

Ask for: Licensing Team
Phone: 01702 318038
email: hackney@rochford.gov.uk

Date:

Dear

URGENT ACTION REQUIRED

YOUR Private Hire DRIVER'S LICENCE ()

EXPIRES ON

I note from my records that your Private Hire driver's licence is due to expire on.

I enclose a renewal form, which must be completed by yourself and signed by the proprietor of the vehicle you drive, if not yourself. Please return the form to the Licensing Department together with the renewal fee.

The fee for your drivers badge is broken down as follows:

Type of Licence	Hackney Carriage	Restricted Private Hire
Fee	£350.00	£350.00
DVLA Check	£24.00 (£8 per year)	£24.00 (£8 per year)
TOTAL	£374.00	£374.00

Please note that you are renewing to a 3-year badge so a DBS (CRB) check is required at this time. If you have not already completed DBS application with relevant paperwork and a new passport size photo please arrange this URGENTLY

Your renewal cannot be accepted without the relevant documents (including Training Certificates) and fee.

Your current badge must be returned to the Licensing Department at renewal.

If you do not wish to renew your badge please inform the Licensing Department to avoid receiving any further correspondence. If you fail to contact the Licensing Department within 14 days of the expiry of your badge it will be assumed that it is not your intention to renew.

New Finance Bill 2020-2021



Are you a taxi driver or private hire vehicle (PHV) driver or operator? You'll need to complete a quick tax check when you renew your licence from April 2022.

<https://www.gov.uk/guidance/complete-a-tax-check-for-a-taxi-private-hire-or-scrap-metal-licence#complete-a-tax-check>

THIS IS NOT YOUR UTR NUMBER



SCAN ME

If you wish to continue driving for hire and reward, your badge must be renewed before the expiry of your current badge.

It is a criminal offence to drive a vehicle licensed by Rochford District Council without a valid hackney carriage and/or private hire drivers licence issued by Rochford District Council.

DBS check (formerly CRB)

A Disclosure & Barring Service check is required every three years at renewal at an additional cost.

You are required to produce your returned DBS check to the Licensing Department at your appointment to renew your badge.

Failure to produce the certificate will prevent you from renewing your badge.

Order your new DBS certificate via:

<https://www.taxiplus.co.uk/councils/rochford>

Authorised Disability Awareness & Passenger Assistance Training Providers

- Andrews Taxi's (Southend) – 01702 200 200
- Dick Robinson - 07850 453117
- Kinect Services – 01702 597995
- Cabbietraining.co.uk – Wendy Clarke – 07739 320050
- Blue Lamp Trust – Disability Awareness – Virtual Classroom (<https://www.bluelamptrust.org.uk/disability-classroom-course/>)

Authorised Safeguarding Training Provider





- Blue Lamp Trust – Safeguarding Virtual Classroom Training (<https://www.bluelamptrust.org.uk/safeguarding-classroom/>)

Medical Report

A Medical Report is required every five years (yearly if aged over 65).

If this form is not enclosed it is not required at this time.

How to book an appointment

THE NEW PROCESS	
	STEP 1 Book an appointment online via our online booking system http://www.rochford.gov.uk/LicensingSelfBooking
	STEP 2 Pay the fee online via www.rochford.gov.uk/payit , selecting Miscellaneous Payments, then Hackney Carriage and finally Drivers Licence. Please add your badge number within the additional information box.
	STEP 3 - New Finance Bill 2020-2021 After you complete the tax check you'll be given a 9-character code. This is your tax check code. You must give it to the licensing authority with your licence application — they will not be able to process your application without it. https://www.gov.uk/guidance/complete-a-tax-check-for-a-taxi-private-hire-or-scrap-metal-licence#complete-a-tax-check
	STEP 4 Ensure you have the correct paperwork for the appointment. You must bring with you: <ul style="list-style-type: none">• Your 9 digit Tax Code (new) – not UTR number• Your renewal paperwork• A New DBS Certificate (or evidence of DBS update service)• A Valid Disability Awareness Certificate• Your Safeguarding Certificate
<div>WORKSHOP 3 LAUNCHPAD SOUTHEND AIRPORT BUSINESS PARK (OFF CHERRY ORCHARD WAY)</div>	STEP 5 Attend our NEW offices at THE LAUNCHPAD as per the instructions on the booking email confirmation. Please phone the Licensing team on 01702 318148 upon arrival

Any questions, please do not hesitate in contacting a member of the licensing team

Yours sincerely

Licensing Team

Licensing Department

Name (BLOCK
CAPITALS): _____

 Address: _____

Phone. No: _____ Date of Birth: _____

Mobile No: _____

Email Address: _____

National Insurance No: _____

Driving Licence No: _____

 Are you employed full or part time as a driver? FULL TIME / PART TIME

If part time, state how many hours each week? _____

HC/PH Badge No. _____

HMRC 9-digit Tax code (new) _____

I hereby confirm that the applicant will be employed by me as a Private Hire driver, subject to the Council renewing the licence for that purpose.

Signature of Private Hire Proprietor: _____ Print Name _____

Name of Circuit/Operator: _____

How long have you held a licence to drive a motor vehicle? _____ YEARS

 Have you ever been cautioned by the Police for any offence? Yes /No

 Have you ever been convicted of any motoring offences? Yes/No

 Have you ever been convicted in a court for any offences? Yes/No

 Are there any court or other proceedings pending against you? Yes/No

If 'Yes' – details of all cautions and convictions, including motoring offences, must be shown below, any inaccuracy may prejudice the renewal of a licence.

Offence	Court	Date	Penalty

To comply with the Immigration, Asylum & Nationality Act 2006 and Immigration Act 2016 this Council is required to check your eligibility to live and work in the UK.

Please Note: You will be asked to provide eligibility of your right to work in the UK. Original identification documents verifying your right to work in the UK will be requested, checked and a photocopy will be taken.

- ☐ I declare that my answers to the questions above are true to the best of my knowledge.
- ☐ I understand that if there are any omissions or incorrect statements of a serious nature, my renewal application may be refused without further consideration or if a licence has been issued it will be liable to immediate suspension.
- ☐ I have read the standards printed overleaf and understand them.
- ☐ I give my permission for the hackney carriage office to check my DVLA, HMRC and DBS details as required.

Signature: _____ Date: _____

The information supplied on this form will be held on a computer. Rochford District Council may use this information to check other information supplied by you to the Council. The Council may from time to time disclose some of this information to the general public and corporate bodies such as the Police, Home Office, Inland Revenue, DSS, insurance companies, etc.

For Office Use Only

Interviewed by: _____

Date received: _____

Fee: _____

HMRC Check _____

Date DBS sent: _____

App. No. _____

Date DBS returned: _____

DIS No. _____

Badge No: _____

Date Issued: _____

DDA Cert _____

Safeguard _____

Conditions for Renewal of Private Hire Driver's Licence

1. You are required to produce a new photograph every 3 years when you receive your Disclosure & Barring Service check reminder letter.
2. A Disclosure & Barring Service check is required at renewal and will be checked every 6 months on the Update Service.
3. Your suitability to hold a licence will be assessed using the guidance produced by the Institute of Licensing called 'Guidance on determining the suitability of applicants and licensees in the hackney and private hire trades'. A copy of this guidance is available upon request.
4. Your right to work in the UK will be checked as part of your licensing application, this could include the licensing authority checking your immigration status with the Home Office.
 - You must therefore provide a document or documents combination that is stipulated as being suitable for this check. You must bring the original document(s), required in the attached information sheet, so that the check can take place. The document(s) will be copied and the copy retained by the licensing authority. The original document will be returned to you.
 - If there are restrictions on the length of time you may work in the UK, your licence will not be issued for any longer than this period. In such circumstances, the check will be repeated each time you apply to renew or extend your licence. If, during this period, you are disqualified from holding a licence because you have not complied with the UK's immigration laws, your licence will lapse and you must return it to the licensing authority, failure to do so is a criminal offence.
 - Under the Immigration Act 2016 section 55 & section 20 of the Immigration and Asylum Act 1999 gives public authorities a statutory authority to supply information and documents which may be used for immigration purposes to the Home Office.

All relevant facts will be taken into account when consideration is given to an application to renew a Driver's Licence and it may be that additional or higher standards will be imposed.

5. The Council reserves the right to demand additional Medical Examinations at any time during the life of the licence.
 - All licensed drivers must undergo a medical examination (of Group II standard) every 5 years. A driver who has reached the age of 65 years shall submit themselves for an Annual Group II Medical Examination.
 - A driver who changes the place at which he lives shall notify the Council of such change of address within 7 days.
 - Cautions or convictions recorded since the completion of the application form for this Licence shall be reported to the Council in writing within 7 days.

The Council reserves the right to vary these conditions or impose further conditions at any time.

“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 the application 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”.