



## PUBLIC HEALTH

Andrea Fallon

Director of Public Health and Wellbeing

## Public Protection

### Licensing Service

Number One Riverside

Smith Street, Rochdale, OL16 1XU

Tel: (01706) 924114

Fax: 0844 332 0324

Email:licensing.reg@rochdale.gov.uk

Web site: www.rochdale.gov.uk

## PRIVATE HIRE DRIVERS LICENCE **FIRST APPLICATION**

### Note for guidance:

### To apply for a Private Hire Drivers Application

#### You must comply with the following: -

- You must have held a **Current Full Ordinary Drivers licence (not a Provisional) for a FULL 12 months.**

**Certificate of Good Conduct** – if you have been living in the UK for less than 5 consecutive years at the time of application for a new licence you will also need to obtain a Certificate of Good Conduct from the Embassy/High Commission in the Country or Countries in which you resided. This document must be a certified translation, if the original Embassy Certificate is not in English. The document must also be under 3 months old from its date of issue.

Asylum seekers who hold a Home Office issued application registration document together with a verification letter from the Home Office's Employer Checking Service stating that the named individual is permitted to work in the UK, will be exempt from the requirement to submit a Certificate of Good Conduct.

You are **NOT ELIGIBLE** to apply unless it is a **FULL 12 months**

- Are you over 21 years old?

Persons **under** 21 must attend an "under 21" interview. Please advise the Admin staff of your age and they will assist you.

- Have you any **convictions**?

You will need to discuss any convictions initially with Admin staff and they will advise you or refer you to the appropriate officer.

- Have you a **medical condition**?

You will need to discuss any medical condition with initially the Admin staff and they will advise you or refer to the appropriate officer.

There are **four stages** for this application these are: -

### **STAGE ONE:**

If you are eligible to apply you must Ring the Licensing Team on 01706 924114 Option 1 to book an appointment.

Bring the following to your appointment:-

- A **completed in full** application form.
- A completed Statutory Declaration Form (sworn before a Solicitor or Commissioner for Oaths). Alternatively this can be done with us for an additional fee.
- **Photocard or Paper Licence** (issued pre 1998) alongside DVLA code **PRINTED OUT**
- The Licence fee of **£105.00** (please note we are unable to accept cash or cheque payments, payment must be made by credit/debit card)
- Proof of National Insurance Number i.e. a National Insurance card/Payslip
- One colour passport size photograph of yourself which must be identical, full face without a hat or sunglasses, taken on a white cream or pale background.
- Original EU/EEA\* Passport- \*If you do not hold a current EEA Passport, you will need to provide evidence that you are entitled to remain in this country **indefinitely and** able to work
- One recent utility bill stating your name and address (e.g. gas, electricity, bank statement, credit card statement) which must not be more than 3 months old. Mobile phone statements NOT accepted

**Please note: Original documents MUST be produced at every application submitted.**

### **STAGE TWO**

- An appointment will be given to you for a Coaching Session.  
*This coaching session is to give you guidance on the AK Test, Private/Hackney Conditions and Byelaws and Customer Care*
- Following the Coaching Session you will be asked to book in for an Area Knowledge Test
- Any cancellations for Coaching or Area Knowledge Tests will require 48 working hours notice, or will be charged at £41.00
- Any failed tests will also be subject to a £41.00 re-booking fee

### **STAGE THREE**

- Submit the completed medical examination form.

**You are responsible for paying the Medical Practitioners fee.**

- If you need to be referred for any further assessment with regards to Group II Driving Standards, an appointment will be made for you to attend our medical advisors, Mediscreen, at a cost of £155 per appointment, if screening is necessary a further cost of £58 is payable and any further cost which may be incurred as a result of contacting your GP you will be responsible for.
- When you hand in the medical form and it has been checked and found to be satisfactory you will be asked to complete a vetting form and a fee of **£44.00** is payable.

### **STAGE FOUR**

- The vetting form will be sent off to the **Disclosure & Barring Service** for checking.

**Please note that an 8-12 week delay may occur**

- Your DBS will be processed and returned to you. Once received you must contact the office and arrange to produce your DBS for Enforcement to process

**PRIVATE HIRE DRIVERS**  
**FIRST APPLICATION**

- If you are under 21 years of age, seek advice from Licensing Admin.
- If you have not held a current full ordinary drivers licence within the last 12 months, you are not eligible to apply.
- If you have a medical condition or a criminal/driving offence you need further guidance from Licensing Admin.
- Have you ever held a Private Hire or Hackney Carriage drivers licence previously or have you ever had one refused? If you have answered `yes` to either of them inform Licensing staff and they will advise you.

<b>Mr / Mrs / Ms / Miss Full Name</b> .....
<b>Date of Birth</b> ..... <b>National Insurance Number</b> .....
<b>Email Address</b> .....
<b>Address</b> .....
.....
<b>Postcode</b> ..... <b>Contact Telephone Number</b> .....

<b>Photocard/Paper Licence shown    YES/NO</b> <b>DVLA Registration Code No.</b> _____
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Which operator will you work for? .....

Rev 01/06/2017

**Have you had any licence suspended / revoked / refused by any Authority?**

**YES / NO**

**If yes please supply details**

Details of application/licenses that have been –  
Suspended/Revoked/Refused

(Please delete where applicable)

Name:

Address:

Date of Birth:

Date	Authority	Details

**DECLARATION:**

I declare that the information I have given on this form is true, and to the best of my knowledge correct.

I declare that I am legally allowed to reside and work in the UK

Signed:

Date:

**REFERENCES**

Alongside your application we require two character references from people who have known you for 2 or more years. Please ensure you locate the separate character reference form and have two completed to support your application.

**DECLARATION**

- I declare that to the best of my knowledge the information I have given is true.

**APPLICANTS SHOULD NOTE THAT TO MAKE A FALSE DECLARATION IS A SERIOUS CRIMINAL OFFENCE.**

- I will read and comply with the **bylaws** and any **conditions** attached to the grant of the licence.
- I will take enough rest and refreshment whilst driving hire vehicles. I know that any incident involving fatigue reported to the Council will mean that I MAY have to attend a panel/committee meeting and could result in my licence being **suspended or revoked**.
- This Authority is under a duty to protect the funds it administers, and therefore may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

Signed ..... Date .....

**WARNING: Your attention is drawn to the dangers caused by fatigue due to driving long, unbroken hours.**

In the event of a successful refund an admin fee will be deducted

**OFFICE USE ONLY**

TICKET NO.	FEE	RECEIPT NO	PHOTOCARD /LICENCE DETAILS	STATUTORY DECLARATION	NATIONAL INSURANCE NUMBER
	£105.00				

**ECONOMY & ENVIRONMENT**

Mark Widdup  
Director of Economy & Environment

**ENVIRONMENTAL HEALTH AND LICENSING SERVICE**

Andy Glover LLB, DTS, DMS, MTSI, MCIM  
Chief Environmental Health & Licensing Officer  
Number One Riverside  
Smith Street, Rochdale, OL16 1XU

**STATUTORY DECLARATION** (see over for Explanatory Notes)

..... of .....

Date of Birth .....

Do solemnly and sincerely declare as follows:

- 1 I have never been convicted for any offence.  
OR
- 2 I have been convicted of the following offence(s) that are listed below. Every offence that I have been convicted of includes the date of conviction, the place that the offence(s) was committed and the sentence imposed by the Court **including** those offences normally considered spent under the terms of the Rehabilitation of Offenders Act 1974. I declare that I have not been convicted of any other offence(s).

**STATUTORY DECLARATION 1 AND 2 ABOVE RELATES TO ALL OFFENCES INCLUDING ANY MOTORING OFFENCES.**

DATE	OFFENCE	DESCRIPTION AND PLACE OF COURT	SENTENCE OR ORDER OF THE COURT

And I make this solemn declaration conscientiously believing the same along with the answers given in the attached application form to be true and by virtue of the provisions of the Statutory Declarations Act 1835, and Section 5 of the Perjury Act 1911.

Declared at .....

This ..... day of .....2.....

Signature of Applicant

In the County of .....

.....

Before me .....

Solicitor/Commissioner of Oaths  
Office Address

.....  
.....

**THIS APPLICATION CONTAINING THE STATUTORY DECLARATION MAY BE FORWARDED TO THE GREATER MANCHESTER POLICE. APPLICANTS SHOULD NOTE THAT TO MAKE A FALSE DECLARATION IS A SERIOUS CRIMINAL OFFENCE.**

## Rehabilitation periods for certain types of sentence/disposal under the Rehabilitation of Offenders Act 1974 Act (as amended by the 2012 Act)

The table below summarises the rehabilitation periods for some of the most common types of sentence/disposal. These retention periods were amended by Section 139 of the Legal Aid, Sentencing and Punishment of Offenders Act 2012 which came into force on 10<sup>th</sup> March 2014. The new rehabilitation periods apply retrospectively to cover those who have already been convicted or cautioned, although no convictions that are already spent will become unspent as a result of the changes

<b>Sentence/Disposal</b>	<b>Rehabilitation period if aged 18 or over when convicted/disposal administered</b>	<b>Rehabilitation period if aged under 18 when convicted/disposal administered</b>
A custodial sentence of over 48 months	Never Spent	Never Spent
A custodial sentence of over 30 months but not exceeding 48 months	7 years from the date on which the sentence (including any licence period) is completed	42 months from the date on which the sentence (including any licence period) is completed
A custodial sentence of over 6 months but not exceeding 30 months	48 months from the date on which the sentence (including any licence period) is completed	24 months from the date on which the sentence (including any licence period) is completed
A custodial sentence of up to 6 months	24 months from the date on which the sentence (including any licence period) is completed	18 months from the date on which the sentence (including any licence period) is completed
Fine	12 months from the date of the conviction in respect of which that fine was imposed	6 months from the date of the conviction in respect of which that fine was imposed
Community Order	12 months from the last day on which the order has effect	6 months from the last day on which the order has effect
Conditional Caution	3 months from the date on which the caution was given, or (if earlier) when the caution ceases to have effect	3 months from the date on which the caution was given, or (if earlier) when the caution ceases to have effect
Simple Caution, Youth Caution	Spent immediately	Spent immediately
Compensation Order	On the discharge of the order (i.e. when it is paid in full)	On the discharge of the order (i.e. when it is paid in full)

Further guidance on this may be obtained from the Home Office publication 'A Guide to the Rehabilitation of Offenders Act 1974' purchasable at HMSO, Brazennose Street, Manchester, or from a Solicitor.

**Please note that ALL OFFENCES must be disclosed**