

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 <u>licensing@wigan.gov.uk</u>
- ☑ 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 ✓						
Hackr	ney Carriage		Private Hire Both			
Licer	_icence Details (if applicable)					
Lice	nce No.	PD / HD	Expiry Date			
Α	Applicants	s Details				
1. M	r	Mr	s Miss Ms Other			
2.	Surname					
3.	Forename((s)				
4.	Previous N Other Alias					
5.	Current Ad (including p					
6.	Date of Bir	th				
7.	National In No	surance				
8	Contact Te Number (s)					
9.	Email Addr	ess				
10.	Nationality					
11.	Place of Bi	rth				

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

East	
East (Astley,	
Atherton, Golbo	orne ,

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.

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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.

If No , please complete the fol	llowing:			
I can confirm that I am aware of the new HMRC guidance and my Yes tax obligations which came into effect on 4 April 2022				
If Yes , please complete the following:				
I can confirm that I am aware of the new HMRC guidance and my Yes tax obligations which came into effect on 4 April 2022; and have provided below a check code confirming I am registered for tax.				
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 <u>https://www.gov.uk/log-in-register-hmrc-online-services/register</u>				
You can complete the tax check via the following link: <u>https://www.gov.uk/guidance/complete-a-taxi-private-hire-or-scrap-metal-licence</u>				

Yes

No

15. Do you fall into one of the tax check categories?

16	Leanfirm that I am antitled to work in the LIK and avidence of my	
10.	I confirm that I am entitled to work in the UK and evidence of my entitlement has been emailed to the Licensing Team (see	

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)

Entitlement to Work in the UK

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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 <u>Home Office Right to Work Check</u> (See guidance note 6)

Home Office Right to Work Code

E	Driving Licence Check

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 <u>DVLA Licence Check</u> (see guidance note 5).
8H dB vY HF

Please provide a screenshot or photograph of your code

18.	Driving Licence Number	
19.	Check Code	
20.	Date Requested	

F Criminal Record Check

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: <u>ID Verification</u> <u>Documents</u>

On receipt of your completed DBS certificate it <u>must</u> 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 Yes months in the past 5 years?

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 <u>Statement of Policy & Guidelines relating to the Relevance of Convictions, Simple Cautions, Complaints & Other Matters (wigan.gov.uk)</u>

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	G	Medical Fitness

As an applicant you need to satisfy us that you are medically fit to hold a licence, and the Council has adopted the <u>DVLA Group 2 medical standards</u> (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?

No

Yes

If the answer is yes, please give details below.

Н	Other Information			
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).

27.	Have you ever had an application for a private hire or	Yes
	hackney carriage driver's licence refused, suspended	
	or revoked by this or any other local authority?	

No	
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If the answer is yes, please give details below (including the name of the local authority and the date of refusal / suspension / revocation).

I	Details of Payment		
28	Reference No.		

29. Date of Payment

	Ob a a billio t
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	

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 <u>Taxi Licensing Privacy</u> <u>Notice</u>

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 <u>Wigan Council National Fraud</u> <u>Initiative</u>

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.

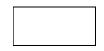
• Renewal Applicants ONLY (select one only)

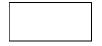
*I have **never** been convicted of any offence, received any formal cautions, fixed penalty notices or have any pending convictions (motoring or otherwise).

*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

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

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