



High Peak Borough Council

working for our community

Application Process for a NEW Combined Hackney Carriage/ Private Hire Driver Licence

Please be aware that the process for new Applicants may take up to 12 weeks from the first interview to the issue of your Drivers Licence.

All new applicants must make their application using the on-line service provided on behalf of High Peak Borough Council by Personnel Checks. Details are given below.

Fees	INFORMATION REQUIRED;	Tick
£68.00 payable to Personnel Checks as part of your on-line application	<p>Please Note If you are signed up to the on-line DBS Checking Service, you do not need to complete a DBS on-line but you must provide your DBS Update Service ID Number and your most recent Enhanced DBS Certificate to the Licensing Authority.</p> <p>For Drivers that are NOT signed up to the DBS on-line checking service, you must complete your Disclosure and Barring Service check and DVLA check on line at:-</p> <p>www.personnelchecks.co.uk/taxis/high-peak-borough-council</p> <p>You will be given instructions via the website regarding the correct identification required.</p> <p><i>If you have any queries regarding this process, you can email taxi@personnelchecks.co.uk or call the helpline on 01254 355682</i></p> <p>You must ensure that you read the DBS Privacy Policy for Enhanced Certificates before you make your DBS Application. You can read the Privacy Policy at https://www.gov.uk/government/publications/dbs-privacy-policies</p> <p>You will be asked to sign to confirm that you have read and understood the Policy (which tells you how the DBS will record and use your personal data) when amaking your licence application.</p>	
	You must be at least 21 years of age and have held a full Driving Licence for at least 12 months.	
	<p>Be Eligible to Work in the UK – The Immigration Act 2016 requires the production of any of the following original documents;</p> <ul style="list-style-type: none">• a current British Passport;• a current EEA Passport;• a Home Office Registration Certificate or Document Certifying Permanent Residence;• a Permanent Residence Card;	

	<ul style="list-style-type: none"> • a current Biometric Residence Permit • a current passport endorsed to show exemption from immigration control, indefinite residence, right of abode or no time limit on staying in the UK. <p>If you do not have any of the above documents, you must contact the Council for more information on what will be acceptable. The Post Office will require one of the above documents in order to validate your identity.</p>	
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You will need to contact the Licensing Office **only** once you have received your Enhanced Certificate from the Disclosure and Barring Service.

Please note that an application to the DBS online update service must be completed within 19 days of the certificate being issued to you – *if you fail to do this in time then an additional DBS completion **WILL** be required on renewal*

When you have received your Enhanced Certificate from the Disclosure and Barring Service and have completed the Personnel Checks application, you should attend one of our drop in sessions (see www.highpeak.gov.uk for details of the sessions) and bring with you the following documents:-

Fees	INFORMATION REQUIRED	Tick
	New Driver Application Form. You must ensure that you complete and sign the Statutory Declaration of Convictions section on the Application Form. The Application Form is available to download from the Council's website www.highpeak.gov.uk/article/313/Taxi-licensing	
	Provide an independent medical certificate equivalent to Group 2 (for HGV/PSV drivers this can be a copy of the certificate provided to complete this other licence) The Medical Form is available to download from the Council's website www.highpeak.gov.uk/article/313/Taxi-licensing	
	Produce either; <ul style="list-style-type: none"> - your On-Line DBS Code with your most recent Enhanced DBS Certificate or - Your new Enhanced DBS Certificate. 	
	DVLA Driving licence Certificate	
	Provide details of enrolment onto a BTEC Level 2 certificate in the introduction to the role of the Professional Taxi or Private Hire Driver OR the NVQ Level 2 certificate in Road Passenger Vehicle Driving (Taxi and Private Hire Driver) OR an equivalent qualification	
	Provide a Passport size photo	
	Provide a Letter from your employer on company branded paper, naming you and stating that you will be working for them on completion of your application.	

If the disclosure is satisfactory then an Officer will contact you to arrange your Driver

Knowledge Test.

£20.00 per re-sit	Complete Driver Knowledge Test – Please note that there is no charge for the initial Knowledge Test, but any re-sits will be charged at the current rate.	
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It is highly recommended that you read up on the following information in preparation for your Driver Test:

- Local geography;
- Hackney Carriage and Private Hire Vehicle and Drivers Code of Conduct;
- Basic numeracy and literacy.
- Highway Code
- Safeguarding
- Questions on A-Z

On achieving a PASS in the Driver Knowledge Test your licence application will be completed. You will then need to:

£75.00	Provide the fee for a 1 year licence (card or cheque payments only – there is a nominal charge for credit card payments)	
	Enrolment on a Safeguarding Training course will be arranged by the Council as dates are set.	

Your Badge will be available for collection at the Drop in Session you have nominated or on Reception in Buxton or Glossop and you will be notified when your badge is ready.

Please note your badge will not be issued on the same day as you complete your Knowledge Test and pay the fee.