

Application Process for the RENEWAL of a Combined Hackney Carriage/ Private Hire Driver Licence

Please be aware that the process for renewing your Drivers Licence requires that your completed application with forms is submitted to the authority no ***less than 30 days before*** the licence is due to expire. Drivers signed up to the DBS on-line checking service may expect a much reduced application time.

All applicants must provide the following information with their application:

Fees	INFORMATION REQUIRED;	Tick
Fee payable to Personnel Checks (Taxi Plus)	<p>You must obtain an Enhanced DBS Certificate if you have been advised to do so in your renewal pack. 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.</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 on line at:-</p> <p>https://www.personnelchecks.co.uk/taxis/staffordshire-moorlands/</p> <p>You will be given instructions via the website regarding the correct identification required. Please note that you cannot obtain the Certificate we require from any other source.</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 making your licence application</p> <p><i>NB If you are due a DBS check for this renewal you <u>MUST</u> take the opportunity to sign up to the online checking service. In the future we will be checking DBS status on a 6 monthly cycle.</i></p>	
	<p>You must provide an independent medical certificate equivalent to Group 2 on the prescribed form if this has been included in this pack. (for HGV/PSV drivers this can be a copy of the certificate provided to complete this other licence)</p>	

	You must be at least 21 years of age and have held a full Driving Licence for at least 12 months.	
	Be Eligible to Work in the UK – you will only need to provide proof of this if you were unable to produce any 'List A' Documents at new application. Please contact licensing-1@staffs Moorlands.gov.uk for more information if necessary.	
£ 75.00 £150.00	Provide a Completed Renewal Application Form and Fee - 1 Year Licence - 3 Year Licence	
	Complete and sign the Statutory Declaration of convictions on the Application Form	
	Produce your Driving Licence; your DVLA check certificate and your On-Line DBS Code	
	Provide a Passport style colour photograph	
	If you have not already done so, provide evidence of successful completion of the 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 suitable equivalent Qualification.	
	You must provide your 9 digit Tax Check Code on your renewal Application for all applications submitted on or after 4 th April 2022. You can find more information on this requirement at https://www.staffs Moorlands.gov.uk/article/465/Renew-a-driver-or-vehicle-licence	

When you have received your Enhanced Certificate from the Disclosure and Barring Service you can email the following documents as scans or photographs to licensing-1@staffs Moorlands.gov.uk :-

- Completed Application Form
- Enhanced DBS Certificate (if you have been requested to provide one)
- Medical Form (if you have been requested to provide one)
- DVLA On line Code or Certificate
- BTEC / NVQ level 2 certificates (if not already supplied)

You can make payment by calling 01538 395400 and waiting to the end of the options list to speak directly to a Customer Advisor. You can no longer make payments at the Council's Reception areas.

However, **you must not delay** your application for want of any of your requested documents.

If the disclosure information is not satisfactory then the application will be passed to the next Licensing Sub-Committee to determine whether your application is eligible.

You will be notified by email when your licence is ready. Please make sure you have provided an up to date email address on your Renewal Application Form.