

Oldham Borough Council

**Licensing Service**

Guidance for Re-Application (breaks in licence)

Private Hire & Hackney Carriage Drivers

This guidance is published to assist applicants who have had a break in their Dual Drivers Licence for any reason.

**This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided 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.**

The Council reserves the right to undertake such relevant checks that it deems necessary on the suitability of applicants. This would include checks with DVLA, Motor Insurers and other agencies, partners, and Councils. Checks may also be carried out with the UK Border Agency to ascertain an individual’s right to work in the UK.

The Council has set objectives in relation to the licensing of Drivers, Vehicles and Operators. They are: -

* Ensuring passengers have safe journeys at a transparent price
* Ensuring vehicles are safe, accessible, and reducing their impact on the environment
* Ensuring drivers are safe and know what they are doing
* To provide a quality service to the public within the Borough
* The protection of children and vulnerable adults

# Application Requirements

To apply for the grant of a Dual Driver Licence you must comply with the following requirements. **Please read carefully**. The application process will be outlined further on in the guidance.

## **1.** Criminal Records & Driving Licence Check

If the DBS you had in place during your previous licence is no longer subscribed to the DBS Update Service, and is over 6 months old, you will be required to apply for a new DBS via TaxiPlus. You must also apply for the DVLA check service as part of this process.

You will be required to pay TaxiPlus directly for this service and will cover the costs of the DBS and driving licence check. Use the following link to apply for your checks - [www.personnelchecks.co.uk/taxis/oldham](http://www.personnelchecks.co.uk/taxis/oldham)

Once you have applied you will be required to have your documents verified to prove your identity. TaxiPlus will provide information on how you must do this, and which documents you can use.

Once your criminal record check is complete, the DBS will post the certificate directly to your home address. Upon receipt of the certificate, you **must** sign up to the DBS Update Service and register your DBS certificate.

The Update Service costs £13 per year, and you can register by following this link - [DBS Update Service - Registration](https://secure.crbonline.gov.uk/crsc/apply?execution=e1s1)

If you fail to register with the Update Service, you will be required to apply for a new DBS and register with your new certificate.

Information received from the DBS is kept strictly confidential whilst your application is going through the Licensing process and will be retained for no longer than is necessary.

Having a criminal record does not necessarily mean you cannot apply to be a licensed driver. The Council has a Statement of Fitness and Suitability Policy which can be found here - [Fitness & Suitability of Applicants and Licensing Holders](https://www.oldham.gov.uk/homepage/1495/licensing_policy)

## **2.** Applicants who have lived outside of the UK

Where an applicant has lived outside the United Kingdom for more than three continuous months since the age of 18, they must obtain a Certificate of Good conduct authenticated and translated into English by the relevant Embassy or Consulate. This is to assess suitability and review previous convictions.

## **3.** Immigration Checks

If you have previously provided proof of right to work in the UK and you are not a British citizen, you **may** be required to further evidence your entitlement, particularly where the previous evidence you have submitted has since expired.

Please use the following link for more information - <https://www.gov.uk/prove-right-to-work>

If there are restrictions on the length of time you are permitted to work in the UK and you are granted a Dual Driver Licence, your licence will only be issued up to the expiry of your entitlement to work. Further checks will then be made to verify your status.

If, during your licensed period, you are disqualified from holding a licence because you have not complied with the UK’s immigration laws, your licence will lapse, and you must return it to the Licensing Authority. Failure to do so is a criminal offence

## **4.** Medical Fitness

You will not be required to provide a new medical to support your application if you meet the following criteria:

* Your previous medical is under 6 years old
* Your previous licence expired less than 12 months ago

You will be required to complete a medical self-declaration form instead.

If you fall outside of one or both above timeframes, you will be required to obtain a full new D4 medical.

## **5.** Photograph

If you no longer resemble the photograph held on our records, you must supply a passport sized photograph along with your application. If your appearance has changed at any subsequent renewal, you will be asked to produce further photographs.

Your photographs must reflect your usual appearance. If you wear glasses for driving, you may wear these on the photograph. Hats/headwear are not permitted unless they are worn for religious purposes, and you wear them in the usual course of your day-to-day activities.

## **6.** Fees

You must pay the fee associated with being a new applicant. Renewal application fees are only applicable to those applicants whose licence has not yet expired.

## **7.** Driver Awareness Training & Knowledge Test

You will not be required to undertake the Driving Awareness or Knowledge Test if your previous licence expired less than 5 years ago.

If your previous licence expired 5 or more years ago, you will be required to sit both.

## **8.** HMRC Tax Conditionality

If your previous licence expired less than 12 months ago, you must obtain and provide a Tax Check Code in line with Government requirements.

# **Application Process**

You must submit a NEW application via your online account. If you have forgotten the email address linked with your account, please email licensing@oldham.gov.uk and we will provide this to you. You can re-set your password by following the links online.

You will need to produce the following document to support your application:

* Current drivers’ licence
* Current passport (if the one you previously gave has expired)
* Proof of right to work (if you have not previously provided indefinite leave or that you are a British citizen)
* Recent passport sized photograph (if your appearance has changed)
* DBS Certificate (if your previous DBS is no longer on the Update Service)
* Completed Group 2 Medical Form (see guidance above on whether you need this)
* DVLA Check (obtained from TaxiPlus)

## Stage 1 – Submit Application:

You must access your online account, complete, and submit your application form. This will include completing a declaration of previous convictions. You will also be required to pay the relevant fee. The system will notify us automatically when you have submitted it.

## Stage 2 – Document Production

Once we have been notified of your application, a member of the team will contact you with the documents you are required to produce and an appointment to do so. You must attend the office at the time and date provided with all your documents. If you do not complete the application process within 6 months your application will be refused.

## Stage 3 – Application Progress

Once your documents have been received and verified, your licence may be issued.

If you are required to undertake the Driver Awareness Training and Knowledge Test, you will be booked on to the next available session prior to your licence being issued.