

Application Process for New Combined Hackney Carriage/ Private Hire Driver Licence

Thank you for your interest in becoming a licensed driver with Staffordshire Moorlands District Council. In the first instance, we would strongly urge you to read the Policy, Terms & Conditions and the Code of Conduct expected prior to you commencing the process.

Kindly note that the application the process can take up to 12 weeks and requires you to attend the offices at least once to submit original documents and to take a local Knowledge Test. Every application will be considered on its own merit and a further visit to be seen by a licensing officer may be required to discuss convictions and/or previous licensing history.

If you feel you are able to meet all the criteria then you may begin by following the recommended order of procedure below.

Fees	INFORMATION REQUIRED	Done?
	You must be at least 21 years of age and have held a full Driving Licence for at least 12 months.	
Fee payable to Personnel Checks (Taxi Plus)	<p>You must obtain an Enhanced DBS Certificate. It is a pre-requisite that you are signed up to the online checking service. The original certificate must also be obtained and kept safe.</p> <p>You must complete your Disclosure and Barring Service check on line at:- https://www.taxiplus.co.uk/councils/staffordshire-moorlands</p> <p>You will be given instructions via the website regarding the correct identification required. Please note that we cannot accept any other form of certificate, it must state 'Taxi Driver – Other Workforce'.</p> <p>Please keep your DBS Update Service ID Number safe, as you will need this at all times to access your account.</p> <p>For more information about the updates service, please see here: https://www.gov.uk/dbs-update-service</p>	
Fee payable to Personnel Checks (Taxi Plus)	<p>Book and complete your safeguarding course.</p> <p>We will not accept a new application until this has been completed and we do not accept any alternative qualifications.</p>	
	Download, and complete the New Driver application form which can be found here: https://www.staffsmoorlands.gov.uk/article/459/Apply-for-a-drivers-licence	
	Proof of offer of work from an Operator (If Private Hire)	
Payable to your medical provider	Have a medical form completed by your GP or a nominated medical professional. We strongly suggest you get this completed last to avoid needing a further test if you encounter any delays.	

	<p>This must be dated within 3 months from the date of your application being submitted. Medicals will be rejected if any older than this.</p>	
<p>Payable to qualification provider</p>	<p>Evidence of completion of the NVQ or BTEC Level 2 qualification for professional taxi drivers.</p> <p><i>If an applicant does not have one, they can only apply for a 1 year licence and must complete the qualification in the first 12 months of their licence.</i></p> <p><i>We always suggest applying for a 1 year badge to begin with, as no refunds are given once an application has been fully submitted.</i></p>	
	<p>Fee – this is currently £150.00 for a one year driver licence.</p> <p><i>Please call 0345 605 3010 to make payment via card. Please wait for an operative to answer your call and quote code '67404177' when asked.</i></p>	
<p>First test included, £25 per Re-sit</p>	<p>Book your appointment for the knowledge test Contact :- Licensing-1@staffs Moorlands.gov.uk</p> <p>Upon booking, you will be given a sample paper for revision purposes.</p> <p>We will also check all of your original documents during this appointment, please ensure you bring the following with you:</p> <ul style="list-style-type: none"> - Completed and signed application form - Passport - Driving Licence, Full Photocard - A passport style colour photograph of yourself for a photo ID Badge. <i>(must clearly show your head and shoulders in front of a plain white background)</i> - Proof of current residential address in the UK (e.g. Utility Bill, Bank Statement etc dated within 3 months) - Proof of Right to Work, this is detailed within your application form - Original DBS Certificate – Linked to update service - Safeguarding Course Certificate (taxi plus ONLY) - Completed Medical Document 	

PARTIAL APPLICATIONS WILL NOT BE ACCEPTED

You will be notified by email when your licence is ready. Please make sure you have provided an up to date email address and inform us of any changes.

You will NOT be able to renew the licence at the end of the first year if;

You have not provided 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.