

Information for New Drivers

1. Before you start the process of becoming a licensed driver with Oldham Council you have to visit the licensing webpages at www.oldham.gov.uk/licensing click on the 'Hackney Carriages and private hire' link and read the document - 'Guide to becoming a private hire / hackney carriage driver with Oldham Council'. This will explain the process of becoming a licensed driver.
2. All applications for driver's licences are now made online. As such, as a new driver, you will first need to register for an online licensing account. Details on how to do this are available on the licensing webpages at www.oldham.gov.uk/licensing then click on the 'Hackney carriages and private hire' link and look for the document 'Guide to Registering for your Online Licensing Account'.
3. Once you have registered for your online licensing account you will need to submit your application for a New Drivers Licence. Details on how to do this are available on the licensing webpages at www.oldham.gov.uk/licensing then click on the 'Hackney carriages and private hire' link and look for the document 'Guide to Submitting an Application for a New Drivers Licence Online'.
4. Once you have submitted your application online you must telephone 0161 770 4730 and book a 'New Driver Appointment'. This appointment is where you produce all your relevant documents to the licensing office and licensing officers send for your DBS. The check list on the back of this page will help you with what forms and documents you will need to bring with you to your appointment. All the forms, and guidance on documents, you need to bring are available on the licensing webpages at www.oldham.gov.uk/licensing then click on the 'Hackney carriages and private hire' link.

PLEASE NOTE: - Failure to produce any of the required documents at your new driver appointment will mean your appointment **will not** proceed, and a new appointment will have to be made.

Where a form needs to be completed, you **must** complete it **before** you attend your appointment. If the forms are not completed your appointment **will not** proceed, and a new appointment will have to be made.

New Driver Check List



The following is a check list of documents you **must** produce at your 'New' driver appointment. Failure to produce any of these documents will mean your appointment **will not** proceed, and a new appointment will have to be made.

Where a form needs to be completed, you **must** complete it **before** you attend your appointment. If the forms are not completed your appointment **will not** proceed, and a new appointment will have to be made.

The licensing webpages are at - www.oldham.gov.uk/licensing

- **How to register and apply on line**

We no longer issue or accept paper-based application forms; instead you must register and submit your application online and you must have done this before you attend your new driver appointment. Guidance on this is available on the licensing webpages.

- **DBS application form**

You must attend your appointment with this form completed, and you must also attend with the relevant documents to support your DBS application. .

- **Certificate of good conduct**

If you have lived in another country as an adult (18+) you will need to produce, at your appointment, a 'Certificate of Good Conduct' from each foreign Country you have lived in.

- **Immigration check**

You must attend your appointment with the relevant documents to proof your immigration status and your right to work. Information on this is available on the licensing webpages.

- **Driving licence**

You must produce your driving licence at your appointment.

- **DVLA mandate**

You must attend your appointment with the DVLA Mandate completed; the form for this is available on the licensing webpages.

- **Driven Test Certificate**

You must attend your appointment with your certificate to say you have passed your driven test. The licensing webpages contain information on where you can book for your driven test.

- **Photos**

You must attend your appointment with two-passport sized colour photos.

- **Medical**

You must produce your completed Group 2 Medical at your appointment

- **VRQ**

Before a licence can be granted you must have completed the 'VRQ Level 2 Introduction to the role of private hire / hackney carriage driver' training course. You will be given more information on how and where to enrol for this course at your new driver appointment.