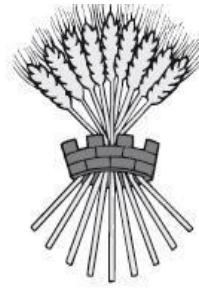


RYEDALE
DISTRICT
COUNCIL



Guidance Notes for Applicants

Dual Drivers licence

LEGAL DISCLAIMER

This guidance is intended to provide a brief overview of the main requirements of the licensing of hackney carriage and private hire vehicle drivers. **Its purpose is to give guidance to individuals and businesses.**

This booklet is produced to give guidance only and the Council does not accept any responsibility or liability for any errors or omissions. **You are advised to thoroughly read Ryedale District Council's Taxi and Private Hire Policy and to seek your own independent legal advice if you think it necessary.**

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DUAL DRIVERS LICENCE

Ryedale District Council's Licensing Authority issues dual licences which give the holders the flexibility to drive either a private hire vehicle or a hackney carriage vehicle. A licence will usually be issued for a 3 year period, with drivers aged 65 and over required to produce an annual medical report.

A person must be considered as "fit and proper" to hold a driver's licence with this authority, a licence cannot be granted to a person who is under 18 years of age, in addition, a licence cannot be granted to any person over 18 who has not held a full driving licence for a period of 1 year. All applicants are required to complete an application form and are reminded that it is an offence to knowingly or recklessly make any false statement or omit relevant information.

If you intend to carry wheelchair users in a private hire vehicle or drive a wheelchair accessible hackney carriage, you must also complete and pass a wheelchair accessible vehicle assessment/exercise.

APPLICATION PROCEDURE

Following your online submission of your application form and payment you must make an appointment to produce the following documents for inspection;

Please bring the following information to your appointment.

1. Evidence of Identity for immigration status check
2. Medical certificate(DVLA Group 2 standard) provided by your own GP
3. Disclosure and Barring Service (DBS) application and supporting evidence of identity or a DBS disclosure dated within 3 months of date of application.
4. DVLA Photocard Driving Licence
5. DVLA Driving Licence check code
6. A recent passport sized photograph
7. Other supporting documents:-utility bill/bank statement (less than 3 months old), current passport, birth certificate.
8. Proof of National Insurance number e.g. pay slip, NI card

STAGE 1

Your application and immigration status will be checked at your appointment to ensure we have all the information required.

FEES

Full application (excluding DBS fee) £380 (for 3 years)
Renewal £249 (3 years)

STAGE 2

Your application will be acknowledged and you will be provided with a date and time for your Knowledge & Geographical test.

Once you have successfully passed your Knowledge & Geographical test and you have submitted your DBS disclosure (which will be sent direct to you from the DBS), your completed application will be considered by the Licensing Authority.

If your application is granted your licence will be issued within 10 working days and forwarded to you in the post. You will also be sent a date and time to attend the Safeguarding Course. This course must be undertaken within 6 months of the driver's licence being issued. Failure to do will result in the licence being reviewed with a view to revocation.

In some cases it may be deemed necessary for your application to be determined at a meeting of the Licensing Sub-Committee, the date of which you would be notified of in writing.

Immigration Act 2016 - Status Check

The Licensing Authority is required by law to check the immigration status of **ALL** drivers. You must produce evidence of your identity at your application appointment and all documents must be originals. The full range of documents acceptable for checking are set out in two lists attached to these guidance notes.

DVLA Licence Check Code

As part of the application process we must check the details of your driving licence including any points or disqualifications you may have. To obtain a code please visit www.gov.uk/viewdriving-licence. **Your code must be no more than 14 days old when you submit your application.**

Medical Report

All applicants must submit a medical certificate on the approved form issued by the Council which must be completed and signed by the applicants own General Practitioner (GP). The medical examination is to be conducted to Group 2 DVLA medical standards for passenger carrying vehicles. It is the applicant's responsibility to arrange for the necessary medical examination at his/her own expense.

Your medical examination must be carried out by your own GP who will have access to your medical history/ records. If the medical certificate produced is not satisfactory in any respect, you may be required to provide additional medical evidence concerning your fitness and to submit to a further examination by a doctor selected by the Council.

Disclosure & Barring Service (DBS)

You should be aware that the Licensing Authority is empowered by law to check with the Disclosure and Barring Service for the existence and content of any criminal record in the name of the applicant. Information received from the DBS will be kept in strict confidence while the licensing process takes its course and will be retained for no longer than necessary.

The disclosure of a criminal record or other information will not debar you from gaining a licence unless the Authority considers that the conviction renders you unsuitable. In making this decision the Authority will consider the nature of the offence, how long ago and at what age you were when it was committed and any other factors that may be relevant. Any

applicant refused a drivers licence on the ground that he/she is not a fit and proper person to hold such a licence has a right of appeal to the Magistrates' Court.

DBS - Evidence of Identity

If you are submitting a DBS application the following evidence of identity must be submitted. Please note we can only accept original.

Documents required in support of your DBS application

- 1 document from group 1 **and**
- 2 further documents from group 1, 2a or 2b; one of which must verify your current address

GROUP 1 - Primary Identity Document

| Passport | Any current or valid passport |
|--|---|
| Biometric residence permit | UK/Isle of Man/Channel Islands and EU (full or provisional)(please note some European countries do not issue counterparts). All licences must be valid in line with current DVLA requirements |
| Current driving licence - photocard with counterpart | UK/Isle of Man/Channel Islands and EU (full or provisional) (please note some European countries do not issue counterparts) All licences must be valid in line with current DVLA requirements. |
| Birth certificate - issued at time of birth | UK and Channel Islands - including those issued by UK authorities overseas, eg. embassies, High Commissions and HM Forces |
| Adoption certificate | UK and Channel Islands |

GROUP 2a: Trusted Government Documents

| | |
|--|--|
| Current driving licence - photo card | All countries (full or provisional) All licences must be valid in line with current DVLA requirements |
| Current driving licence - paper version | UK/Isle of Man/Channel Islands and EU. All licences must be valid in line with current DVLA requirements |
| Birth certificate - issued after time of birth | UK and Channel Islands |
| Marriage/civil partnership certificate | UK and Channel Islands |
| HM Forces ID card | UK |
| Firearms certificate | UK, Channel Islands and Isle of Man |

GROUP 2b: Financial and social history documents

| | | |
|--|--|-----------------------------|
| Mortgage Statement | UK or EEA | Issued in last 12 months |
| Bank or Building society statement | UK and Channel Islands or EEA | Issued in last 3 months |
| Bank or Building society account opening confirmation letter | UK | Issued in the last 3 months |
| Credit card statement | UK or EEA | Issued in last 3 months |
| Financial statement e.g. pension or endowment | UK | Issued in last 12 months |
| P45 or P60 statement | UK and Channel Islands | Issued in last 12 months |
| Council tax statement | UK and Channel Island | Issued in last 12 months |
| Work permit or visa | UK | Valid up to expiry |
| Letter of sponsorship from future employment provider | Non-UK or non-EEA only valid only for applicants residing outside of the UK at time of application | Must still be valid |
| Utility Bill | UK- not mobile phone telephone bill | Issued in last 3 months |
| Benefit Statement e.g. Child Benefit, Pension | UK | Issued in last 3 months |
| Central or local Government, Government agency, or local council document giving entitlement, e.g. from the department for Work and Pensions, the Employment Service, HMRC | UK and Channel Islands | Issued in last 3 months |
| EU National ID card | | Must still be valid |
| Cards carrying the PASS accreditation logo | UK and Channel Islands | Must still be valid |
| Letter from head teacher or college principal | UK - for 16 to 19 year olds in full time education. Only used in exceptional circumstances if other documents cannot be provided | |

Knowledge and Geographical Test

Drivers must have a good working knowledge of the area within which they intend to work. Therefore to maintain the high standards that the Licensing Authority expects of its drivers, a licence to drive a hackney carriage or private hire vehicle shall not be granted until the applicant has successfully passed this test.

The test is in two parts, the first being on the "**Law and Conditions**" relating to private hire and hackney carriages and the second part of the test relates to "**Knowledge of the District**".

An applicant will be given a maximum of 3 attempts in any 6 month period to pass both tests. The pass mark for each test is 75%. Both tests must be successfully completed prior to the grant of a licence.

PART 1 - Law and Conditions

This will involve all applicants being tested on the basic requirements of hackney carriage and private hire licensing laws and the conditions in the Policy.

PART 2 - Knowledge of the District

This will involve all applicants being tested on the following and will be relevant to the main towns of the district from which they may operate, however, applicants are expected to know the key routes within the district:

- names of significant roads
- locations of residential areas, caravan sites, holiday parks, hotels and guest houses
- locations of public houses, private and registered clubs
- locations of churches, hospitals, public offices, schools, train and bus stations
- routes to specific destinations

Applicants should refer to the knowledge pack for full details

SAFEGUARDING TRAINING

Following the grant of a licence (and where a driver has not already completed an approved certified safeguarding training session) the driver shall within 6 months produce a certificate to the Licensing Authority confirming that they have undertaken and completed a training session on safeguarding. You will be given an appointment to attend a training course. **Please note failure to attend could result in the review and possible revocation of your licence.**

DRIVER DRESS CODE

The Licensing Authority is committed to encouraging the professional image of licensed drivers and the tourism industry and considers therefore that drivers must conform to a minimum standard of dress as set out in the Taxi and Private Hire Policy in order to raise and maintain the profile of the licensed trade. It is expected that such standards shall be maintained at all times.

MEDICAL CONDITIONS FOLLOWING THE ISSUE OF A LICENCE

The licence holder shall notify the Licensing Authority in writing without undue delay of any serious illness or accident or deterioration in health that may affect their ability to drive a licensed vehicle safely.

The driver shall at any time, or at such intervals as the Licensing Authority may reasonably require, produce evidence from their own registered medical practitioner (GP) to the effect that he/she is or continues to be physically fit to be a driver of a vehicle. Any costs shall be borne by the driver.

CONVICTIONS OR ARRESTS FOLLOWING THE ISSUE OF LICENCE

The driver shall notify the Licensing Authority in writing as soon as is reasonably practicable and in any event within 72 hours, of full details of any convictions, sentencing, fixed penalty fines, driving penalty points, cautions, warnings, binding over or reprimands imposed on him/her during the period of the licence.

Whether charged or not, the driver shall notify the Licensing Authority in writing within 72 hours of any arrest or contemplated court proceedings against them.

CHANGE OF DETAIL

If you change your address, telephone number or email, whether of a temporary or permanent nature you must notify the Licensing Authority in writing within 7 days. Your licence must be enclosed with your request.

IMMIGRATION ACT 2016 - STATUS CHECK

List of acceptable documents for right to a licence checks:

LIST A - No restrictions on right to work in the UK. Once you have undertaken the necessary check once, you will not have to repeat the check when you subsequently apply to renew or extend your licence.

| | |
|---|---|
| 1 | A passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the United Kingdom and Colonies |
| 2 | A passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area (EEA) country or Switzerland |
| 3 | A Registration Certificate or Document Certifying Permanent Residence issued by the Home Office to a national of a European Economic Area country or Switzerland. |
| 4 | A Permanent Residence card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland. |
| 5 | A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder, indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK. |
| 6 | A current passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK or has no time limit on their stay in the UK. |
| 7 | A current immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK, together with an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or previous employer. |
| 8 | A full birth or adoption certificate issued in the UK which includes the name(s) of at least one of the holder's parents or adoptive parents, together with an official document giving the persons permanent National Insurance Number and their name issued by a Government agency or previous employer. |
| 9 | A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, together with an official document giving the persons permanent National Insurance Number and their name issued by a Government Agency or previous employer. |

| | |
|-----------|---|
| 10 | A certificate of registration or naturalization as a British citizen, together with an official document giving the persons permanent National Insurance Number and their name issued by a Government agency or a previous employer. |
|-----------|---|

LIST B - Restrictions on right to work in the UK. These documents are subject to statutory limitations and a licence may be issued up to the expiry date of the permission to work. You will need to produce the documents to check immigration status/Right to work each time you apply to renew or extend your licence.

| | |
|---|---|
| 1 | A current passport endorsed to show the holder is allowed to stay in the United Kingdom and is currently allowed to do the type of work in question. |
| 2 | A current Biometric Immigration Document (Biometric Residence Permit), issued by the Home Office to the holder which indicates that the named person can currently stay in the United Kingdom and is allowed to do the work in question. |
| 3 | A current Residence card (including an Accession Residence Card or a Derivative Residence Card) issued by the Home Office, to non-European Economic Area national who is a family member of a national of a European Economic Area country or Switzerland or who has a derivative right to residence. |
| 4 | A current Immigration Status Document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the United Kingdom, and is allowed to do the type of work in question, together with an official document giving the person`s permanent National Insurance Number and their name issued by a Government agency or previous employer (e.g. P45, P60, National Insurance Card). |

DOCUMENTS - documents where there is a restricted time limited of 6 months.

| | |
|---|---|
| 1 | A Certificate of Application issued by the Home Office under regulation 17(3) or 18A(2) of the Immigration (European Economic Area) Regulations 2006, to a family member of a national of a European Economic Area country or Switzerland, stating that the holder is permitted to take employment, which is less than 6 months old, together with Verification from the Home Office Evidence and Enquiry Unit. The licence may be granted for six months from the date of the Certification of Application |
| 2 | A Verification issued by the Home Office, Evidence and Enquiry Unit to you which indicates that the named person may stay in the UK because they have an in time application, appeal or administrative review and which is outstanding. The licence may be issued for six months from the date of the licence decision. |