



## Hackney Carriage/Private Hire Vehicle Driver Licence

### Information Pack & Application Form

Town Police Clauses Act 1847 (as amended) Local  
Government (Miscellaneous Provisions) Act 1976



STRONG HERITAGE | STRONG FUTURE  
**RHONDDA CYNON TAF**  
TREFTADAETH GADARN | DYFODOL SICR

## JOINT HACKNEY CARRIAGE/PRIVATE HIRE VEHICLE LICENSING

### USEFUL INFORMATION

The purpose of this pack is to explain the Licensed Driver application process in Rhondda Cynon Taf (RCT), for \*Joint Hackney Carriage and Private Hire Drivers. (HC/PHV)

(\* It is the policy of this authority only to issue Joint Hackney Carriage/Private Hire Vehicle Driver Licences, which provide authorisation to drive either type of vehicle for hire and reward.)

The licence has a set of conditions, which the licence holder must comply with. Copies of the conditions are available on the RCT website <http://www.rctcbc.gov.uk> and are available on request from the Licensing Team.

It is very important that you read and understand our policy on driving and criminal record convictions before you apply. Please check the information contained on our website. If you have any further questions please contact a member of the Licensing Team.

Once you have completed your application form you should telephone the Licensing Team to make an appointment to complete the application process. **Appendix A**

Your completed application form must be submitted along with the appropriate documentation and fee. If you cannot attend your appointment for any reason, please let us know as soon as possible.

#### **Trading Hours**

#### **Telephone Enquiries**

Monday – Friday 8.30am – 5pm

#### **Appointments available (Personal Enquiries)**

Tuesday, Wednesday and Thursday 9.30 - 14.45

Please note that if you attend the offices without an appointment there will not be an Officer available to deal with your enquiry.

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## 1. HOW DO I BECOME A LICENSED DRIVER IN RHONDDA CYNON TAF?

To become either a HC/PHV Driver, you will need to obtain a Joint HC/ PHV Driver Licence from the Local Authority.

In Rhondda Cynon Taf County Borough Council (RCTCBC) licensing and enforcement matters are dealt with by the Licensing Team within the Public Health and Protection Service.

Licences are issued for a period of two years.

## 2. DO I NEED A HACKNEY CARRIAGE OR PRIVATE HIRE DRIVER'S LICENCE?

2.1 There are 2 main types of licensed vehicle in RCT:

- Hackney Carriage (HC)
- Private Hire Vehicle (PHV)

2.2 Both the vehicle and driver must be licensed by RCT Council to carry passengers for hire and reward. In RCT we issue Joint Hackney Carriage Private Hire Vehicle Driver Licences, which authorises you to drive either type of vehicle.

## 3. AM I ELIGIBLE TO APPLY FOR A JOINT HACKNEY CARRIAGE/PRIVATE HIRE DRIVER LICENCE?

In order to proceed with a Joint HC/PHV driver licence, you must:

### Minimum Requirements

- 3.1 Be at least 18 years old and have held a full British Driving Licence for at least one year. Both counterparts of the DVLA driving licence or a paper licence must be presented upon submission of the application
- 3.2 Complete a Disclosure and Barring Service (DBS) disclosure form (Formally CRB). This must be completed at the Licensing Offices in person, to support this form you will also need to provide:
- Evidence of having successfully undertaken the Level 2 BTEC course "Introduction to the Role of the Professional Taxi and Private Hire Driver"
  - A Valid passport (if you have one)
  - Two coloured passport sized, passport quality photographs. *These photos must be recent photographs, must not be photocopies and persons must not wear hats or sunglasses.*
  - Satisfactory Proofs of identity including Proof of Eligibility to Work

in the UK.

- Documentary evidence of your National Insurance Number
- You are required to complete a DVLA Authorisation Form which will outline any endorsements or disqualifications that have been made on your driving licence.
- You must obtain a Medical Certificate signed by your own General Practitioner or another General Practitioner in the Practice with which you are registered that you are physically fit to drive a Hackney Carriage or Private Hire vehicle for the purpose of Hire and Reward. (*A blank medical form is attached at Appendix B to be completed by your doctor or another doctor in the Practice with which you are registered.*)

**The applicant is required to complete all of these forms in their entirety. All the information collected will be used to determine whether the applicant is a 'fit and proper person' to hold a licence under the Local Government (Miscellaneous Provisions) Act 1976 and the Town Police Clauses Act 1847.**

**Further information on forms of Identity is also contained on our website.**

#### **4. I WAS BORN OUTSIDE OF THE UK – CAN I STILL APPLY?**

You must be eligible to live and work in the UK and provide documentary evidence of this.

**Please note:** your application will not be accepted if you cannot supply the relevant documents. Licences granted to drivers whose leave to remain in the UK is time-limited will only be valid for the period for which they are entitled to work in the UK. To extend your licence you must produce further evidence to prove you have the right to work in the UK.

We must be satisfied that you hold an appropriate driving licence to drive in the UK for vocational purposes i.e. driving for a job. Some foreign licences can be used in this country for 12 months after residency and after this time an application must be made for a UK licence.

Holders of a European Community licence may use this licence for vocational driving indicates that the person named in it is allowed to stay indefinitely in the United Kingdom, or has no time limit on their stay in the United Kingdom.

A passport or other travel document endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the United Kingdom, has the right of abode in the United Kingdom, or has no time limit on their stay in the United Kingdom.

As a vocational driver, the DVLA advise that you register with them and apply for a UK counterpart to go with your existing EC licence. For further

information please see <http://www.direct.gov.uk> or contact the DVLA on 0870 240 009.

If you were born outside of the UK and came to the UK as an adult, you must provide a Criminal Record Check from the country(s) outside of the UK that you have lived in. If you cannot produce this, a certificate of good conduct from the relevant Embassy must be provided to ensure that you have not committed any offence in that country that would make you unsuitable to be licensed by Rhondda Cynon Taf. This certificate must be an original copy and accompanied by an original certified translation from a sworn translator as applicable.

If you came to the UK as a child (under the age of 17), you must provide proof of this to remove the requirement for a DBS Check as above.

For more information on working in the UK please visit the Government website – [www.ukvisa.gov.uk](http://www.ukvisa.gov.uk)

## **5. WHY DO I NEED TO UNDERTAKE A DISCLOSURE & BARRING SERVICE (DBS) CHECK TO BE LICENSED?**

Your role as a HC/PHV driver and/or Operator may bring you into contact with vulnerable groups such as the infirm, elderly, mentally ill and young people under the age of 18. To protect these vulnerable client groups we must check for the existence and content of any criminal record.

A Standard disclosure contains details of any spent and unspent convictions, as well as cautions, reprimands and warnings, recorded by the police centrally. Additionally, enhanced disclosures may contain non-convicted information from local Police records which a Chief Police Officer thinks may be relevant in connection with the matter in question. Your licence application will be subject to an Enhanced Disclosure.

You will receive your disclosure at your home address, direct from the DBS. Once you have received this you will be required to bring the disclosure to the Licensing office at Ty Elai. The information provided will be treated as strictly confidential and will only be used in relation to this application.

It is very important for you to be aware that a criminal record will not necessarily prevent you from obtaining a licence. Any information disclosed will be treated fairly and you will have the opportunity to make representations to the Officer dealing with your application.

***(Please see section 10. Interested in becoming a HC/PHV Driver, but I have Motoring and/or Criminal convictions – can I still apply? For further guidance.)***

Please note that the application you have submitted is exempt from the Rehabilitation of Offenders Act 1974, which means all convictions, cautions, reprimands and final written warnings on your criminal record need to be

disclosed on your application form. You should also provide details of any Police enquiries undertaken following allegations against you which may have a bearing on your application.

## **6. WHY DO I NEED TO PROVIDE EVIDENCE OF HAVING SUCCESSFULLY UNDERTAKEN THE LEVEL 2 BTEC COURSE 'BTEC AWARD IN TRANSPORTING PASSENGERS BY HACKNEY CARRIAGE AND PRIVATE HIRE?'**

Within RCT with effect from the 1<sup>st</sup> February 2013 all new Taxi and Private Hire Vehicle drivers need to provide evidence that they have achieved the BTEC Award in Transporting Passengers by Hackney Carriage and Private Hire. This enables the Licensing Team to promote a consistent Customer Service standard throughout the trade.

The training programme is specifically designed for the Taxi and Private Hire trade and provides drivers with the necessary skills to professionally perform the role of a licenced driver.

### **6.1 What can I expect from the BTEC?**

The BTEC course is a vocational related qualification based on a programme of training, assessed by a multiple-choice test within each of the modules. It comprises of a series of modules which include the following:

- Customer Service for Passenger Transport
- Passenger Transport and Equal Opportunities
- Passenger Transport and Disability Awareness
- Taxi and Private Hire Safety
- Carriage of Luggage and Parcels by Taxi and Private Hire
- Route Planning
- Taxi and Private Hire Regulations (UK)
- Transporting of Children & Young Persons by Taxi or Private Hire Vehicle

### **6.2 Where can I go to attend a course?**

The Local Authority doesn't provide the course it is available from a number of external providers. The details of the accredited training companies local to the area are provided in **Appendix C**.

### **6.3 How much does the training cost?**

The cost of the course will differ between providers but is likely to be in the region of £250 to £300. (2012/13) However funding may be available to assist certain candidates, such as those who are unemployed. Further information on this is outlined in **Appendix D**.

### **6.4 Knowledge Test**

Please note as at 1st September 2017 Rhondda Cynon Taf County Borough Council will be requiring all new applicants applying for a Joint Hackney

Carriage and Private Hire Driver Licence to sit a knowledge test, for further information please contact us on 01443 425001 or email us at Licensing.Section@rctcbc.gov.uk (see details below)

## **7. I'M ELIGIBLE TO APPLY AND I'VE COMPLETED MY APPLICATION FORM – WHAT HAPPENS NEXT?**

Once you have completed your application form, contact the Licensing Team to make an appointment to complete the application process. **You must submit your application form in person along with the appropriate documentation and fee.**

The following steps show how your application will be processed by the Licensing Officer:

- Your application form will be checked for any errors or omissions
- Your DBS Disclosure form will be completed with the Licensing Officer present.
- Your DVLA mandate will be sent off
- Your other supporting documents will be checked and photocopied.
- Your fee will be processed and a receipt given

### **7.1 I've submitted my application form – how long will it take for a licence to be granted?**

It can take 4-6 weeks for your DBS disclosure to be returned. Please be aware that you will receive your copy before us.

If your DBS disclosure form contains any convictions or cautions your application may need to be referred to the Licensing Committee for consideration where a decision will be made on whether you can receive a licence.

Some applicants may have an offence (or offences) that prevent a licence being granted. If this situation arises you will be informed as soon as is practicably possible. Fees will not be refunded at this stage. (Not all criminal convictions will warrant attendance at the Licensing Committee, if you have a concern please discuss with Licensing Officers prior to your application).

If your DBS disclosure form does not contain any convictions or cautions and we have all the relevant documentation we require, the Licence will be granted and you will receive your licence and badge by post.



## 8. HOW DO I RENEW MY JOINT HACKNEY CARRIAGE/PRIVATE HIRE DRIVER LICENCE?

A renewal reminder letter will be sent to your home address six weeks prior to its expiry date and it is your responsibility to ensure that your licence is renewed before its expiry date. Your completed renewal form must be submitted in person to the Licensing Team no later than the date indicated.

In order to proceed with the renewal, you must provide:

- A Valid passport (if you have one)
- Two coloured passport sized, passport quality photographs. *These photos must be recent photographs, must not be photocopies and persons must not wear hats or sunglasses.*
- Satisfactory Proofs of identity including Proof of Eligibility to Work in the
- UK - Satisfactory documentary evidence that may be produced in support of an application is detailed on the last page of this guidance.
- Documentary evidence of your National Insurance Number
- You are required to complete a DVLA Authorisation Form & DBS.

Pay the appropriate fees by cash, debit card or cheque made payable to RCTCBC. You may apply to renew your licence one month before your expiry date.

**Please ensure that you keep the Licensing Team informed of your current address.**

**IMPORTANT - If you do not renew on time, your licence may expire and you will not be able to trade during this period.**

## 9. HOW MUCH WILL IT COST TO APPLY FOR/ RENEW MY LICENCE?

Please find below a full list of fees associated with grant and renewal of HC/PHV driver Licence:

**Licence or Service Item** \* as at 1st April 2018

| <b>JOINT HACKNEY CARRIAGE/PRIVATE HIRE DRIVER LICENCE – 3 Year Licence Application &amp; Renewal</b> | <b>Fee</b>  |
|--|-------------|
| Application Fee  | £132        |
| Disclosure & Barring Service (DBS) Fee   | £44         |
| DVLA Fee   | £5          |
| <b>Total Payable to Local Authority (Application &amp; Renewal)</b>                                  | <b>£181</b> |

## 10. Interested in becoming a HC/PHV Driver, but I have Motoring and/or Criminal convictions – can I still apply?

### What is a 'Fit & Proper Person'?

Before grant of a licence the Licensing Authority must be satisfied that you are a 'fit & proper person'.

There are various factors that are used to make this assessment, such as motoring offences, criminal convictions, literacy, numeracy, medical fitness, attitude and demeanour.

We require **all applicants** to undertake a standard series of assessments which include:-

- DVLA check
- DBS check
- Medical assessment from their GP
- BTEC approved qualification.

The Licensing Authority is also entitled to have regard to 'other information' which they consider relevant. This may be matters such as pending court cases, or information of a non-conviction nature that may be shared by other agencies. (All information obtained is treated as confidential.)

### Each case is considered on its merit.

The Authority has a policy on the relevance of convictions, which is available on our website at <http://www.rctcbc.gov.uk> or can be requested from the Licensing Team.

However, if you are uncertain about your personal circumstances, you are encouraged to contact Licensing Officers to discuss your position prior to making an application. **If you make an application and it is refused, there is no refund of fees, but you do have a right of appeal to the Magistrates Court if you are dissatisfied with the decision made.**

Many applicants who have convictions can be licensed without the need to refer to the Licensing Committee. It will depend on various factors such as the date of conviction; type of offence; sentence imposed, nature of other information which may have been disclosed.

The Licensing Officer will be able to advise you if your circumstances are such that your application would need to be considered by the Licensing Committee and can also advise you regarding attendance at the Committee.

## **Rehabilitation of Offenders Act 1974**

The role of the HC/PHV driver is designated an 'exempt occupation'. This means that you are obliged to declare all criminal convictions regardless of their age, as no offences are considered 'spent'.

This is in recognition of the significant responsibility placed on drivers and the duty of care they have to their passengers, where passenger and driver are often in 'one to one' potentially vulnerable situations.

**Further information regarding the relevance of convictions is also contained on our website at <http://www.rctcbc.gov.uk>.**

### **11. WHAT POWERS DOES THE COUNCIL HAVE TO RENEW, SUSPEND AND REVOKE A LICENCE?**

Under the provisions of Section 61 of the Local Government (Miscellaneous Provisions) Act 1976, a district council may suspend, revoke or refuse to renew the licence of a Hackney Carriage or a Private Hire driver and/ or vehicle, on any of the following grounds:

That since the grant of the licence:

- (i) The driver has been convicted of an offence involving dishonesty, indecency or violence
- (ii) Been convicted of an offence under or has failed to comply with the provisions of the Act of 1847 of this Part of this Act
- (iii) Any other reasonable cause.

Again, under the provisions of Section 62 of the Act, a district council may suspend, revoke or refuse to renew an Operators' licence on any of the following grounds:

- (i) Any offence under or non-compliance with, the provisions of this part of this Act
- (ii) Any conduct on the part of the Operator which appears to the district council to render him unfit to hold an Operators licence
- (iii) Any material change since the licence was granted in any of the circumstances of the operator on the basis which the licence was granted
- (iv) Any other reasonable cause.

# Application for a Joint Hackney Carriage/ Private Hire Vehicle Driver Licence



Town Police Clauses Act 1847 Local Government (Miscellaneous Provisions) Act 1976

|                                     |                                 |                                   |
|-------------------------------------|---------------------------------|-----------------------------------|
| For Office Use only<br>Expiry Date: | For Office Use only<br>Receipt: | For Office Use only<br>DBS Check: |
|-------------------------------------|---------------------------------|-----------------------------------|

**Hoffwn i dderbyn gohebiaeth (ticiwch) / I would prefer to receive correspondence in (please tick)**

**YN GYMRAEG/ WELSH** 
**YN SAESNEG/ ENGLISH**

You **MUST** answer **EVERY** question in **BLOCK CAPITALS**. If **ANY** questions are left unanswered, it may not be possible to grant your application. Continue on a separate sheet if necessary.

1. Full Name of Applicant\*

2. Address of Applicant\*   
  
  
 Postcode\*:  Telephone\*:   
 Confirm email address\* Email\*:

3. Date of Birth\*  4. Place of Birth\*  5. Age\*

6. Do you have the legal right to live and work in the UK? Yes  No

7. DVLA Driver Number (full licence **MUST** have been held for more than 12 months)\*

8. National Insurance Number

9. Have you previously been licensed as a driver by this or any other council? Yes  No   
 If yes please give dates licence held (for grant applications only)

10. Have you suffered serious illness or infirmity in the six months leading up to the making of the application? Yes  No   
 If yes please give details

11. Name or Business Name & Address of Hackney Carriage proprietor / Private Hire Vehicle Operator for whom you will be driving   
  
  
 Postcode\*:  Telephone\*:   
 Email\*:

12. Are you currently in employment? Yes  No

13. If yes, state whether:- Full-time  Part-time

14. What is the nature of your occupation?

15. Name & Address of your employer   
  
  
 Postcode\*:  Telephone\*:   
 Email\*:

**All Sections must be completed.**

Flare Ref.

16. Details of Motoring Convictions / Fixed Penalties (if any). \*

You **MUST** complete this section **IN FULL**. If you have no convictions - answer "none".

| Offence | Date of Conviction | Fine | Penalty Points |
|---------|--------------------|------|----------------|
|         |                    |      |                |
|         |                    |      |                |
|         |                    |      |                |

17. Details of Criminal Convictions / Fixed Penalties (if any). \*

You **MUST** complete this section **IN FULL**. If you have no convictions - answer "none".

| Offence | Date of Conviction | Penalty |
|---------|--------------------|---------|
|         |                    |         |
|         |                    |         |
|         |                    |         |

18. Have you ever had an application for a Hackney Carriage/  
Private Hire Drivers Licence refused, suspended or revoked?

Yes

No

If YES, please give details

19. Pending Prosecutions

Are there any driving, criminal prosecutions or ASBO offences pending against you?  
If so, please state. If there are no pending prosecutions, please enter 'NIL'.

| Alleged | Date of Hearing |
|---------|-----------------|
|         |                 |
|         |                 |
|         |                 |

**Certification**

In signing this application I am aware that if I knowingly or recklessly make a false statement or omit any material particular in giving information on this form, I will be guilty of an offence under the provisions of Section 57(3) of the Local Government (Miscellaneous Provisions) Act, 1976 and liable to a fine not exceeding £1000.

I am further aware that submission and/or receipt of this application form does not authorise me to drive a Hackney Carriage or a Private Hire Vehicle and that to do so without formal issue of the necessary licence will be an offence under the above acts which may render me liable to prosecution.

Signed \*

Date \*

Print Name \*

**Declaration**

Information provided by you will be held and automatically processed on a computer system in line with the Data Protection Act 1998 (DPA), the European Convention on Human Rights (ECHR) and the Human Rights Act 1988 (HRA). The Council will take all reasonable precautions to ensure confidentiality to comply with the principles contained within these Acts. The information may be compared with other personal data held by the Council in order to aid prevention of fraud in the administration of public funds and may be used for cross authority comparison purposes. Under Section S29(2) of the DPA 1998 the Council is able to share information with other Government Departments for the prevention or detection of crime. By providing this information it is assumed that you give consent to use the information provided for the above purpose.

This form must be completed **IN FULL** and returned to the address below, together with documents as detailed in the Information Pack

Licensing Section  
Rhondda Cynon Taf County Borough Council, Tŷ Elai, Dinas Isaf East, Williamstown, Tonypanydy CF40 1NY  
Tel: 01443 425001 • Fax: 01443 425301

[Licensing.Section@rctcbc.gov.uk](mailto:Licensing.Section@rctcbc.gov.uk)

\* Current Fees are available from the Licensing Section or via the Council's website

**Important:** Please read the guidance notes before you fill in this form. Please write clearly in **black** ink using CAPITALS.

**1 Name and address of the company who has a contract with DVLA to make an enquiry on your driver record**

Company name and address (the company):

|                          |
|--------------------------|
| Rhondda Cynon Taf C.B.C. |
| Ty Elai, Dinas Isaf East |
| Williamstown             |
| Tonypandy                |
| Postcode: CF40 1NY       |

Account number:

4506

Reference number:

|  |
|--|
|  |
|--|

Are you making an enquiry on behalf of a different company?

Yes  No

If yes, name the company you are conducting the check for.

|  |
|--|
|  |
|--|

**2 Driver details (to be filled in by the driver):**

Surname:

|  |
|--|
|  |
|--|

First name:

|  |
|--|
|  |
|--|

Middle name(s)

|  |
|--|
|  |
|--|

Date of birth

|  |  |  |
|--|--|--|
|  |  |  |
|--|--|--|

Drivers email address

|  |
|--|
|  |
|--|

Driver number:

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|

Current address:

|           |
|-----------|
| Line 1    |
| Line 2    |
| Line 3    |
| Post town |
| Postcode  |

Address on licence (if different):\*

|           |
|-----------|
| Line 1    |
| Line 2    |
| Line 3    |
| Post town |
| Postcode  |

\* You must tell DVLA of any changes to your address. If you don't you could be fined up to £1,000

**3 Driver declaration (to be filled in by the driver)**

**Important: Please read the notes over the page before signing this form. Do not sign if Section 1 is not completed.**

**Declaration:**

Being the person referred to in section 2 above, I authorise the company or companies listed in Section 1 above to ask DVLA for my driver record information as and when they require, at a frequency they shall determine. I authorise and direct DVLA to disclose to the company or companies in Section 1, all relevant information relating to my driver record from the computerised register of drivers maintained by DVLA. This includes personal details; driving entitlements; valid endorsements; and/or disqualifications (if relevant); photo images (where appropriate). Medical information is not to be provided. This authority will expire when I cease to drive in connection with the company(s) stated in section 1 or on the resolution of the claim in relation to motor insurance and in any case three years from the date of my signature.

Signature:

Date:



## Notes for guidance

Please read the notes before you fill in this form.

- 1 Only the driver should fill in and sign this form to confirm their current entitlement to drive and licence status. We will not accept forms if they haven't been signed.
- 2 If the details on your driving licence are not up to date, return it to DVLA and tell us the changes we need to make. You must by law, tell us immediately if you change your permanent address or name. You could be fined up to £1000 if you don't tell us about these changes.
- 3 If you require information on Driver Certificate of Professional Competence (CPC) please contact the Driving & Vehicle Standards Agency:
  - phone 0300 123 7721
  - email [cpcrc@dvs.gov.uk](mailto:cpcrc@dvs.gov.uk) (referring to 'Driver CPC Enquiry').Full Driver Qualification Card (DQC) information and periodic training information can be accessed via the following link: [www.gov.uk/check-your-driver-cpc-periodic-training-hours](http://www.gov.uk/check-your-driver-cpc-periodic-training-hours) For drivers' hours and tachograph enquiries e-mail [enquiries@vosa.gov.uk](mailto:enquiries@vosa.gov.uk) or telephone 0300 123 9000
- 4 In some instances, the company requesting details of your driver record ('the enquirer') may be requesting this information for a company you have a relationship with. The enquirer should fill in detail of all the companies who will get this information in Section 1.
- 5 DVLA has a duty under the Data Protection Act 1998 to protect personal information. To ensure adequate protection, DVLA requires the explicit consent of the driver before releasing information. This information will only be released to confirm an entitlement to drive and will be held in accordance with the Data Protection Act 1998.
- 6 If you wish to withdraw consent you may do this anytime under the Data Protection Act 1988. Check with the enquirer or the company you have a relationship with (shown in Section 1) whether they would prefer your withdrawal of consent verbally or in writing. It is your responsibility to obtain acknowledgement of your withdrawal of consent.
- 7 If you cease to have a relationship with the company or companies named in Section 1, your consent becomes automatically invalid, but you still need to withdraw consent. If you have a new relationship with the company or companies named in Section 1 in the future you will need to fill in a new consent form.

## Warning

Failure to provide sufficient information or failure to sign the declaration will result in the application being rejected. We will carry out checks we feel are necessary to verify the information you provide.

It is a criminal offence under Section 55 of the Data Protection Act 1998 to knowingly or recklessly obtain or disclose (or procure the disclosure of) personal data without the consent of the data controller. It is also an offence to sell personal data that is illegally obtained. Convictions for offences are punishable in a Magistrates Court by a fine of up to £5,000 or by an unlimited fine in a Crown Court.

Any legitimate complaints received from a driver whose details have been obtained unlawfully may be passed to the Information Commissioner. If we have evidence that information has been obtained or used inappropriately we may refuse future applications.

Find out about DVLA's online services

Go to: [www.gov.uk/browse/driving](http://www.gov.uk/browse/driving)

If you wish to view or share your driver record you can also use the following link  
[www.gov.uk/view-driving-licence](http://www.gov.uk/view-driving-licence)

## Public Health & Protection Division Licensing Team

### Advice to Applicants - Hackney Carriage/Private Hire Vehicle Driver Licences (Please ensure you read both pages of this guidance)

- Please note that all applicants are required to undertake a Criminal Records Check with regard to Criminal Convictions
  - This process is currently being handled by the Disclosure & Barring Service (DBS), previously CRB.
  - Upon receipt of your application, you will be invited to Ty Elai, Dinas Isaf East, Williamstown, Tonypany, CF40 1NY, by appointment to complete the necessary paperwork.
  - You must bring with you both parts of your DVLA Driving Licence (photo card and paper copy) and any two of the following (one of which verifies your current address), to enable officers to complete the form:-
    - \* (i) A valid passport (if you have one)
    - \* (ii) Your Birth Certificate
    - \* (iii) Marriage Certificate
    - \* (iv) P60 or P45
    - \* (v) Utility Bill (less than 3 months old)
    - \* (vi) Council Tax Statement
    - \* (vii) Work PermiWisa (UK) (UK Residence Permit)
  - \* We also require details of your National Insurance number, together with details (including dates) of any premises in which you have resided in the last 5 years.
- You must bring original documents marked\* to the interview or the interview may not take place.***
- Every effort will be made to progress your application as quickly as possible and your co-operation in assisting Licensing Officers will be appreciated.



## Changes to DBS Process

- As from 17th June 2013, the Licensing Authority will no longer be provided with a copy of your DBS check.
- Only one copy of the certificate will be provided and that will be to YOU (the applicant) directly.
- It will be your responsibility to present the ORIGINAL certificate to Licensing Officers in order that your application can be progressed. (Please note that a failure to do this will result in a delay in processing your application.)
- You will be asked to confirm your agreement for a copy of your certificate to be taken to support your application. Where necessary, this will include disclosure of the information it contains to the Council's Licensing Committee, should offences disclosed merit the application being referred for determination by the Committee.
- Applicants are reminded that it is their responsibility to satisfy the Licensing Authority that they are a 'fit & proper person' to hold a licence. An applicant who fails to disclose the content of their DBS to the Licensing Authority in the prescribed manner will risk their application being REFUSED.
- If you have any queries regarding this matter please do not hesitate to contact Taxi Licensing Officers on 01443 425001 or email us at [Licensing.section@rctcbc.gov.uk](mailto:Licensing.section@rctcbc.gov.uk)

**Rhondda Cynon Taf County Borough Council**

**CONFIDENTIAL**

**MEDICAL CERTIFICATE ASSOCIATED WITH AN APPLICATION FOR A LICENCE TO DRIVE A HACKNEY CARRIAGE OR PRIVATE HIRE VEHICLE**

Name of Applicant \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Date of Birth \_\_\_\_\_

This Medical Questionnaire should be completed by the applicants own General Practitioner who has full access to their medical records. In the event of this questionnaire being completed by a Doctor other than your own G.P. the Doctor **must** complete the following declaration.

I confirm that I have had full access to the medical records of the applicant and that following examination of those records I can find no evidence to suggest he/she is unfit to act as a the driver of a Hackney Carriage or Private Hire Vehicle.

Signature of Registered Medical Practitioner \_\_\_\_\_ Date \_\_\_\_\_

**NOTE** (1) This certificate is for the confidential use of the Licensing Authority. Medical Practitioners are requested to forward it under cover to the address overleaf.

**Any fee charged is payable direct by the applicant to the Medical Practitioner.**

**NOTE** (2) The standard of acuity of vision is considered unsatisfactory if it is below 6/12 with one eye and 6/36 with the other eye, with or without optical aid.

**NOTE** (3) Special attention is directed to the condition of the arms, hands, legs and feet and particularly to the joints of the upper and lower extremities.

**NOTE** (4) A medical certificate is required with every new application for a licence and a further certificate depending on age. (Please note that when an application is for the grant of a new licence it is issued for a period of one year followed by a further one year licence and two years thereafter).



|   | Reply to be written in this column.  |
|---|--|
| <p>1. To the best of your knowledge is this applicant subject to epilepsy, diabetes, vertigo, sudden attacks of disabling giddiness or fainting or any mental disorder or defect likely to affect their duties as a Hackney Carriage or Private Hire Vehicle driver?</p>  |  |
| <p>2. Does he/she suffer from any heart or lung disorder or defect, which might interfere with the efficient performance of their duties as a Hackney Carriage or Private Hire Vehicle driver?</p>  |  |
| <p>3. Are blood pressure readings – both Systolic and Diastolic – normal, having regard to the applicant’s age? If not do you consider that the abnormal blood pressure would be likely to affect their competence as a Hackney Carriage or Private Hire Vehicle driver?</p>  |  |
| <p>4. (a) Is there any defect of vision? If so please give details. (See note 2)</p> <p>(b) If the reply to (a) is yes, give acuity or vision by the Snellens Test type, with and without glasses, and answer the following;</p> <p>(i) Was the test conducted with the applicants own glasses, or</p> <p>(ii) Have suitable glasses been prescribed</p> <p>(iii) Do you consider the applicant should wear glasses when driving?</p> <p>(iv) Is the applicant’s field of vision by hand test satisfactory?</p> <p>(v) Is the colour vision normal?</p> <p>(vi) Does the applicant suffer from a squint or any other visual defect, which could affect their fitness to drive a motor vehicle?</p> <p>(viii) Could any visual defect observed be sufficiently corrected to make the applicant fit to drive a motor vehicle?</p> | <p>(b) RE.....LE.....<br/>Without glasses</p> <p>RE.....LE.....<br/>With glasses<br/>If applicable</p> <p>(i)</p> <p>(ii)</p> <p>(iii)</p> <p>(iv)</p> <p>(v)</p> <p>(vi)</p> <p>(vii)</p> |

|  | Reply to be written in this column |
|--|------------------------------------|
| 5. Is there any defect of hearing? If so, do you consider that it would interfere with the efficient performance of their duties as a Hackney Carriage/Private Hire Vehicle driver?                                |                                    |
| 6. Has the applicant any deformity or loss of limbs? If so, do you consider that it would interfere with the efficient performance of their duties as a Hackney Carriage/Private Hire Vehicle driver? (see note 3) |                                    |
| 7. Is the applicant sufficiently active for the performance of their duties?   |                                    |
| 8. Does the applicant show any evidence of being addicted to the excessive use of alcohol, tobacco or drugs?   |                                    |
| 9. In your opinion, is the applicant generally fit as regards (a) bodily health, and (b) temperament, for the duties of a Hackney Carriage/Private Hire Vehicle driver?  |                                    |
| 10. Is there any abnormality present that is not included in the above questions?  |                                    |
| 11. Is the applicant registered as a patient with your practice  | Yes/No                             |
| 12. If no have you examined the applicants medical history held by their own General Practitioner  | Yes/No                             |
| 13. Is there anything in the applicants medical history that is likely to interfere with the efficient performance of their duties as a Hackney Carriage or Private Hire Vehicle driver?                           | Yes/No (if yes give details)       |

Please Reply to:- Licensing Team, Ty Elai, Dinas Isaf East, Williamstown,  
Tonypandy CF40 1NY

I certify I have this day examined (name) \_\_\_\_\_

The answers to the foregoing questions are correct to the best of my knowledge and belief and I consider the applicant to be **\*FIT/UNFIT** to act as a Hackney Carriage/Private Hire Vehicle driver.

*\* Delete as Necessary*

**Do you consider further examination necessary? \*YES/NO**

*\*Delete as Necessary (See Note)*

**Note**

*The Policy of the Licensing Authority provides for the following medical examination frequency.*

*Age 18 - 45 – Initial Examination*

*Age 45 - 65 – Every 5 Years*

*Age 65+ - Yearly*

*If the applicant is likely to require a further medical review within the specified time period relevant to their age, please indicate accordingly.*

**If yes in what period of time?**

**Reason for further examination:**

\_\_\_\_\_  
\_\_\_\_\_

Signature of qualified and Registered Medical Practitioner \_\_\_\_\_

Name of Medical Practitioner (Print) \_\_\_\_\_

Address\*\* \_\_\_\_\_

\*\*Please include official Stamp of practice if applicable \_\_\_\_\_

Date \_\_\_\_\_

## Appendix C

### Current Providers of the BTEC Level 2 Award in Transporting Passengers by Hackney Carriage and Private Hire Vehicle.

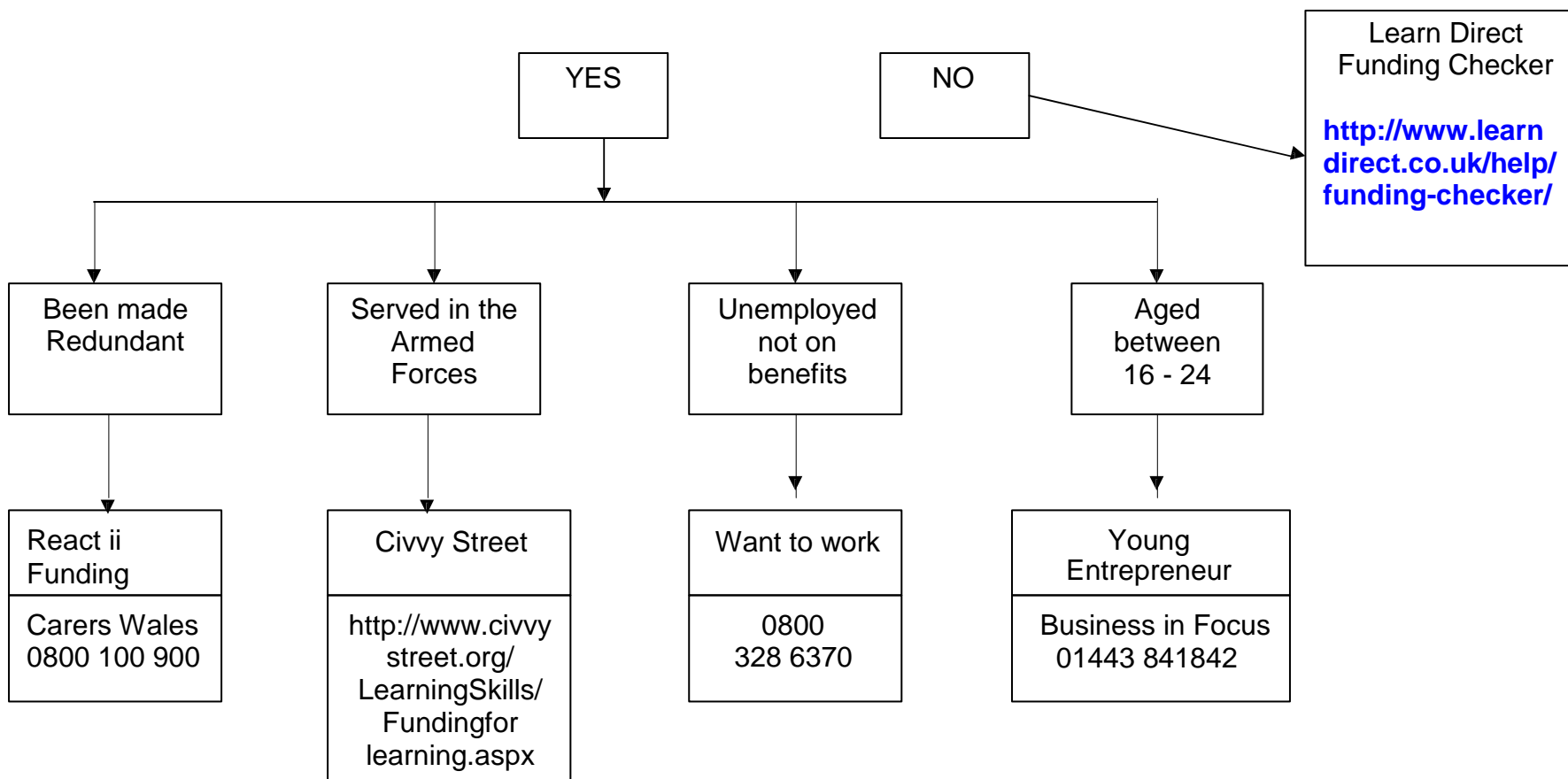
| Provider                       | Area    | Contact                          | Cost                      |
|--------------------------------|---------|----------------------------------|---------------------------|
| Capital Cabs                   | Cardiff | Chris Alexander<br>07894 726724  | £300                      |
| Cardiff Fleet Driver Solutions | RCT     | Chris Dennington<br>07903 393284 | Contact provider directly |
| Dragon Taxis                   | Cardiff | Fiona Parker<br>02920 444441     | £250                      |
| Premier Cars                   | Cardiff | Training Centre<br>02920 565661  | £250                      |

**Disclaimer: Training providers are listed alphabetically and the local authority will not endorse any particular provider in preference to another.**

**Applicants can secure their accreditation from another provider if they so wish.**

Possible Funding Sources

Are you currently unemployed





### Trading Hours

Telephone Enquiries: Monday – Friday 8.30am – 5.00pm  
Appointments available (Personal Enquiries)  
Tuesday, Wednesday and Thursday 9.30am - 14.45pm

Please note that if you attend the offices without an appointment  
there will not be an officer available to deal with your enquiry.

Licensing Team, Ty Elai, Dinas Isaf East, Williamstown, Tonypandy CF40 1NY

Tel. No: 01443 425001  
Fax. No: 01443 425301

E-mail: [licensing.section@rctcbc.gov.uk](mailto:licensing.section@rctcbc.gov.uk)



STRONG HERITAGE | STRONG FUTURE  
**RHONDDA CYNON TAF**  
TREFTADAETH GADARN | DYFODOL SICR