- All questions on the online form **must** be completed by you the applicant.
- **No** questions must be left unanswered.
- It's your responsibility to complete the online form in full.
- Incomplete online forms will be rejected.

2. Fees:

- A list of fees is available at: <https://www.bolton.gov.uk/taxi-private-hire/taxi-licensing-fees>
- We accept payment by debit and credit card.

If payment is not made within **3 working days** from the date the online form is submitted, then the application will be rejected as 'incomplete' and you will be required to start the application process again.

Payment can be made at the end of the online form. If payment fails, please follow the below instructions:

- Once the online form has been submitted you need to call our Customer Service Team on 01204 336584 and choose **option 1** to make the payment.
- You'll need the online form reference number to make payment:

- This number starts 'DL' and is provided at the end of the online process once the online form has been submitted.
- This reference number is also provided on the acknowledgement email sent to you on completion of the online form.
- Online forms will not be processed and are not valid until the payment has been received. .

3. **Driving License and 'Check code':**

You must have held a current valid UK Driving Licence for at least 12 months.

The online form requires you to provide a DVLA 'Summary'.

You can obtain this from the DVLA 'View or Share Your Driving Licence Information' and can be obtained at: www.gov.uk/view-driving-licence

To access your DVLA record and obtain the DVLA 'Summary you'll need your:

- DVLA driver licence number
- National insurance number
- Postcode

If the DVLA 'View or Share Your Driving Licence Information' will not permit access, then please contact the DVLA to resolve.

4. **Photograph:**

You need to provide a photograph of yourself for the online form.

A new photograph must be provided each time you submit an application even if your appearance hasn't changed.

The photograph must meet current passport specifications which can be found at: www.gov.uk/photos-for-passports

5. **Medical Fitness:**

Bolton Council has adopted the Driver and Vehicle Licensing Agency (DVLA) Group 2 Medical Standard. All holders of a licence to drive a private hire or hackney carriage vehicle are required to meet this medical standard.

When submitting an application for a licence, if evidence that you meet the DVLA Group 2 Medical Standard is required, you must provide a DVLA Medical Examination Report (also known as the D4) and Bolton Council's Medical Declaration. Both documents must be completed by the same General Practitioner (GP).

You can choose who will complete the D4 and Medical Declaration. This can be your normal GP based in the UK, or any General Medical Council (GMC) registered GP who lives and works in the UK, both must be licensed to practice by the GMC. Not all GP's will carry out an eye test, which is required as part of the D4, so you may need an appointment with an Optician to complete this part.

The DVLA has created a useful guide, which contains information on the DVLA Medical Examination. The DVLA guide is available by following this link: [D4 medical examination report for a Group 2, bus or lorry licence](#)

The D4 and Medical Declaration is required if you fall into one of the categories outlined below:

- a. First grant application.
- b. Aged 45 years old and then every 5 years (subject to when a 3 year licence is issued).
- c. Aged 65 years old and then every year.
- d. If a medical condition requires an annual assessment (this will be determined by the Licensing Unit).

Both the D4 and Medical Declaration should be downloaded and taken to your medical examination appointment.

The D4 is available by following this link: [DVLA D4 Medical Examination report](#)

The 'Medical Declaration' is available by following this link: [Medical Declaration](#)

Additional information on the DVLA Group 2 Medical Standard is also available in the DVLA's 'Assessing Fitness To Drive: A Guide For Medical Professionals', which is available by following this link: [Fitness to Drive - A guide for Medical Professionals](#)

6. Disclosure & Barring Service 'Enhanced Disclosure Certificate':

General

To be a licensed Hackney or Private Hire driver with Bolton Council you must have obtained a current DBS Enhanced Certificate and subscribe to the DBS Update Service.

DBS Update Service

All Private Hire and Hackney Carriage drivers are required to subscribe to the DBS Update Service. This allows us to check the status of your DBS on a quarterly basis (every 3 months). As long as you are subscribed to the update service you will not be required to provide a new DBS certificate every 3 years.

You must

- Make sure that the card details you gave to the DBS remain current and you must continue to renew the DBS Update Service Subscription every year
- not remove Bolton Council access to the record at any point.

Failure to do this will result in a suspension of the licence until a new DBS certificate has been completed and a new update service subscription has been created.

The DBS update service requires you to pay a fee every year. The service will contact the driver to remind them of the renewal date so please ensure all contact details given to the DBS are correct and up to date.

When you have received the DBS **certificate through the post, you have 30 days from the date on the certificate** to subscribe to the DBS update service. Failure to do this will result in a new DBS certificate requirement including the cost to you.

To subscribe to the update service

You will need your DBS certificate number.

<https://secure.crbonline.gov.uk/crsc/apply?execution=e1s1>

When you are subscribing to the Update Service, please make sure you consent for us to access your information

Once your update service subscription is complete, you must provide a copy of the DBS certificate you registered to licensing.unit@bolton.gov.uk advising that the subscription is complete.

7. **Passport, Visa, and Right to Work:**

- If you do not hold a current UK Passport, you must provide a **right to work check code** ([Prove your right to work to an employer: Get a share code online - GOV.UK](#)) which will allow the Council to check that you have the correct right to work in the hackney carriage/private hire industry.
- It's for you to prove you have the right to work and remain in the UK.
- Failure to provide sufficient evidence will delay your application being processed or may result in your application being refused.
- If you do not have a UK passport the council will accept an original or certified copy of a UK birth certificate and government issue document showing a valid national insurance number

8. **Licence Period:**

A 3-year licence will only be issued where the medical fitness, right to work and the DBS covers the whole 3-year licence period.

The Council may issue a licence for a shorter period, or not at all if it considers it's appropriate and if you fall into one of the categories outlined below:

- The Licensing Team are not satisfied with the information or evidence provided confirming the right to work and remain in the UK.
- The applicant has a health or medical matter under investigation or that requires regular assessment, treatment, etc.
- The applicant requires additional training.
- The applicant indicates that they wish to retire or cease being a licensed driver and appropriate evidence is provided to support this indication.
- Where any matter arises that the Council believe make it appropriate to issue a licence for a period less than 3-years.

9. Convictions & Other Matters:

Section 51 of the Local Government (Miscellaneous Provision) Act 1976 requires the Council to find you a 'Fit & Proper Person' before granting or renewing a licence to drive a private hire or hackney carriage vehicle.

Guidance on offences and other matters relevant to private hire and hackney carriage drivers can be found in Bolton Councils 'Statement of Fitness & Suitability' which is available at: <https://www.bolton.gov.uk/downloads/file/2634/statement-of-fitness-and-suitability>

The 'Statement' also outlines that the Council can contact other agencies and services for information held about a person. Other agencies may include Housing Services, Children's Services, Police, UKBA, DWP, etc.

9.1 Failure to declare:

When applying to renew your licence you must declare **all including any spent convictions**

- Convictions,
- Cautions,
- Arrests,
- Fixed penalties,
- Motoring offences (including spent ones)
- Non-convictions,
- Any other disposals.

Including if you are:

- Subject to Restorative Justice,
- Subject to a non-molestation order,
- Required to have your name listed on the Sex Offender's Register,
- Subject to an abduction warning/notice,
- Included on the children's &/or adult's barring list.

And if you are:

- Under investigation,
- Being prosecuted,
- Being interviewed or have been interviewed for an offence,
- Currently on bail for an offence,
- Appealing or disputing an offence,
- Awaiting a Fixed Penalty Notice.

Even **if spent** under the Rehabilitation of Offenders Act 1974 it **must** be declared. If you **fail to** declare any convictions or other matters when completing the online form, you will be **prosecuted** by the Council.

The Council can refuse, suspend, or revoke a licence based on incorrect or incomplete information provided in your application for a licence to drive a private hire/hackney carriage vehicle.

Warning – Don't be tempted to omit any information because you're not sure if it must be declared or not. The Council will make this assessment and disregard anything deemed irrelevant.

In the Councils 'Statement of Fitness & Suitability' a non-conviction is defined as:

- Any breaches of licensing condition.
- any complaint.
- any allegation.
- any intelligence made available to the Council by the Police, private hire operator or any other partner agency or service.
- anything considered by a Court that hasn't resulted in a conviction e.g. acquittal or failure to reach a verdict.
- any other matter which questions the person's ability to meet the 'fit and proper' test.

9.2 The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended):

Evidence of spent convictions or cautions can be admitted and questions about spent convictions can be asked in proceedings held in respect of an application for the grant or renewal or the cancellation of a licence to be a taxi driver i.e. a driver of a hackney carriage or private hire vehicle.

This includes hearings before the Council's Licensing Committee.

When the Council asks you questions about your previous convictions or cautions to assess your suitability to be a taxi driver you must treat the question as relating to all your previous convictions and by virtue of the Order referred to above **you must disclose spent convictions or cautions.**

9.3 Committees & public safety:

If you disclose something on the online form which questions your suitability under the 'Fit & Proper Person' test (Section 51 of the Local Government (Miscellaneous Provisions) Act 1976) then you may be referred to the Licensing & Environmental Regulation Committee or other decision-making body.

The Committee or other decision-making body, will consider if the licence should be renewed, revoked, or suspended, or if additional training is required.

Where there is concern about public safety an emergency decision may be required and the referral is to a Director/Assistant Director in consultation with the Chairperson of the above Committee. They will determine whether or not a licence will be granted, revoked, or suspended. You'll be advised by the Council if you're permitted to continue to drive a licensed vehicle pending this decision.

A licence is issued without prejudice to any decision of the Committee or Director/Assistant Director, and this may include the suspension or revocation of your licence.

10. Personal Data:

The information you supply will only be used to process your request. Information will be passed to third parties where they are providing a service on behalf of Bolton Council or if we're required to do so by law.

Find out more about our privacy policy online at: <https://www.bolton.gov.uk/data-protection-freedom-information/privacy-notices/1>

Under the Council's Statement of Fitness and Suitability your information may be shared with other organisations.

For further information on the council's Statement of Fitness and Suitability please see: <https://www.bolton.gov.uk/downloads/file/2634/statement-of-fitness-and-suitability>

Please note if your application is refused or revoked this will be included on the National Register of Taxi Licence Revocations and Refusals.