

Guidance for Private Hire & Hackney Carriage Driver Licence Applicants

Applicants **must** read Wirral Council's Statement of Hackney Carriage and Private Hire Licensing Policy before applying [Statement of Hackney Carriage and Private Hire Licensing Policy | wirral.gov.uk](#)

To apply you must;

- Hold a full UK driving licence for at least 12 months.
- Have the right to work in the UK.
- Satisfy the Council you are a fit and proper person.

You must submit the following before an application may be considered

- Completed application form (available at [Taxi and private hire licensing | wirral.gov.uk](#)).
- Proof of your Right to Work in the UK [Prove your right to work to an employer: Overview - GOV.UK](#)
- Proof of your address dated within 3 months <https://www.gov.uk/government/publications/dbs-identity-checking-guidelines>
- DVLA Driving Licence and check code [View or share your driving licence information - GOV.UK](#)
- Enhanced DBS Certificate relating to the role 'Other Workforce-Taxi Driver' including adult and child barred lists. <http://www.dbsassist.co.uk/wirral>
- Register for DBS Update Service within 30 days of the issue date of the certificate and maintain continuous registration. [DBS Update Service - GOV.UK](#)
- Certificate of Good Conduct if lived abroad for 3+ months. <https://www.gov.uk/government/publications/criminal-records-checks-for->
- DVLA Group 2 Medical (dated no more than 2 months old prior to the issue of a licence) – form available at [Taxi and private hire licensing | wirral.gov.uk](#)
- VRQ Level 2 Certificate in Introduction to the role of the Professional Taxi and Private Hire Driver (or MiDAS for Council contract-only work).
- Safeguarding Awareness Training certificate (contact the Licensing Authority for details on how to arrange this training)
- English Proficiency Assessment certificate (contact the Licensing Authority for details on how to arrange this training)
- Confirm tax responsibilities [Confirm your tax responsibilities when applying for a taxi, private hire or scrap metal licence - GOV.UK](#)

- Application, DBS and Licence fees [Private Hire and Hackney Carriage Licence Fees | wirral.gov.uk](#)

Application process

Step 1: Submit Enhanced DBS application via DBS Assist (see guidance available here [DBS Assist guidance and ID requirements](#)).

(If you already have a valid Enhanced DBS certificate for the role of 'Other Workforce – Taxi Driver' including the Adult and Child Barred Lists that is registered with the DBS Update Service, you are required to submit the certificate to the Licensing Authority for review prior to applying. If the DBS certificate is satisfactory an appointment will be arranged for you to submit your application and supporting documents)

Step 2: The Licensing Authority will email an appointment date and time for you to attend the Licensing Office to submit your application and supporting documents.

Step 3: Attend your appointment to submit your application and supporting documents. The appointment will last approximately 45 minutes, so ensure you allow sufficient time for the appointment.

During the appointment you are required to produce the following documentation.

- Completed application form
- DVLA Photocard Driving Licence including your current address
- DVLA Driving Licence check code
- Proof of Right to Work in the UK
- Certificate of Good Conduct (If applicable)
- Confirm your tax responsibilities (if applicable)
- Proof of address dated no more than 3 months old e.g. Utility Bill, Bank Statement
- Application fee (credit/debit card)
- DBS application fee (credit/debit card)

Step 4: Complete all training requirements, DVLA Group 2 Medical Assessment and await the issue of your DBS certificate. Once received you must register for the DBS Update Service within 30 days of the issue date. Once you have completed all application requirements, contact the Licensing Authority via email to make an appointment to present all supporting documents.

Step 5: Attend appointment and submit all outstanding documents. If all pre-requisites are completed satisfactorily, a licence will be granted during the appointment. The appointment will last approximately 45 minutes, so ensure you allow sufficient time for the appointment.

IMPORTANT

DVLA Driving Licence

DVLA Driving Licence must show your full legal name and current address. Damaged or defaced licences will not be accepted.

Medical Requirements

Wirral Council apply the DVLA Group 2 Medical Standards, therefore applicants must obtain a DVLA Group 2 Medical Assessment which must be completed by your GP or another Doctor who has **FULL** access to your medical records.

An annual DVLA Group 2 Medical Assessment is required for drivers aged 65 years and over, or where the DVLA Group 2 medical standards require an annual assessment.

There may be circumstances where the Licensing Authority requires an individual to undergo a DVLA Group 2 Medical Assessment during the duration of their licence.

The completed medical assessment form cannot be accepted if it is more than two months old when presented to the Licensing Authority, prior to the grant of a licence.

Applicants must meet the DVLA Group 2 Medical Standards to be issued a licence. If you are in any doubt about your health, you should contact your GP prior to making an application and refer to the DVLA Group 2 Medical Standards which can be found on the following link: [DVLA Group 2 Medical Standards](#)

Certificate of Good Conduct

Where an applicant or a licence holder has lived outside the United Kingdom for more than three continuous months since the age of 18 years, they must obtain a Certificate of Good Conduct authenticated and translated into English by the

relevant Embassy or Consulate in order to assess suitability and review any previous convictions.

Safeguarding Training

Safeguarding is everyone's responsibility. It is the action taken to promote the welfare of children and vulnerable adults and protect them from harm. All applicants must attend Safeguarding Training arranged by Wirral Council before a licence may be granted.

Criminal Convictions & Licensing Panel

Any convictions identified on a DVLA summary or DBS certificate will be reviewed in accordance with Wirral Council's Statement of Policy and Guidelines Relating to the Relevance of Convictions when considering applications for Hackney Carriage and Private Hire Licences.

In line with this policy, applicants with criminal or motoring convictions that indicate they may not be fit and proper to hold a licence with the Authority may be referred to a Licensing Panel for determination. The Licensing Panel, comprising elected Councillors, will review and determine the application.

National Register of Taxi and Private Hire Licence Revocations, Refusals, and Suspensions (NR3S)

Licensing Authorities are required to satisfy themselves that those holding hackney carriage and private hire licences are 'fit and proper' to do so, firstly during the determination of an application for a licence, and then at any time during the currency of a licence. This is done in a number of ways including officers checking against the NR3S database, which is hosted by NAFN (www.nafn.gov.uk). The NR3S register is available to all Licensing Authorities and must be used by them when determining an application.

It is important that we make you aware of the following:

- all applicants will have their details checked against the register, and any relevant information will be considered in assessing the application
- where an application is refused, or where a licence is granted but subsequently suspended or revoked, this information will be entered into the register which is

searchable by other Licensing Authorities

Please note this information will be processed in accordance with the DPA 2018 and UK GDPR. There is a lawful basis for processing the data, which is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller – that is, assessing whether an individual is a fit and proper person to hold a hackney carriage or private hire licence.

Licence Duration

Private Hire and Hackney Carriage Driver Licences are issued for a period of three years, however in some circumstances a licence may be issued for a shorter period. These may include but are not limited to:

- The applicant will reach the age of 65 during the licence period. In these circumstances the licence will be granted until the day prior to the applicant reaching the age of 65
- The applicant is aged 65 years or over
- The driver has a medical condition that requires an annual review

Additional Costs

Other costs include Training costs, DBS Update Service registration, DVLA Group 2 medical, vehicle-related costs if applicable.

How long will my application take?

The time will be influenced by the length of time taken for the return of the DBS certificate, when you undertake the necessary training and when you are able to provide a medical assessment report.

Contact Information

Email: taxilicensing@wirral.gov.uk