

## Application for Hackney Carriage/Private Hire Driver's Licence Application

Please refer to the information and notes within the application pack for guidance on how to make your application. Please note that applications must be submitted in person and cannot be submitted by post.

<b>Applicant's Name:-</b>			
<b>Applicants Address:-</b>			
<b>Applicant's Date of Birth</b>			
<b>Current Driver's Licence Number</b>			
<b>Current Driver Badge Number (if applicable)</b>			
<b>National Insurance Number (only required if you would like your online DVLA report to be printed for you)</b>			
<b>Contact Telephone Number</b>			
<b>Date of Appointment</b>			
<b>DBS Reference Number</b>		F01 _____	
Track DBS application <a href="http://www.gov.uk/dbs">www.gov.uk/dbs</a> or telephone 03000200190			
<b>PLEASE SEE CHECK LIST TO COMPLETE YOUR APPLICATION</b>			
<b>I am applying for a 1 year /3 year Licence (tick box)</b>	<b>1 Year</b>	<input type="checkbox"/>	<b>3 Year</b>
<b>I am making a New / Renewal Drivers Application</b>	<b>NEW</b>	<input type="checkbox"/>	<b>RENEWAL</b>
<b>Application form fully completed + 2 Passport size photographs</b>			
<b>Certificate of Good Character</b> Required if you have lived outside the UK since the age of 18 years old on first application or have lived outside the UK for more than 6 months since your last application.			
<b>Medical Certificate (to book contact Medigold (Tel. 0115 9209901)</b> Existing Licence holders - you have the medical expiry date printed on the back of your badge. New Drivers require a Medical certificate. (see note 2 overleaf)			
<b>Knowledge Test Certificate Fee: £39.50</b> (see note 3 overleaf)			
<b>Driving Test Certificate</b> (to book and pay contact Nottingham City Council on 07908 825548) All new applications require a Driving Test Certificate (see note 4)			
<b>A Driving Licence Report</b> from the DVLA - You can now download your Driving Licence Report online visit <a href="https://www.gov.uk/view-driving-licence">https://www.gov.uk/view-driving-licence</a> . If you wish, we will print this document for you at your appointment. The report must be less than 28 days old at the date of application.			
<b>Application Fee - 1 Year Licence (Non Refundable) £105.00</b> <b>Application Fee - 3 Year Licence £265.00</b> (Please note if you apply for a 3 year licence and only qualify for a 1 year licence you will only receive a refund of £76.00 of the Application Fee) – (see Note 8)			<b>Fee</b>  £105.00 £265.00
<b>DBS Certificate</b> (Certificate must be less than 28 days old at the date of application for New Drivers and Drivers Applying for a 3 year Licence. Drivers Renewing a 1 Year Licence Drivers must have 11 months on the current certificate. - Fee: £44			

## Hackney Carriage/Private Hire Drivers Licence Application – How to Apply

We send renewal reminder letters to our existing drivers. However, it's your responsibility to make sure that we receive your completed application in good time. If your application is received after your current licence expires it will be treated as a new application and you will be required to pay the relevant fee and may need to undertake additional tests and checks. If you move, you must notify us of a change of address in accordance with your licence conditions.

**This is what you must do to make your application. You should do it in the order stated below.**

<b>A</b>	Obtain your Certificate of Good Character (if required)	See note 1 overleaf
<b>B</b>	Arrange your: <ul style="list-style-type: none"> <li>• Medical Examination</li> <li>• Knowledge Test (if required) only needs to be passed once.</li> </ul>	See note 2 and 3 overleaf
<b>C</b>	<b>Driving Test</b> - New Drivers and previous licence holders with Gedling Borough Council whose licence expired more than three years ago will be required to pass the Driving Test.	See note 4 overleaf
<b>D</b>	Complete your application form and the Disclosure and Barring Service (DBS) form (if required) in your pack	See note 6 overleaf regarding DBS checks
<b>E</b>	<p><b>Now book an appointment</b> and bring your forms for checking with Customer Services on 0115 901 3971. Please note you must supply a DVLA report. You are now able to view/print your Driving Licence Report online visit – see <a href="https://www.gov.uk/view-driving-licence">https://www.gov.uk/view-driving-licence</a>. If you wish, we will print this document for you at your appointment. This report must not be less than 28 day old. If your Drivers Licence Report is not available online you will need to complete a D888 form and post this to the DVLA. Please ensure you bring with you all the documentation listed in the right hand column. If information is missing your forms will be returned and a further appointment will be required.</p> <p><b>At the appointment</b> a Customer Services Advisor will check your forms and ID.</p> <p>If you do not require a DBS check, your application will be accepted if complete.</p> <p>If you require a DBS check, all application forms will be returned to you while you await receipt of your DBS certificate. Please see stage F below.</p>	<p>You will need to bring the following to your appointment:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Your completed application form and application fee.</li> <li><input type="checkbox"/> Your driver's licence card – original photo card – no photocopies. N.B. If your Drivers licence does not have your picture you will require your passport for photo identification.</li> <li><input type="checkbox"/> Your National Insurance Number</li> <li><input type="checkbox"/> Two recent passport photographs</li> <li><input type="checkbox"/> A Certificate of Good Character, (if required)</li> <li><input type="checkbox"/> Your Medical Certificate, if required</li> <li><input type="checkbox"/> Your Knowledge Test Certificate, if required</li> </ul> <p>If a DBS check is required, you will also need</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Your completed DBS form and fee</li> <li><input type="checkbox"/> Your passport or birth certificate</li> <li><input type="checkbox"/> A recent utility bill showing your current address</li> </ul>
<b>F</b>	When you receive your DBS certificate, you will need to make a further appointment, by contacting Customer Services on 0115 901 3971, to submit your complete application. The DBS certificate must be less than 28 days old at this appointment. If your application is incomplete it will be returned to you.	See note 7 overleaf

## Guidance Notes for applicants – Please read carefully

1	<p><b>Certificate of Good Character</b></p> <ul style="list-style-type: none"><li>▪ <b>On First Application</b> :- If you have lived overseas or have spent six continuous months or more outside the UK since the age of 18 years you will need to provide evidence of a criminal record check from that country, usually in the format of a Certificate of Good Character or similar.</li><li>▪ <b>On Renewal Application:</b> - If you have spent six continuous months or more outside the UK since your last application. You will need to provide evidence of a criminal record check from that country, usually in the format of a Certificate of Good Character or similar.</li><li>▪ You will need to contact the relevant Embassy in London. Many embassies are familiar with such requests and will help you get your certificate. You can find a list of embassies in London at <a href="http://www.embassyhomepage.com/">http://www.embassyhomepage.com/</a>.</li></ul>
2	<p><b>Medical</b></p> <ul style="list-style-type: none"><li>▪ You are required to have a medical for all <u>new applications</u> and on <u>renewal applications</u> made in the years after your 45th, 50th, 55th, 60th and 65th birthday (or more regularly if recommended by the Doctor). After the age of 65, you will need to have a medical every year.</li><li>▪ The expiry date of your current medical is printed on the back of your driver's badge.</li><li>▪ Please contact Medigold to arrange your appointment on Tel. 0115 9209901. <b>Please do not forget to take the medical questionnaire attached to this form to you medical appointment.</b></li></ul>
3	<p><b>Knowledge Test</b></p> <ul style="list-style-type: none"><li>▪ All new drivers and renewal drivers need to pass a Knowledge Test before another licence will be issued. <u>You are only required to pass the test once.</u></li><li>▪ The test is computer based, the tests is multiple-choice, and take place at the Civic Centre in Arnold. You don't need to know how to use a computer as you will be given instructions on the day of your test.</li><li>▪ If you fail the test you may rebook and take the test up to 3 times, however, if you fail on your 3<sup>rd</sup> attempt you will not be eligible to retake the test for a 3 month period.</li><li>▪ Drivers who have previously held a licence with this Authority and reapply after more than two years after their last licence has expired are required to take and pass the knowledge test again.</li><li>▪ Please telephone to book your test on 0115 901 3971. The test fee is payable at the time of booking.</li><li>▪ If you require support when taking the test please make us aware of this when you book.</li></ul>
4	<p><b>Driving Test</b></p> <p><u>All new applicants are required to pass the Driving Test.</u> All driving tests for Gedling Borough Council applicants are carried out by Nottingham City Council. Please call 07908 825548 between 10am and 2pm to book your driving test. The General Enquiries number for Nottingham City Councils Transport Team is 0115 876 1780 / 0115 876 1852. Payment for test to be made to Nottingham City Council.</p> <p><u>Previous licence holders with Gedling Borough Council</u> whose licence expired more than three years ago will be required to take the driving test again as part of the application. If you hold a <u>current licence</u> with Nottingham City Council you will not require a driving test as part of your application. A copy of your Nottingham City</p>

Council Licence must be provided.  
Applicants who take and fail the test 3 times in succession will not be able to re-take the test during the following 3 month period.

### Driving Licence Report from the DVLA

New and renewal applications require a DVLA Driving Licence Report.

You can now download your Driving Licence Report online at <https://www.gov.uk/view-driving-licence>. The GBC Customer Services Team can print this document for you at your appointment. If you would like your report printed you will need to bring with you:-

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- 1) Your Driving Licence Number
- 2) Your National Insurance Number
- 3) The postcode on your driving licence.

If your Driving Licence Report is not available online you will need to print and complete the D888 form from <https://www.gov.uk/view-driving-licence> and post to:- DVLA – Driver Licence Validation Service, DVRE, DVLA, Swansea SA99 1AJ. **DVLA reports are not accepted if they are more than 28 days old.**

### Disclosure and Barring Service Check (DBS)

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- All new applications need to have a completed DBS form. For information on the disclosure and barring check process, how to fill in a DBS form and the documents you need to submit, please refer to the DBS pages at [www.gov.uk](http://www.gov.uk)
- On renewal applications, when requesting a 1 year Drivers Licence, a new DBS form is needed every three years, and your existing DBS certificate must cover at least 11 months of the period of your next licence. If it doesn't, you will need to make a new DBS application. The expiry date of your current DBS is printed on the back of your driver's badge.
- Applicants requesting a 3 year Drivers Licence must have a DBS certificate which must cover at least 2 years 11 months of the licence period.
- You must declare all convictions, including pending convictions, spent convictions and cautions/reprimands on your application form.
- The disclosure of a criminal record or any other type of offence will not necessarily mean that you cannot have a licence. However, it may mean that your application is referred to the Environment and Licensing Committee who will consider all relevant facts and make a decision as to whether or not to approve your application. Our staff cannot advise you on how the committee will view your application if you have convictions, as every case is decided on its merits.
- Gedling Borough Council has a policy on how it deals with convictions. You can see the policy at [www.gedling.gov.uk](http://www.gedling.gov.uk) (on the Taxi Licensing page) or you can get a copy by calling 0115 901 3971.
- We will send away your DBS form for you, but the Disclosure and Barring Service will return the certificate directly to you, and you will need to make an appointment to bring it in to our offices with the rest of your completed application and the required information from the checklist. Please contact 0115 9013971 to make this appointment.
- You can choose to subscribe and pay an annual fee to the DBS to keep your DBS certificate up to date. This means that when you renew you can provide us with you reference number, giving us permission to see your certificate status online. See [www.gov.uk](http://www.gov.uk) for further details.

## **Submission of Completed Applications**

### ***If a DBS check is not required:***

- The Customer Services Advisor will take your completed application from you at your first appointment.
- If your application is complete and successful, your licence will be issued by post.

### ***If a DBS check is required:***

- Your Application will be checked at your first appointment and the DBS application form sent to the DBS for you. When you have received your DBS certificate and your application is complete you will need to make a further appointment by calling us on 0115 901 3971 to submit your completed application. The DBS certificate must be less than 28 days old. Applications submitted by post will not be accepted.
- Please ensure that you have all the required information before submitting your completed application to us. Incomplete applications will be returned.
- If your application is complete and successful, your licence will be issued by post. If you already hold a licence with Gedling Borough Council we will not issue a new licence until two weeks before the expiry of your current licence.

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## **1 Year & 3 Year Drivers Licences**

**Fees** - If you apply for a 1 year driver's licence and you are unsuccessful your fee is non-refundable.

Applicants applying for a 3 year driver's licence will pay a 3 year licence fee. If, on assessment of your application by the Licensing Team, you do not qualify for the 3 year licence but qualify for a 1 year licence you will be refunded £76.00 of the application fee. If, however, you do not qualify for a 1 year licence either, no fee is refundable.

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**3 Year Licence Holders** - During the 3 year licence period you will be contacted at 12 months and 24 months by letter, to make an appointment with Customer Services on 0115 901 3971. At this appointment you will be required to sign a Declaration, submit a DVLA report, provide 1 item of photographic proof of identity in the form of a Passport, Drivers Licence or Drivers Badge and 1 item of proof with your name and address i.e. a Utility bill.

**Failure to return the Declaration, DVLA report and documentary proofs may result in your licence being suspended or revoked.**



Office Use Only	Initials	Date
DBS Fee paid		
Application Fee paid		
<b>Total Paid</b>		
DBS Ref. No.		
Current badge number		

## Application for a Hackney Carriage/Private Hire Driver's Licence

### Conditions

All licences are subject to the conditions attached to this form. You can get further copies from our website or by calling 0115 901 3971.

### Fraud

Gedling Borough Council is under a duty to protect the public funds it administers and may use the information you have provided on this form, within the council, for the prevention and detection of fraud. We may also share this information with other bodies administering public funds solely for these purposes.

Please read through the form and the notes attached before filling in the form.  
Complete all sections, **using block capitals and black ink.**

### Your Details

<b>Full Name</b>		
<b>Full Address</b>		
<b>Postcode</b>		
<b>Telephone</b> Please give us at least one number as we may need to contact you about your application	<b>Home</b>	
	<b>Mobile</b>	
<b>Date of Birth</b>		
<b>Age</b>		

### Employment Details

<b>Occupation</b>	
<b>Name and Address of Current Employer</b>	

## Convictions

You must give details of all convictions, including overseas convictions, spent convictions and cautions/reprimands. If you have been convicted of any offence you must **circle 'yes'** in the relevant category below and give full details of each conviction. Please use a separate sheet if required. For any category in which you do not have any convictions you must **circle 'no'**.

<b>Offence Type</b>	<b>Date</b>	<b>Description of Offence</b>	<b>Court/ Police Station</b>	<b>Decision of the court/Police Station</b>
<b>Motoring Offences</b>  Yes/No				
<b>Criminal Convictions</b>  Yes/No				
<b>Other Offences</b>  Yes/No				
<b>Cautions/ Reprimands etc</b>  Yes/No				
<b>Pending Prosecutions</b>  Yes/No				



## Your Licensing History

Have you had any previous experience as a Hackney Carriage or Private Hire Driver?

Yes  No  If 'Yes' please provide details

Authority you were licensed with	Dates from and to

Have you ever been refused a licence or had a licence suspended or revoked by any authority before?

Yes  No  If 'Yes' please give details

Authority you were licensed with	Reasons your licence was refused, suspended or revoked	Date

## Your Residence History

Were you born outside the UK and/or have you ever lived outside the UK for a period of six months or more?

Yes  No  If 'Yes' please give details:

If you've lived overseas or have spent six continuous months or more outside the UK since the age of 18, you'll need to provide evidence of a criminal record check from that country, usually in the form of a Certificate of Good Character or similar. You need to contact the relevant Embassy in London. Many embassies are familiar with such requests and will help you get your certificate. You can find a list of embassies in London at <http://www.embassyhomepage.com/>.

Country resided in	Date from (month and year)	Date to (month and year)

## Character Witnesses

Please give the names and addresses of two people who have known you personally for the past three years. These people must **not** be relatives of yours. We may contact these people during the application process.

Name	
Address	
Postcode	
Telephone number	

Name	
Address	
Postcode	
Telephone number	

## Declaration

Has this form been filled in by you?

Yes

No

If 'No', please state in the box below who has filled the form in for you and what relationship they are to you.

Name	Relationship to you

- I declare that all the information given in this application is true and accurate.
- I have read and understood the Hackney Carriage/Private Hire Driver's Conditions.
- If I am granted a licence I understand that if I breach any of the conditions related to my Hackney Carriage/Private Hire Drivers Licence, any of the provisions of the Local Government (Miscellaneous Provisions) Act 1976 or the Town Police Clauses Act 1847 or if I commit any other type offence during the period of my licence it may be suspended or revoked.

Signature of Applicant
Date

If you have any queries regarding your application please contact email [licensing@gedling.gov.uk](mailto:licensing@gedling.gov.uk) or contact us on 0115 901 3971. If you want to view the Council's Policy on convictions please visit [www.gedling.gov.uk](http://www.gedling.gov.uk)

## Hackney Carriage Driver's Licence Conditions

### Definitions

'Authorised Officer' means any officer authorised in writing by the council for the purposes of these conditions, and any statutory requirements relating to taxi licensing.

'The Council' means Gedling Borough Council.

'Proprietor' means the person or persons or body named in the licence as the Proprietor of the Hackney Carriage and includes part Proprietors and in relation to a vehicle subject to a hiring agreement or a hire purchase agreement, means the person in possession of the vehicle under that agreement.

### 1. Assignment of Licence

The Licensee shall not assign or in any way part with the benefit of the Licence. It is personal to the Licensee.

### 2. Deposit of Licence with Hackney Carriage Proprietor

The Licence shall be delivered to and deposited with the Proprietor of the Hackney Carriage or with the Operator, if applicable.

### 3. Drivers Badge

The driver shall;

- A at all times when standing or plying for hire and when hired or when driving the vehicle wear, in a conspicuous position so as to be clearly visible, the drivers badge issued by the Council.
- B return his/her badge to the Council as soon as the Licence ceases to be in force.

### 4. Conduct of Driver

The driver shall;

- A afford all reasonable assistance with passengers luggage.
- B be clean and respectable in his/her dress and person and behave in a civil and orderly manner.
- C take all reasonable steps to ensure the safety of passengers conveyed in, entering or alighting from the vehicle driven by him/her.
- D not, without the express consent of the hirer, drink or eat in the vehicle whilst it is being hired.

- E at no time cause or permit the noise emitted by any device in the vehicle which he/she is driving, to be a source of nuisance or annoyance to any person whether inside or outside the vehicle.

## **5. Prompt Attendance**

The driver of a Hackney Carriage who has agreed, or has been hired to be in attendance with the Hackney Carriage at an appointed time and place shall, unless delayed or prevented by some reasonable cause, punctually attend.

## **6. Destination**

The driver of a Hackney Carriage when hired to a particular destination shall not, without reasonable cause, unnecessarily prolong in distance, or in time, the journey for which the Hackney Carriage has been hired.

## **7. Passengers**

A the driver shall not convey or permit to be conveyed in a Hackney Carriage, a greater number of persons than that prescribed in the Licence for the vehicle.

B The driver shall not allow more than one passenger to be conveyed in front of the Hackney Carriage.

C The driver shall not, without the consent of the hirer of the Hackney Carriage, convey or permit to be conveyed any other person in the vehicle.

D The driver may, at his/her discretion, convey animals or pets, provided that the driver shall not refuse to convey assistance dogs.

## **8. Statement of Fares**

The driver of a Hackney Carriage shall ensure that a statement of fares or rates of fares currently in force in the district shall be displayed at all times and shall not be concealed or rendered illegible at any time while the Hackney Carriage is plying, or being used, for hire.

## **9. Taxi Meters**

The driver of a Hackney Carriage shall;

A if the taxi meter is fitted with a flag or other device bearing the words "FOR HIRE"

(i) when standing or plying for hire keep such flag or other device locked in the position in which the words are horizontal and legible.

(ii) as soon as the Hackney Carriage is hired by distance, and before commencing the journey, bring the machinery of the taxi meter into action by moving the flag or other device so that the words are not conveniently legible and keep the machinery of the taxi meter in action until the termination of the hiring.

B if the taxi meter is not fitted with a flag or other device bearing the words "for hire"

- (i) when standing or plying for hire keep the taxi meter locked in the position in which no fare is recorded on the face of the taxi meter and operate a sign which shall bear the words "FOR HIRE" in plain letters at least 1½" in height and be capable of being operated so that it indicates clearly and conveniently to persons outside the Hackney Carriage whether or not the Carriage is for hire.
  - (ii) as soon as the Carriage is hired whether by distance or by time, operate the said sign so that the words "FOR HIRE" or not conveniently legible by persons outside the Carriage.
  - (iii) as soon as the Carriage is hired by distance, and before commencing the journey, bring the machinery of the taxi meter into action by moving the key or other device fitted for the purpose so that the word, "HIRED" is legible on the face of the taxi meter and keep the machinery of the taxi meter in action until the termination of the hiring.
- C the driver of a Hackney Carriage shall not tamper with or permit any person other than an authorised officer to tamper with any taxi meter, fittings or seals provided in the Hackney Carriage, provided that any necessary repairs may be carried out subject to prior notification to the Council.
  - D vehicles must be presented for inspection by the Council as soon as is reasonably practicable following any adjustments or repairs to the taxi meter.
  - E the driver shall ensure that when the vehicle is not undertaking a hire journey, no fare is recorded on the face of the meter.
  - F on commencement of a journey the driver shall bring the meter into action and keep the meter in action until the termination of the hiring.
  - G the driver shall cause the meter to be properly illuminated throughout any part of the hiring which is during the hours of darkness and at any other time if requested to do so by the hirer of the Hackney Carriage.
  - H the meter switch must be independent of the roof sign illumination switch.
  - I the driver must not charge a fare higher than that displayed on the meter at the termination of the journey.

## 10. Proceeding to Ranks

The driver of a Hackney Carriage shall, when plying for hire in any street and not actually hired;

- A proceed with reasonable speed to one of the stands appointed by the Council.
- B if a stand, at the time of his arrival, is occupied by the full number of Hackney Carriages authorised to occupy it, proceed to another stand.
- C on arriving at a stand not already occupied by the full number of hackney carriages authorised to occupy it, park the carriage immediately behind the carriages already on the stand so as to face the same direction.

D from time to time when any other hackney carriage immediately in front is driven off or moved forward cause his carriage to be moved forward so as to fill the place previously occupied by the hackney carriage driven off or moved forward.

**11. Licences issued for a three year period**

The licence holder will sign and submit a declaration to the Council, at the end of each 12 month period, and undergo a DVLA check. If this condition is not complied with the licence holder will be brought before the Environment and Licensing Committee.

**12. Lost Property**

Any property left in a Hackney Carriage shall, within twenty four hours, be taken by the driver, to the nearest police station.

**13. Change of Address**

The driver shall give notice to the Council of any change of his/her address, during the period of the licence, within seven days of such change taking place.

**14. Convictions, Motoring Offences and Charges Pending**

The driver shall, within seven days, disclose to the Council, in writing, details of any convictions, motoring offences or any charges pending incurred by him/her during the period of the Licence.

**15. Accidents**

The Proprietor shall within seventy two hours of any accident involving the vehicle, report in writing such occurrence to the Council.

**PENALTIES**

The Local Government (Miscellaneous Provisions) Act 1976 provides that any person who acts in contravention of the provisions of Part II of the Act, shall be guilty of an offence and may be liable on summary conviction to a fine not exceeding £1,000 where no other specific penalty is expressed. In addition, such action may lead to the suspension or revocation of an existing Licence or the non-renewal of such a Licence.

Your attention is drawn to the various provisions contained in the 1976 Act which you are advised to obtain and read carefully.

N.B. These conditions are additional to the statutory requirements relating to Hackney Carriages contained in the Town Police Clauses Act 1847 (and any byelaws made thereunder) and the Local Government (Miscellaneous Provisions) Act 1976.

## Private Hire Driver's Licence Conditions

### Definitions

"Authorised Officer" means any Officer authorised in writing by the Council for the purposes of these conditions.

"The Council" means Gedling Borough Council.

"Proprietor" means the person or persons or body named in the licence as the Proprietor of the Private Hire Vehicle and includes part Proprietors and in relation to a vehicle subject to a hiring agreement or a hire purchase agreement, means the person in possession of the vehicle under that agreement.

"Private Hire Vehicle" or "Vehicle" means the private hire vehicle licensed by the Council under the Local Government (Miscellaneous Provisions) Act 1976.

"The Operator" means a person holding a Licence to operate Private Hire Vehicles issued pursuant to Section 55 of the Local Government (Miscellaneous Provisions) Act 1976.

"1976 Act" means the Local Government (Miscellaneous Provisions) Act 1976.

### 1. Assignment of Licence

The Licensee shall not assign or in any way part with the benefit of the Licence. It is personal to the Licensee.

### 2. Deposit of Licence with Hackney Carriage Proprietor

The Licence shall be delivered to and deposited with the Proprietor of the Private Hire Vehicle or with the Operator, if applicable.

### 3. Drivers Badge

The driver shall;

A at all times when hired or when driving the vehicle wear, in a conspicuous position so as to be clearly visible, the drivers badge issued by the Council.

B Return his/her badge to the Council as soon as the Licence ceases to be in force.

### 4. Conduct of Driver

The driver shall;

A afford all reasonable assistance with passengers' luggage.

B be clean and respectable in his/her dress and person and behave in a civil and orderly manner.

- C take all reasonable steps to ensure the safety of passengers conveyed in, entering or alighting from the vehicle driven by him/her.
- D not, without the express consent of the hirer, drink or eat in the vehicle whilst it is being hired.
- E at no time cause or permit the noise emitted by any device in the vehicle which he/she is driving, to be a source of nuisance or annoyance to any person whether inside or outside the vehicle.

## **5. Prompt Attendance**

The driver of a Private Hire vehicle who has agreed, or has been hired to be in attendance with the vehicle at an appointed time and place shall, unless delayed or prevented by some reasonable cause, punctually attend.

## **6. Destination**

The driver of a Private Hire vehicle when hired to a particular destination shall not, without reasonable cause, unnecessarily prolong in distance, or in time, the journey for which the vehicle has been hired.

## **7. Passengers**

- A The driver shall not convey or permit to be conveyed in a Private Hire vehicle a greater number of persons than that prescribed in the Licence the vehicle.
- B The driver shall not allow more than one passenger to be conveyed in the front seat of the Private Hire vehicle, unless more than one seat is provided for passengers.
- C The driver shall not, without the consent of the hirer of the Private Hire vehicle convey or permit to be conveyed any other person in the vehicle.
- D The driver may, at his/her discretion, convey animals or pets, provided that the driver shall not refuse to convey guide dogs for the blind.

## **8. Licences issued for a three year period**

The licence holder will sign and submit a declaration to the Council, at the end of each 12 month period, and undergo a DVLA check. If this condition is not complied with the licence holder will be brought before the Environment and Licensing Committee.

## **9. Lost Property**

Any property left in a Private Hire Vehicle shall, within twenty four hours, be taken by the driver, to the nearest police station.

## **10. Change of Address**

The driver shall give notice to the Council of any change of his/her address, during the period of the licence, within seven days of such change taking place.



## **11. Accidents**

The Proprietor shall within seventy two hours of any accident involving the vehicle, report in writing such occurrence to the Council.

## **12. Convictions, Motoring Offences and Charges Pending**

The driver shall, within seven days, disclose to the Council, in writing, details of any convictions, motoring offences or any charges pending incurred by him/her during the period of the Licence.

### PENALTIES

The Local Government (Miscellaneous Provisions) Act 1976 provides that any person who acts in contravention of the provisions of Part II of the Act, shall be guilty of an offence and may be liable on summary conviction to a fine not exceeding £1,000 where no other specific penalty is expressed. In addition, such action may lead to the suspension or revocation of an existing Licence or the non-renewal of such a Licence.

Your attention is drawn to the various provisions contained in the 1976 Act which you are advised to obtain and read carefully.

N.B. These conditions are additional to the statutory requirements relating to Hackney Carriages contained in the Town Police Clauses Act 1847 (and any byelaws made thereunder) and the Local Government (Miscellaneous Provisions) Act 1976.



## **MEDICAL GUIDANCE FOR APPLICANTS FOR A HACKNEY CARRIAGE/ PRIVATE HIRE DRIVER'S LICENCE**

### Medical Examination Appointments

All new applicants are required to have a medical. For a renewal application, you are only required to have a medical if the application is made after your 45<sup>th</sup>, 50<sup>th</sup>, 55<sup>th</sup>, 60<sup>th</sup> & 65<sup>th</sup> birthday and every year thereafter.

You are required to contact:

**Medigold Health Consultancy Ltd**  
**Church House,**  
**Bestwood Park Church Beckhampton Road,**  
**Bestwood Park, Nottingham, NG5 5NG**  
**Tel: 0115 9209901**

to make an appointment for your medical examination. This is to ensure that the appointment time is convenient to you.

You are required to pay for your medical examination when you arrive at the medical centre. Medigold would prefer a cheque but will accept cash. They are unable to accept **card payments**.

Medigold will do all they can to be helpful and flexible with appointments. However cancellations at short notice will incur a charge to you. If you need to cancel or rearrange an appointment, please let them know as soon as possible by telephone on 0115 9209901. Cancellations made less than 24 hours before the appointment time, or "no shows" to a previously arranged appointment will incur a fee This will be applied to your next appointment in addition to the current fee for the examination itself.

**Please complete BOTH of the enclosed medical forms.**

**You are required to provide photo ID i.e. Driver's licence photocard or passport.**

**Applicants who wear glasses are required to bring their glasses and the latest (within 12 months) optician's prescription to the appointment.**

All applicants are advised that they should be prepared to provide a urine sample at the time of the examination; you are not required to take one with you.

**Please note that only medical certificates from Medigold Health Consultancy Ltd will be accepted by the Council. No application will be processed without such a certificate where a medical is required.**

The Department of Transport 'Taxi and Private Hire Vehicle Licensing: Best Practice Guidance' recommends that the DVLA Group 2 Medical Standards of fitness to drive are applied to applicants for Hackney Carriage/Private Hire Driver's Licences. The Medigold doctor will confirm to the Authority whether an applicant meets this standard.

This Medical Guidance is provided for anyone who considers they may have difficulty in meeting the required standard and who may wish to seek advice from their GP or the DVLA before requesting a medical appointment. The list of medical problems is not exhaustive but covers those which commonly may lead to refusal.

In addition if there is any doubt about meeting the visual standards it may be helpful to have an eye test with an optician before attending the medical examination appointment.

### **Epileptic Attack**

Applicants must have been free of epileptic seizures for at least the last 10 years and have not taken anti-epileptic medication during this period.

### **Diabetes**

Applicants who are insulin treated diabetics will have to demonstrate satisfactory control of their condition as specified in DVLA guidance. This will require hospital supervision and regular monitoring. The Council's medical advisor will deal with this during the examination.

### **Eye Sight**

In addition to meeting the private licence requirements and ability to read a vehicle number plate, a visual acuity of at least 6/9 in the better eye and 6/12 in the worse eye (with or without glasses or contact lenses) together with a normal binocular field of vision is required.

### **Other Medical Conditions**

Applicants who have had **heart problems or disturbance of cardiac rhythm** or who have **persistent high blood pressure** may not meet the required medical standards.

Applicants who have had **recent severe head injury or major brain surgery** may not meet the required standards.

Any condition, for example Parkinson's disease, Multiple Sclerosis or other 'Chronic' Neurological Disorder which is **likely to affect limb power and/or co-ordination** may not be accepted.

Please answer each of these questions by circling YES or NO.

<b>1 Medication</b>		
Do you receive any prescribed medication? <i>If YES, please bring details of your medication to the consultation</i>	YES	NO
<b>2 Hospital Treatment</b>		
Have you been treated in hospital in the last five years? <i>If YES, please bring details of your treatment to the consultation</i>	YES	NO
<b>3 Visual Problems</b>		
Do you wear spectacles or contact lenses for driving?	YES	NO
Do you have any other visual disorder? (such as glaucoma)	YES	NO
<b>4 Diseases of the brain and nervous system</b>		
Have you ever suffered from or been treated for the following condition(s)?		
Stroke or TIA (Transient ischemic attack)	YES	NO
A serious head injury	YES	NO
Brain surgery	YES	NO
Epilepsy	YES	NO
Parkinson's disease	YES	NO
Multiple sclerosis	YES	NO
<b>5 Diseases of the heart and circulation</b>		
Have you ever suffered from or been treated for the following condition(s)?		
High blood pressure	YES	NO
Angina (chest pain when exercising)	YES	NO
Myocardial infarction (a heart attack)	YES	NO
Palpitations	YES	NO
Peripheral vascular disease (poor circulation)	YES	NO
Congenital heart disease (for example, a hole in the heart)	YES	NO
<b>6 Sleep and breathing disorders</b>		
Do you suffer with obstructive sleep apnoea?	YES	NO
<b>7 Mobility</b>		
Do you have any problems with arthritis, neck or back pain?	YES	NO
<b>8 Disability</b>		
Are you registered as being disabled?	YES	NO
<b>9 Psychiatric illnesses and dependency</b>		
Have you ever received medical attention or treatment for a psychiatric illness?	YES	NO

Have you ever been dependent upon alcohol or drugs?	<b>YES</b>	<b>NO</b>
<b>10 Diabetes Mellitus (“Sugar Diabetes”)</b>		
Do you have diabetes? If so, is it treated with:	<b>YES</b>	<b>NO</b>
Diet alone <input type="checkbox"/>		
Diet and tablets <input type="checkbox"/>		
Insulin injections <input type="checkbox"/>		
<b>11 Hearing</b>		
Do you have any impairment of hearing? (for example, do you wear a hearing aid?)	<b>YES</b>	<b>NO</b>
<b>12 DVLA</b>		
Have you ever needed to report a health concern to the DVLA?	<b>YES</b>	<b>NO</b>
Has the DVLA ever placed restrictions on your licence due to problems with your health?	<b>YES</b>	<b>NO</b>

***Declaration and consent:***

I confirm that the information I have provided is accurate, and that I have not withheld any material details relating to my health.

I understand that knowingly providing false information may render me liable to proceedings.

I authorise the doctor completing this report to provide an opinion to the Licensing Authority of my health in relation to the standards required to hold a taxi licence.

I authorise the doctor to retain and store this information in a manner consistent with the Data Protection Act.

Signed: .....

Dated: .....



Local Government (Miscellaneous Provisions) Act 1976

**Medical Report for a Hackney Carriage/Private Hire Vehicle Driver's Licence**

**A. THE APPLICANT**

<b>TITLE</b>	<b>Mr/Mrs/Miss/Ms</b>
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<b>DATE OF BIRTH</b>
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<b>SURNAME</b>
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<b>FORENAME(S)</b>
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<b>ADDRESS</b> (Including postcode)
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<b>OCCUPATION</b>
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**SIGNATURE OF APPLICANT:** \_\_\_\_\_  
(To be signed in the presence of the Occupational Health Physician)

**NAME AND ADDRESS OF DOCTOR (OR GROUP PRACTICE) THAT YOU HAVE BEEN REGISTERED WITH OVER THE LAST 12 MONTHS**

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**B. TO BE COMPLETED BY THE OCCUPATIONAL HEALTH PHYSICIAN ONLY:**

I certify that I have this day examined the applicant, who has signed this form in my presence and who in my opinion **MEETS / DOES NOT MEET** the medical requirements of fitness specified for Group 2 licences by the DVLA.

**Signature:**..... **Date:**  
.....  
Occupational Health Physician

Recommended Date of Next Examination.