

**THE INFORMATION IN THIS PACK IS IMPORTANT – PLEASE MAKE SURE YOU READ IT ALL BEFORE MAKING AN APPLICATION.**

Dear Sir/Madam

1 February 2012

**Town Police Clauses Act 1847 (as amended)  
Local Government (Miscellaneous Provisions) Act 1976  
Licensing of Hackney Carriage and Private Hire Vehicle Drivers**

**Information for on-line applicants:**

Please read this guidance before completing the application forms for a Combined Hackney Carriage & Private Hire Vehicle Driver's Licence. The fee for a driver's licence is currently £214.00, which is payable at the time of your application interview. This includes the Criminal Records Bureau fee of £44, the DVLA enquiry fee of £5.00 and cost of the driver's identity cards and one knowledge test. **The council has no facility to accept cash payments. Payment must be by cheque or credit/debit card only.**

Once your on-line application has been received, you will be contacted by the Licensing Office to arrange an interview appointment. CRB, DVLA and Medical Report Forms will be sent to you.

When attending for interview, you must produce:

- A passport photograph in colour (if not already sent electronically with your on-line application)
- Your completed CRB and DVLA forms.
- Your current DVLA driving licence (showing the address where you live)
- Your birth certificate or valid passport
- A minimum of one additional form of Identity Document – please refer to the CRB Guidance Notes

Failure to provide sufficient ID will result in your application not being accepted.

**You should read the Council's Pre-Licensing Conditions, Licensing Conditions and Byelaws before you make your application. If you think that you may not meet the Council's Pre-Licensing Conditions, please discuss this with the Licensing Office before applying.**

**Medical Report Form**

The Council requires licensed drivers to reach the same medical standard as other occupational drivers, such as bus and HGV drivers (Group 2). You are therefore required to be medically examined. You will need to arrange for the medical examination to be carried out by the GP with whom you are registered, or at the shared practice where the examiner has access to your patient records. There may be a fee for this service which you will need to pay direct to the practice.

**If, in addition to the medical examination, the Carriage Officer needs to refer your case to the Occupational Health service for further reports or medical tests, you will be expected to pay these costs.**

You need not have the medical until all other enquiries are complete but you should be aware that if there are any queries about your medical fitness this could delay the processing of your application.

**Brentwood Borough Council**, Town Hall, Ingrave Road, Brentwood, Essex CM15 8AY

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[New on-line CLD Application cover letter 1 Feb 2012 (2)]

In the event of your application being refused, the fee you pay for the medical assessment is not refundable. When the medical assessment has been completed, you will be given the medical report form to bring/send to the Licensing Team at the Town Hall. Please mark the envelope "Confidential – FAO Licensing Officer".

Please note that the usual period between applications and sitting the knowledge test is four to five weeks and you will be sent a letter confirming the appointment made for you. If you are unable to attend, you must telephone the Licensing Office prior to the appointment to cancel and reschedule the appointment. Failure to do so will result in a retest fee of £35 being charged.

Applicants are normally expected to sit and pass the knowledge test within four months of submitting the application. This is because the enquiries carried out by the Council have a limited validity and where an application takes a long time, they may have to be repeated. Where an applicant has not passed the knowledge test after four months, the Licensing Officer will normally contact the applicant to discuss the options which are available. These are:

- If you are ready to take and pass the test, an appointment can be arranged.
- If you are not yet ready to take the test but are learning the routes, the application can be held open for an agreed period but you may be asked to complete and pay for a fresh CRB disclosure. A fresh CRB disclosure is required after three months.
- If you do not want to continue with your application, you can withdraw the application and the fees paid (less the cost of enquiries and tests) will be refunded to you. This does not prevent you submitting a new application at a future date.
- Your application can be placed before the Council's Licensing/Appeals Sub-Committee for determination.

Please note that enquiries in respect of your driver records to DVLA and the disclosure check with the Criminal Records Bureau place the matter in the hands of other Agencies and the Council has no control over the response period. **Therefore, if currently in work, you are strongly advised not to leave that employment until the issue of a licence by this Council has been confirmed.**

Yours faithfully

*A Culverwell*

### **Head of Environmental Health & Licensing**

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