



Appendix D

Application Procedures

1 Application Procedures -Vehicles

- 1.1 Vehicle proprietors shall deal directly with Authority approved vehicle testing stations to make arrangements to have vehicles examined and tested. The vehicle testing stations shall submit compliance certificates to the Authority electronically.
- 1.2 Prior to submitting the vehicle for examination, proprietors shall ensure that the vehicle is in good condition, i.e. mechanically sound, bodywork satisfactory and the engine and full chassis steam cleaned.
- 1.3 In respect of renewal applications vehicles should not be examined more than one month before its licence is due to expire. However, it is advised to arrange the examination and test at least 14 days prior to the licence expiry date in case the vehicle examination identifies the need for repair work and re-testing which can then undertaken prior to the expiry of the licence.
- 1.4 Vehicle proprietors shall be subject to a re-charge fee by the vehicle testing station in respect of vehicles that fail more than five items on the vehicle test and require a second examination and test. The full examination and test fee shall be charged to proprietors who fail to attend appointments for vehicle examination and tests without notifying the vehicle testing station.
- 1.5 Vehicle licence application forms can be obtained from the Authority's website. Vehicle proprietors will receive an application form to renew current vehicle licences one month prior to their expiry date.
- 1.6 Completed application forms shall be sent to the Authority together with a copy of the relevant vehicle insurance certificate. The application fee must be paid using the Authority Payment Line or the Internet.
- 1.7 Applications will be deemed invalid if all the supporting documents and payments are not received within fourteen days of the application being received.





2 Application Procedures -Drivers

- 2.1 Applications for hackney carriage or private hire drivers' licences may be made at any time of the year by appointment. Applicants shall have held a full driving licence issued in the UK, the European Community (EC) or one of the other countries in the European Economic Area (EEA) for at least 12 months. In addition any applicants who hold a EC/EEA driving licence shall also have a GB counterpart document.
- 2.2 An EC or EEA driver's licence will only be acceptable for a period of 3 years since the date of the applicant obtaining residency in the UK. Where a licence is over 2 years old applicants will need to apply for a full driving licence issued in the UK.
- 2.3 Appointments are held at the Town Hall, Lancaster Road, Preston with a Customer Service Advisor who will assist with the completion of the application form and the form the form which allows the Authority or its agent to access DVLA records. Your criminal record check will either be accessed online if you have subscribed to this service or on application completed for submission for the DBS. A fee will be required and payment can only be made with a debit/credit card or postal order.
- 2.4 Applicants must pass a Communications Test which aims to identify understanding of the English language and basic mathematics, and a Local Knowledge Test which aims to identify knowledge of locations of places of interest and routes.
- 2.5 Applicants will be required to complete an application form for an Enhanced Disclosure Certificate from the Disclosure & Barring Service on first application and every 3 years thereafter. Two forms of personal identification are required (passport, driving licence, birth certificate or marriage certificate) as well as a utility bill showing the applicants current address. Applicants will also need to provide their national insurance number.
- 2.6 If new applicants are confident that their criminal record check will be satisfactory then they can proceed to arrange appointments to obtain a completed medical certificate from a General Practitioner; to undertake the Authority communications and local knowledge test; and to undertake a course to obtain the BTEC Level 2 Certificate Introduction to the Role of the Professional Taxi and Private Hire Driver (QCF) from a training provider. Otherwise, as the above actions will incur costs, applicants may prefer to wait for clearance from the Authority before proceeding with the application.
- 2.7 Applicants shall provide a completed medical examination form supplied by the Authority and completed by a general practitioner on first application and every 3 years thereafter until aged 70 years when annual examinations are required. The medical practice is likely to make a charge for this service.
- 2.8 Applications for the grant of driver licences will remain valid for 6 months from the date they were signed by the applicant.
- 2.9 If satisfied, from the information provided, that the applicant is a fit and proper person to hold a licence, the applicant will be granted a 12 month licence. If the Authority is not satisfied, on the information before it, that the applicant should be granted a licence, the matter may be referred to the Taxi and Miscellaneous Sub-Committee for a hearing. Procedures for such an occurrence are outlined in **Appendix O**.
- 2.10 Following the grant of a licence two driver badges will also be issued which shall remain the property of the Authority and must be surrendered if the licence is suspended or revoked by the Authority. One badge shall be displayed on the driver's person at all times they are acting as a licensed driver and the other shall be displayed in the vehicle.