

# Licensing Department Private Hire Driver New Applications Application Guidance Document

Version 1 April 2018

**Note:** Version 1 of the guidance notes - screen shots are taken from a testing platform and as such content may vary slightly when the site is live.

Reigate & Banstead BOROUGH COUNCIL Banstead I Horley | Redhill | Reigate

#### Introduction

Thank you for your interest in applying to be a Private Hire Driver with Reigate & Banstead Borough Council. This guide is intended to assist you with completing your application. In this document we present a step by step guide with screen shots of the whole online application process.

In some of the steps we have put our own example text in as a guide on how best to enter the information, you will need to enter your own details into the form. Input fields marked with a red asterisk (\*) cannot be left blank. If you need to return to a previous screen you must use the inbuilt buttons in the form and not your web browser. If you close your web browser your application will be lost.

#### **Step 1: Applicant details**

Please enter **your own** details into the form in the format as shown below, remember any boxes marked with a red asterisk (\*) cannot be left blank.



**<u>If</u>** you have been known under any other name(s) please select 'Yes' at the bottom of the form and then click 'Next' and enter your previous details using capital letters for your name, click 'Next' when completed.

If you have <u>not</u> been known under any other name(s) then select 'No' and click 'Next' and move to Step 2.

#### Other or Previous Name

Title*	
Mr	
First Name *	
Hackney	
Surname*	
Carriage	
Quit Previous Next	

#### **Step 2: Personal details**

Please enter your own personal details into the form as shown below, when completed click' Next'.

Personal Details *Indicates a mandatory field	
Please provide the following Personal Details:-	
Date of Birth *	lise canital letters and no spaces please
21/09/1996	
Place of Birth *	
Reigate	
National Insurance Number (please use upper case letters) *	
XX111111X	
Quit Previous Next	

## **Step 3: Medical history**

If you <u>do</u> have any medical conditions which you think could affect your driving ability you MUST declare them by selecting 'Yes' then click 'Next' and follow the information on Page 3. - <u>please see the DVLA</u> <u>Group 2 Standards</u> 'in the 'Assessing fitness to drive: a guide for medical professionals' document for more details. If you <u>do not</u> have any physical disability or medical condition select 'No' and click 'Next' and move to **Step 4**.



Please give details of **ANY** medical conditions that may affect your driving ability by typing the details into the text field below. An example could be diagnosed with diabetes in 2016 controlled by insulin.

#### Medical Conditions

\*Indicates a mandatory field

You MUST declare ALL medical and physical conditions that may affect your ability to drive, even if they have been declared on a previous application. Please provide more information below\*

Quit Previous Next

# **Step 4: Driving licence details**

Please fill in the required details using the information on your DVLA issued driver's licence.

Below is a sample of a typical DVLA issued driver's licence. Not all licences will look the same, some may be in paper format. On the back of the licence it explains what the number correspond to. If you are unsure of your licence details please check with the DVLA. The DVLA website can be accessed via the following webpage link: <u>DVLA website</u>



If you <u>do</u> have any motoring convictions (including endorseable fixe penalty notices) you **MUST** select 'Yes', click 'Next' and enter them as shown in the example on Page 4. If you <u>do not</u>, then select 'No' and click 'Next' and move to **Step 5**.

Motoring Offences (1) *Indicates a mandatory field	
Your offence type, date and points can be found here.	
Offence Type *	
SP30 - Exceeding statutory speed limit on a public road	
Offence Date* 31/07/2017	
Penalty Points*	
3	
Enter another "Motoring Offences" Tick the above checkbox to enter another set of this data. Ouit Previous Next	

If you have more than one motoring offence then select the box at the bottom of the page 'Enter another Motoring Offences', click 'Next' and complete the information as above. If you <u>do not</u> have another motoring offence click 'Next' and move to **Step 5**.

#### **Step 5: Motoring & Criminal Offences**

Quit Previous Next

If you <u>do</u> have any offences, currently being investigated or for which you have been charged or summoned but are awaiting the outcome, select 'Yes' then click 'Next' and follow the steps below. If you <u>do</u> <u>not</u>, then select 'No' and click 'Next' and move to <u>Step</u> 6.

Offences
"Indicates a mandatory field
You MUST declare ALL offences for which you are currently being investigated or for which you have been charged or summoned
Are you currently being investigated or have you been charged or summoned for any offence?*

The screen below will be seen if you selected 'Yes'. Please enter the details of any and all offences in the text field below.



When you have entered all the required details click 'Next' and move to Step 6.

# Step 6: Previous Criminal Convictions (or Offences as defined in our Convictions Policy)

If you <u>do</u> have any previous convictions, including spent convictions, select 'Yes' then click 'Next' and follow the information below. If you <u>do not</u> have any previous convictions select 'No' to **Step 7**.

Previous Convictions *Indicates a mandatory field
You MUST declare ALL previous convictions: criminal and non-criminal, cautions, whether spent or unspent, no matter how long ago they occurred and no matter whether they have been declared on a previous application.
Do you have any previous convictions?*
○ Yes ○ No
Quit Previous Next

Enter the details of your previous conviction in the text fields below. If you are unsure of the exact date you can provide an approximate date.

Conviction Details (1)	
* Indicates a mandatory field	
You MUST declare ALL previous convictions: Criminal and non-criminal, cautions, whether spent or unspent, no matter how long ago they occurred and no matter whether they have been de	eclared on a previous application.
Offence*	
	1
Date of Conviction *	
DD/MM/YYYY	
Court*	
Result *	
Fotor another "Conviction Details"	
Inter another Convection Declars     This has been checkhown to enter another set of this data	
Quit Previous Next	

If you <u>do</u> have another previous conviction please select the box at the bottom of the page called 'Enter another Conviction Detail' and do the same as above. If you <u>do not</u> have another previous conviction move to **Step 7** by clicking 'Next'.

## **Step 7: Previous Applications**

If you have made a previous application to become a driver with Reigate & Banstead Borough Council or to another Local Authority select 'Yes' and click 'Next' then follow the steps on Page 6. If you <u>have not</u> made a previous application then select 'No' and click 'Next to move to **Step 8**.

*Indicates a mandatory	pplication Made
Have you previously ap ) Yes () No	plied for a Hackney Carriage or Private Hire Drivers Licence for this or any other area?*
Quit Previous	Next

Enter the details of your previous application in the fields below (if the page looks different to the below just use this as a reference guide). If you are unsure of the exact date you can provide an approximate date. Note the form currently has provision to enter only one previous licence. Please provide details of the most recent and you must then <u>email the licensing department</u> within 24 hours of your application submission with further details of any other licences that have been refused, revoked or suspended (if any).

Previous Licence History *Indicates a mandatory field		
As you have answered yes, please indicate whether previous application was granted or refused.*		
Granted		
O Refused		
Licensing Authority *		
NotKnown		
Previous Application Decision Date *		
07/05/2017		
Quit Previous Next		

Continue to enter the details of your previous application in the text fields below. Once you have entered your details click 'Next'.

Previous Licence Details *Indicates a mandatory field	
Licensing Authority*	
Not Known	
Type of Licence *	
O Hackney Carriage	
O Private Hire	
O Dual	
Licence Number *	
Licence Period *	
From	
DD/MM/YYYY	
To	
Quit Previous Next	

## **Step 8: Operator details**

On this screen you need to select the Operator you will be or intend to drive for from the drop down list. As this is a mandatory field you must select the relevant operator. Should you change operator when you are licensed, you need to let the Reigate & Banstead BC Licensing department know so we can record the changes on your driver file.

Operator Details *Indicates a mandatory field	
Please select the name of the person, proprietor, company or firm for whom you will drive.*	_
	~
Quit Previous Next	

When you have selected your Operator you will be or intend on driving for click 'Next'.

## **Step 9: Declaration**

Carefully read <u>ALL</u> the information on this page and when you have understood and you agree to the statement you will need to enter your name, select the date you are making the declaration and select the 'Declaration Made' button' then click 'Next'.

Declaration
* Indicates a mandatory field
I confirm that all the information provided by me in this application to Reigate & Banstead Borough Council for the purposes of obtaining the Licence to which I am applying for is true, accurate and complete and I further confirm that if I have wilfully made any false declaration or omission in this application it could lead to prosecution.
Name*
Date *
DD/MM/YYYY
Declaration Made *
Quit Previous Next

## **Step 10: Upload Files**

As part of your application you will need to supply a number of supporting documents to us. Click on this <u>Document Guidance web link</u> for further important information on what these documents are and how you can supply them to us.

As part of your application you will need to supply a number of documents are and how to supply them.	f supporting documents. You <b>MUST</b> click on the 'Document Guidance' web link below for further important information on what these
Documents Guidance	
Browse	
🛦 Maximum file size: 7200 KB per file / 7200 KB total	
Supported file types	
Previous Next	

When you have read and understood the document guidance information, to upload a document click on the browse button and navigate to where your document is saved, then click on the 'upload' button for your document to be uploaded. Documents uploaded will then show on the right hand side of the page. You can add multiple documents. Please note there is a file size limit of 7200KB per file. When you have finished click 'Next'.

# **Step 11: Application fees**

If you wish to view the fee for your application or other Taxi Licensing related fees this can be done by clicking the blue 'Taxi Licensing' link.



By clicking 'Next' you will progress to the fee page where it will show you the fee you need to pay for your application. Please ensure you have a credit or debit card available and the card holders permission to use the card before proceeding.

#### Step 12: Fee

You will then be shown the correct fee for your application. The fee is made up of two parts, your application fee and your licence fee. (Historically these were paid separately).

Fee a	mount			
£				
Dre	wious	Nevt		

Click 'Next' to progress to Step 13.

#### Step 13: Summary

You will then be shown the summary of you application so far and can preview your application form by clicking the blue 'Preview' link.

Your unique reference
DSFX1520682779703
Your Private Hire Driver New PDF
C Preview
Fee
Fee amount: £254.00
Previous Continue

Click 'Continue' to advance to our payment site.

## **Step 14: Payment**

You will then be taken to the Council's external payment screen, enter <u>All</u> your card and card account details correctly. Once you are sure the details are correct click the 'Submit' button.

#### Make a Payment

Please note - information on this page will time-out after 15 minutes of inactivity \* =Mandatory Field

Payment Amount: £254.00 Card Details Enter card number without spaces Expiry date (month, year) Issue Number (Switch/Maestro Cards only) Security Code 000 Back to Top р Card Account Details Enter cardholder name and address details: Name appearing on card \* T Driver Select address from list, and click 'Select' button. Or enter details manually below. Select House number/name \* Enter the address the card is registered Townhall to. If no address auto populates when Street \* you click 'Select' then you will need to Castlefield road enter your details manually. Area Town \* Reigate Click 'Submit' when you have fully filled in County this form and you are happy to proceed. Postcode RH2 0SH Submit Cancel Payment Back to Top

You will now be shown a summary of your payment, check again that it is all correct and once you are happy click 'Confirm' at the bottom of the page. If you don't click confirm then your application will not be valid and we won't receive payment or your application this is very important. Information on this pages will 'time out' after 15 minutes of inactivity.

#### **Payment Confirmation**

Please note - information on this page will time-out after	r 15 minutes of inactivity		
Payment Amount: £254.00			
Payment Details			
Card Number: *********0437			Card type: Visa
Account Type	Amount (£)	Charge (£)	Address
Pest Control	254.00	0.00	
Payment Amount	254.00		
		You MUST click th	ne 'Confirm' button to complete
Confirmation			
		payment and cont	inue your application.
After pressing Confirm, you will be re-posted to a holdin When your request is completed you will be redirected to	g page while your request is processed.	1.2	2 II
Please confirm the payment for the terms in the above.			
Back To Payment Details Confirm Cancel	Back to Top		

#### **Step 15: Submission summary**

Once you have clicked on the 'Confirm' button, you will be shown the submission summary page which confirms that you have successfully made your payment and you will receive confirmation by email for your payment usually within an hour.

Your request has been submitted successfully.			
Your unique reference			
DSFX1520682779703			
Your Private Hire Driver New PDF			
C Preview			
Fee			
Fee amount: £254.00			
Payment reference: FIRM00000109			
Finish			

Now you must click 'Finish' to complete your application. By click this button, this will submit your application to Reigate & Banstead Borough Council. Your application will not be submitted if you do not click 'Finish'.

#### **Step 16: Application Confirmation**

After you have clicked on the 'Finish' button, you will receive an email confirmation that your submission has been sent to the council, with a copy of your application in PDF format (please retain a copy for your records).

To progress you application further please see further information here.

Thank you for your application to become a Private Hire Driver with Reigate & Banstead Borough Council.

Please see our website for more details: http://www.reigate-banstead.gov.uk/info/20119/taxi\_and\_private\_hire\_licensing

**Document End**