

Licensing Department

Supply of Documentation Guide Application Guidance Document

Version 2

March 2019

Introduction

This aim of this document is to provide both new and renewing Private Hire and Hackney Carriage applicants with further information on what supporting documents you will need to provide to Reigate & Banstead Borough Council as part of your licensing application.

This document relates to the following types of Licences being applied for and is split into 6 Sections:

- **Section 1:** Private Hire Drivers Licence.
- **Section 2:** Hackney Carriage Drivers Licence.
- **Section 3:** Private Hire Operator Licence.
- **Section 4** List of acceptable documents for right to a licence checks
- **Section 5:** Further information and document pictorial examples.
- **Section 6:** Further information on how you can provide these documents to us e.g. upload them as part of your application.

Section 1: Private Hire Driver Licence Applications

Use the table below to see what Licence type you are applying for and then check to see what documents you will need to provide. The X denotes the required document.

Licence Type	Application Form	Passport Sized Photograph	Copy of DVLA Driving Licence (both front and back of Licence required)	Proof of your Right to work in the United Kingdom*	Medical Report Form	Enhanced DBS Certificate**
Private Hire New Application	X	X	X	X	X	X
Private Hire Renewing Application	X	X	X	X	X (only if over 45 or have a medical condition requiring an annual review)	X
Private Hire Renewing Application Currently on a Yearly Licence	X			X	X	X (only every 3 yearly renewal)

*Right to work - The Immigration Act 2016 requires the applicant to show the Council one of a number of prescribed original documents that demonstrate the applicant has permission to be in the UK and undertake work in the Private Hire/Taxi profession e.g. passport or biometric card. The check must be performed when the applicant first applies for a licence or first applies to renew or extend their licence on or after 1 December 2016. For those who have time-limited permission to be in the UK, the Council must repeat the check at each subsequent application to renew or extend the licence until such time as the applicant demonstrates that they are entitled to remain indefinitely in the UK. This has been introduced by the Government in order to prevent illegal working in the private hire vehicle and taxi sector and the Council has a legal duty not to issue licences to people disqualified by their immigration status from holding them. If you have already shown us the original document after 01.12.16 for this or another licence you hold with us, please confirm this in writing with the

date it was submitted to this Authority.**If you are signed up to the DBS update service you must provide us with the original DBS certificate and give us permission to check if anything has changed on your certificate.

Section 2: Hackney Carriage Drivers Licence Applications

Use the table below to see what licence type you are applying for and then check to see what documents you will need to provide. The X denotes the required document.

Licence Type	Application Form	Passport Sized Photograph	Copy of DVLA Driving Licence (both front and back of Licence required)	Proof of your Right to work in the United Kingdom*	Medical Report Form	Enhanced DBS Certificate**
Hackney Carriage New Application	X	X	X	X	X	X
Hackney Carriage Renewal Application	X	X	X	X	X (Only if over 45 or have a medical condition requiring an annual review)	X
Hackney Carriage Renewal Application Currently on a Yearly Licence	X			X	X	X (only every 3 yearly renewal)

*Right to work - The Immigration Act 2016 requires you to show us your original documents that demonstrate you have the right to work in the UK as a Hackney Carriage Driver. See Page 1 - 'Section 1: Private Hire Driver Licence Applications' above for more information on right to work and the **DBS update service.

Section 3: Operator Licence Applications

Use the table below to see what Licence type you are applying for and then check to see what documents you will need to provide. The X denotes the required document.

Licence Type	Application Form	List of all vehicles and drivers to which you intend to operate	Public liability insurance - this is only required if there is an area that the public have access to	Proof of your Right to work in the United Kingdom*	DBS (basic or enhanced) to have been issued in last 6 months, unless an existing driver as well**
Individual New Operator Application	X	X	X	X	X
Joint/Partnership New Operator Application	X	X	X	X	X
Limited Company New Operator Application	X	X	X		X (for all Directors / Business Partners or Secretary named in application)
Individual Renewal Operator Application	X	X	X	X	
Joint/ Partnership Renewal Operator Application	X	X	X	X	
Limited Company Renewal Operator Application	X	X	X		

*Right to work - The Immigration Act 2016 requires you to show us your original documents that demonstrate you have the right to work in the UK as a Private Hire Operator if you are applying as an individual or joint/partnership. See Page 1 - 'Section 1: Private Hire Driver Licence Applications' above for more information on right to work.

** Unless you are a current Private Hire or Taxi Driver with Reigate & Banstead BC, you will be required to obtain a Basic Disclosure & Barring Service Certificate issued less than 6 months before application and show the original to us.

Section 5: List of acceptable documents for right to a licence checks

The lists of documents are based on those prescribed to show evidence of a right to work.

List A: No immigration restrictions on right to a licence in the UK.

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 UK and Colonies having the right of abode in the UK.
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 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 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 or has no time limit on their stay 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 a 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 person's permanent National Insurance number and their name issued by a Government agency or a 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 person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
10. A certificate of registration or naturalisation as a British citizen, **together with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

List B: Immigration restrictions on the right to a licence in the UK.

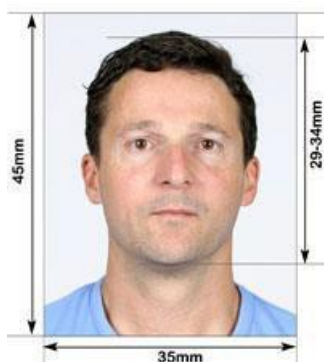
1. A current passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question.
2. A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK 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 a 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 of 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 UK, 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 a previous employer.
5. 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 Certificate of Application.
6. 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.

Section 5: Examples of Documents Types

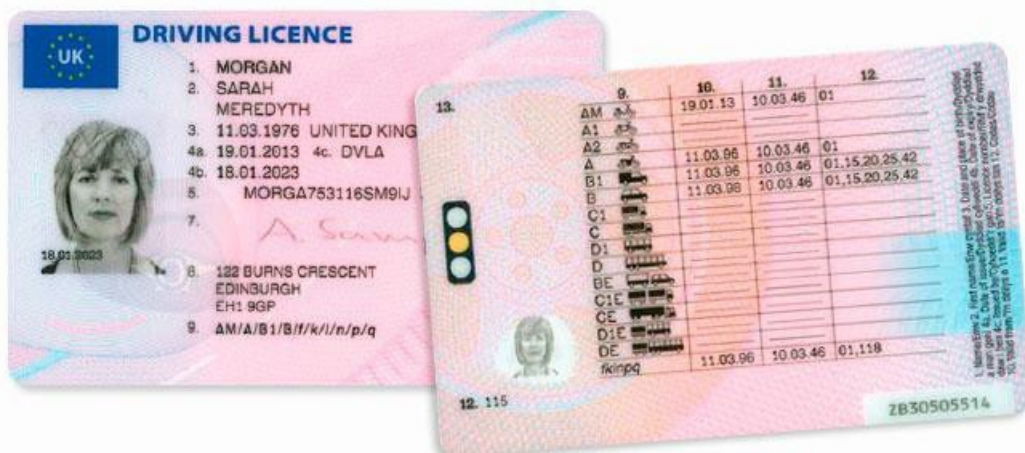
5.1 Passport Sized Photograph

When submitting your photograph we require the image to be passport sized as the sample photograph below indicates. This is the image that will go on your driver badges. Pictures must be taken in colour with a plain background.



5.2 DVLA Driving Licence

When submitting your DVLA driver's licence, we require a copy of both the front and back of the licence. Black and white or colour copies are acceptable.

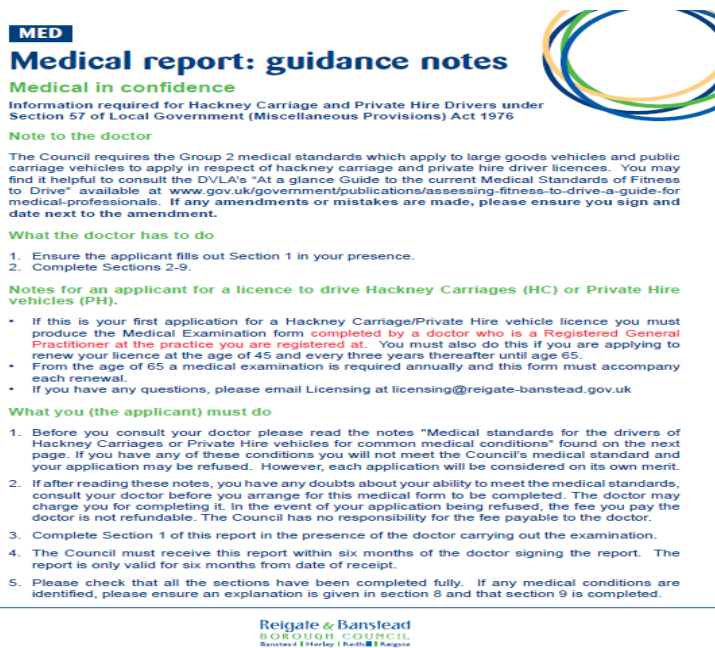


5.4 Medical Form

If as part of your application you are required to submit a completed copy of our Medical Form, this must be supplied on the Reigate & Banstead BC Medical Report form found on our website. We do not accept any other kind of medical forms. You do not have to supply this form when initially making your application, but you will need to provide it for a Licensing Officer to review before we are able to grant you a licence. The report must be completed in full and stamped/signed and dated by the GP. If questions are not answered fully or information is omitted and boxes not ticked, this could delay your application and you may have to go back to your GP. Before submitting a copy of your medical report, please check it is completed fully and read the instructions on the form carefully. If a medical condition is identified, please ensure that this is explained fully in Section 8 of the medical report and that the box in Section 9 is completed by your GP.

There may be a delay in processing your medical report due to workload; it is therefore advisable to submit your form as soon as you are able to.

An example of our Medical Report is shown below:



MED

Medical report: guidance notes

Medical in confidence

Information required for Hackney Carriage and Private Hire Drivers under Section 57 of Local Government (Miscellaneous Provisions) Act 1976

Note to the doctor

The Council requires the Group 2 medical standards which apply to large goods vehicles and public carriage vehicles to apply in respect of hackney carriage and private hire driver licences. You may find it helpful to consult the DVLA's "At a glance Guide to the current Medical Standards of Fitness to Drive" available at www.gov.uk/government/publications/assessing-fitness-to-drive-a-guide-for-medical-professionals. If any amendments or mistakes are made, please ensure you sign and date next to the amendment.

What the doctor has to do

1. Ensure the applicant fills out Section 1 in your presence.
2. Complete Sections 2-9.

Notes for an applicant for a licence to drive Hackney Carriages (HC) or Private Hire vehicles (PH).

- If this is your first application for a Hackney Carriage/Private Hire vehicle licence you must produce the Medical Examination form completed by a doctor who is a Registered General Practitioner at the practice you are registered at. You must also do this if you are applying to renew your licence at the age of 45 and every three years thereafter until age 65.
- From the age of 65 a medical examination is required annually and this form must accompany each renewal.
- If you have any questions, please email Licensing at licensing@reigate-banstead.gov.uk

What you (the applicant) must do

1. Before you consult your doctor please read the notes "Medical standards for the drivers of Hackney Carriages or Private Hire vehicles for common medical conditions" found on the next page. If you have any of these conditions you will not meet the Council's medical standard and your application may be refused. However, each application will be considered on its own merit.
2. If after reading these notes, you have any doubts about your ability to meet the medical standards, consult your doctor before you arrange for this medical form to be completed. The doctor may charge you for completing it. In the event of your application being refused, the fee you pay the doctor is not refundable. The Council has no responsibility for the fee payable to the doctor.
3. Complete Section 1 of this report in the presence of the doctor carrying out the examination.
4. The Council must receive this report within six months of the doctor signing the report. The report is only valid for six months from date of receipt.
5. Please check that all the sections have been completed fully. If any medical conditions are identified, please ensure an explanation is given in section 8 and that section 9 is completed.

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Section 6: How to provide the Documents to the Council

There are two ways of providing the required information to the Licensing Team:

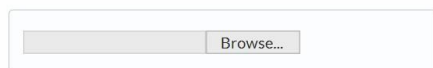
6.1 Uploading some or all of the documents at the time you are making your application

As part of your online application you will see a document upload page towards the end of the application. Should you wish, you can upload copies of the documents we require from you. We may still need to see the originals of some documents; if this is the case we will contact you via email to let you know and these can be presented at one of our document drop in sessions (see 6.2 below).

We find it is best to upload either a PDF scan of your documents or a photograph. If taking photographs please try and get a clear picture and try to fill up as much of the screen with the document.

As part of your application you will need to supply a number of supporting documents. You **MUST** click on the 'Document Guidance' web link below for further important information on what these documents are and how to supply them.

[Documents Guidance](#)



A file upload interface consisting of a rectangular box with a light gray border. Inside the box, there is a horizontal line representing a file name, followed by a button labeled 'Browse...'.

⚠ Maximum file size: 7200 KB per file / 7200 KB total

📄 Supported file types

[Previous](#) [Next](#)

6.1.1 Process for uploading documents

1. Locate where your documents/pictures are saved. Where possible rename the files e.g. 'Photo', 'Driver Licence Front', 'Driver Licence Rear', 'Right to Work' etc. This is not necessary but will help us to process your application a little quicker.
2. To upload a document click the 'Browse' button and navigate to where you have saved the file or picture. You can upload one file at a time to a maximum combined file size of 7200KB. If your documents exceed this amount you can try and reduce their file size before trying to upload again, or upload as many as you can until you get to the file size limit.

3. Click on the file you wish to upload - this will usually take 20 - 30 seconds to upload. If you wish to upload another file, carry out the same process as above.
4. If you exceed the maximum size you can try and reduce your file size before trying to upload again, or upload as many as you can until you get to the file size limit.
5. When you have uploaded all the files you wish to, click on 'Next' to advance to the nextscreen.

As part of your application you will need to supply a number of supporting documents. You **MUST** click on the 'Document Guidance' web link below for further important information on what these documents are and how to supply them.

Documents Guidance

If you exceed the maximum size you can try and reduce your file size before trying to upload again, or upload as many as you can until you get to the file size limit.

6.2 Bringing some or all the documents to either a driver drop in session or at the time of your knowledge test (if applicable).

We offer a 'Driver Document Drop In Session' at the below days and times only:

- Tuesday 10am to 11am
- Thursday 2pm to 3pm

Further info on these sessions can be found by clicking [here](#).

If you are a new applicant you may find it easier to bring your documents with you to your Knowledge test.

PLEASE NOTE: Before your first knowledge test, your application form **must** be received by Licensing no later than 10am on the Monday before you are due to sit your test. Please see our website for more information: [Knowledge Test](#).

Please see our website for more details:

http://www.reigate-banstead.gov.uk/info/20119/taxi_and_private_hire_licensing

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