

Application for a Private Hire / Hackney Carriage Driver Licence

Application Procedure

- ☑ Complete the application electronically, as a word document and save it to your computer / phone.
- ☑ Please ensure that you complete the form in full.
- ☑ Please ensure you provide all the required codes, e.g driver check code, right to work code and tax check code.
- ☑ Pay the relevant fee
- ☑ Email your completed application, as a word document, and the following additional documents to licensing@wigan.gov.uk
- ☑ When submitting your application you must be in a position to sit a knowledge test on the next available date. Failure to pass your knowledge test within 4 months of submitting your application may result in you having to provide a further DBS and medical.

Additional Documents Checklist

The following documents / codes **must be** provided when submitting your application. Failure to provide these documents within 5 days of submitting the application will result in it being returned and any fees paid will be refunded.

- Completed medical form
- A recent photograph
- Proof of Entitlement to Work in the UK. This applies to **all** applicants
- Certificate of Good Conduct (if you have lived outside of the UK for more than 3 months in the past 5 years)
- 3 forms of ID for verification of DBS (if not registered for the update Service)
- A Home Office Check Code to check Entitlement to Work if you cannot provide documentation.
- A DVLA Check Code
- Copy of the front and back of your driving licence

We aim to acknowledge receipt of your application within 5-7 working days (subject to receipt of a complete application). The timescales **only** begin on receipt of a completed application, all the required documents and the relevant payment.

Failure to submit a completed application, including supporting documents and the appropriate fee will delay the processing times.

Type of Application

First Grant

Renewal of Existing Licence

B. Licence Period ✓

Hackney Carriage

Private Hire

Both

Licence Details (if applicable)

Licence No.

PD / HD

Expiry Date

A Applicants Details

1. Mr

Mrs

Miss

Ms

Other

2. Surname

3. Forename(s)

4. Previous Names /
Other Aliases

5. Current Address
(including postcode)

6. Date of Birth

7. National Insurance
No

8. Contact Telephone
Number (s)

9. Email Address

10. Nationality

11. Place of Birth

B	Knowledge Test
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12. In which part of the Borough do you mainly intend to work?

East

East (Astley,
Atherton, Golborne ,
Hindley, Leigh,
Tyldesley)

West

West (Ashton,
Standish, Ince,
Wigan)

A knowledge test information booklet (containing all the information you need to help you pass a knowledge test) is available to download from the Council's website.

[Private Hire Knowledge Test Booklet](#)

[Hackney Carriage Knowledge Test Booklet](#)

13. You will need to provide us with any dates when you may not be available to take the test. When submitting your application you must be in a position to sit a knowledge test on the next available date. Failure to pass your knowledge test within 4 months of submitting your application may result in you having to provide a further DBS and medical.

Applicants will normally be informed of their test result within 5 working days of the test and you are advised to not contact us during this time.

14. Please give the name of the Private Hire Operator and / or Hackney Carriage Proprietor with whom you will be employed or are currently employed by.

C	Tax Check
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HMRC have introduced a new tax check which needs to be completed to ensure each licence holder is aware of their tax obligations, and are registered for tax, where applicable. If you fall into any of the following categories we need to check that you are registered for tax.

- Renewing an existing licence;
- Applying for the same type of licence you previously held, that ceased to be valid less than a year ago; or
- Applying for the same type of licence that you already hold with another licensing authority.

15. Do you fall into one of the tax check categories? Yes No

If **No**, please complete the following:

I can confirm that I am aware of the new HMRC guidance and my tax obligations which came into effect on 4 April 2022 Yes

If **Yes**, please complete the following:

I can confirm that I am aware of the new HMRC guidance and my tax obligations which came into effect on 4 April 2022; **and** have provided below a check code confirming I am registered for tax. Yes

A1. Check Code

A2. Date Requested

You will need a Government Gateway user ID and password to complete a tax check and If you do not have one you can create one at <https://www.gov.uk/log-in-register-hmrc-online-services/register>

You can complete the tax check via the following link:<https://www.gov.uk/guidance/complete-a-tax-check-for-a-taxi-private-hire-or-scrap-metal-licence>

D	Entitlement to Work in the UK
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16. I confirm that I am entitled to work in the UK and evidence of my entitlement has been emailed to the Licensing Team (see guidance note 6). **Right to work checks for EEA citizens have changed from 1 July 2021** (see guidance note 6)

Alternatively, a Home Office Right to Work Online Check Service 9 digit code can be submitted (if applicable). The code can be obtained via the service at [Home Office Right to Work Check](#) (See guidance note 6)

Home Office Right to Work Code

E	Driving Licence Check
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17. We will carry out an online check to confirm your driving licence details. This will require a check code which should be recorded below along with the date the code was applied for at [DVLA Licence Check](#) (see guidance note 5).

8H dB vY HF

Please provide a screenshot or photograph of your code

18. Driving Licence Number	<input type="text"/>
19. Check Code	<input type="text"/>
20. Date Requested	<input type="text"/>

F	Criminal Record Check
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It is now a requirement that all applicants and licence holders are subject to six monthly DBS checks

The Update Service is an online subscription that allows you to keep your standard DBS certificate up to date and allows us to check the status of your existing DBS certificate without the need for a new DBS application being submitted.

New Applications:

21. I confirm that I will complete the online DBS application and pay the relevant fee within 7 days of the receipt of the email from the Licensing Team

I confirm that the **3** documents needed to verify my identity are included with this application.

I confirm that I will register for the Update Service and give permission for the Licensing Team to check the status of my DBS certificate when / if required.

A list of acceptable documents can be found at: [ID Verification Documents](#)

On receipt of your completed DBS certificate it **must** be produced to the Licensing Team, along with your original ID verification

Renewal Applications:

If you require a new DBS application please ensure you submit your renewal application **at least 60 days** before the expiry date of your existing licence. Failure to do so may result in you being unable to drive private hire / hackney carriage vehicles until such time as a licence has been issued.

22. I confirm that I have registered for the Update Service and give permission for the Licensing Team to check the status of my existing DBS certificate when / if required.

I confirm that I will require a new online DBS application and will complete and pay the relevant fee within 7 days of the receipt of

the email from the Licensing Team. I have included the 3 documents needed to verify my identity with this application.

I confirm that I will register for the Update Service and give permission for the Licensing Team to check the status of my DBS certificate when / if required.

23. Have you lived outside of the UK for more than 3 months in the past 5 years? Yes No

If the answer is yes, you will need to obtain a criminal record check (certificate of good conduct) from the country you lived in.

Guidance relating to the relevance of convictions for applicants is available at [Statement of Policy & Guidelines relating to the Relevance of Convictions, Simple Cautions, Complaints & Other Matters \(wigan.gov.uk\)](#)

If you are unsure what effect a conviction might have on your application you can email the Licensing Team in confidence, for advice.

G	Medical Fitness
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As an applicant you need to satisfy us that you are medically fit to hold a licence, and the Council has adopted the [DVLA Group 2 medical standards](#) (see guidance note)

24. I can confirm that I meet the DVLA group 2 medical standards and I have submitted a completed medical examination report confirming this.

25. Have you had any change in your medical condition since the grant of your last licence, other than minor ailments and injuries? Yes No

If the answer is yes, please give details below.

H	Other Information
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26. Are you the holder of a private hire or hackney carriage driver's licence with any other local authority? Yes No

If the answer is yes, please give details below (including the name of the local authority and the date of issue).

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27. Have you ever had an application for a private hire or hackney carriage driver's licence refused, suspended or revoked by this or any other local authority? Yes No

If the answer is yes, please give details below (including the name of the local authority and the date of refusal / suspension / revocation).

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I	Details of Payment
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28. Reference No.

29. Date of Payment

J	Checklist
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I confirm the following:

I have completed an application and declaration of convictions

I have completed the tax check form

I will complete the online DBS application within 7 days (if applicable)

I have produced my ID documents to verify the DBS application

I give permission for Licensing to check the status of my DBS certificate when / if required.

I have produced a certificate of good conduct (if applicable)

I have produced evidence of medical fitness

I have produced a current driving licence and valid check code

I have produced evidence of right to work in the UK

I have produced a recent photograph

K	Declaration
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30.

- (a) I declare that I have checked the information given in this application form and to the best of my knowledge and belief it is correct. I am aware that the making of an untrue statement for the purpose of procuring a licence to drive private hire or hackney carriage vehicles is an offence
- (b) I declare that I am entitled to live and work in the UK and I have provided evidence of this
- (c) I understand that if my licence is not issued within 12 months of this application being submitted the application may be cancelled
- (d) I understand a national register of hackney carriage and private hire driver licence suspensions, refusals and revocations (NR3S) is now available to local authorities and when my application is received, you will search the NR3S in respect of my application.
- (e) I understand if my licence is suspended, revoked or refused my details will be added to the NR3S register

Further details regarding data sharing can be found in our [Taxi Licensing Privacy Notice](#)

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

For further information see the authority's website [Wigan Council National Fraud Initiative](#)

Print Name

Date

Declaration of Convictions, Cautions or Fixed Penalty Notices

Full Name

Date of Birth

The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended)

Evidence of spent convictions can be admitted and questions about spent convictions can be asked in proceedings held in respect of an application for the grant or renewal or the cancellation of a licence to drive a private hire or hackney carriage vehicle. This includes hearings before the Council's Regulation Committee.

When the Council asks you questions about your previous convictions in order to assess your suitability to be a taxi driver you must treat the question as relating to all your previous convictions and by virtue of the Order referred to above **you must disclose spent convictions**. You are **warned** that should you fail to declare any conviction, caution or fixed penalty notice when completing this form you may be prosecuted and the Council can suspend or cancel any licence which is granted to you based on incorrect or incomplete information contained within this declaration.

I do solemnly declare that (please check the appropriate box):

- **New Applicants ONLY (select one only)**

*I have **never** been convicted of any offence, received any formal cautions, fixed penalty notices or have any pending convictions (motoring or otherwise).

*I have been convicted of an offence, received a formal caution, fixed penalty notice or have pending convictions (motoring or otherwise) since my last application. Details of which I have provided.

- **Renewal Applicants ONLY (select one only)**

*I have **never** been convicted of any offence, received any formal cautions, fixed penalty notices or have any pending convictions (motoring or otherwise).

*I have **not** been convicted of any offence, received any formal cautions, had a fixed penalty notice or have any pending convictions (motoring or otherwise) since my last application.

*I have been convicted of an offence, received a formal caution, fixed penalty notice or have pending convictions (motoring or otherwise) since my last application. Details of which I have provided.

▪ **Convictions, Cautions and Fixed Penalty Notices**

Type	Date	Offence(s) (& Court if applicable)	Sentence / Penalty
<i>Example: Motoring FPN</i>	<i>Example: 24/06/2010</i>	<i>Example: SP30 (speeding in a 30mph limit zone) Bolton Magistrates Court</i>	<i>Example: Fixed Penalty 3 Points & £60 Fine</i>

I declare that this is a true record of all the offences recorded against me and that I have read and understand all the information contained in this form

Print Name

Date