

## Appendix D

### Documents required for submission of a new Private Hire Driver or Hackney Carriage Drivers Licence application

- A Basic Skills and Knowledge and Policy Test Certificate showing your successful completion within the six-month period preceding the application certificate for the mandatory training showing your successful completion within the six-month period preceding the application ;
- A practical taxi driving test certificate showing your successful completion within the 12 month period preceding the application;
- A valid passport and proof of entitlement to work in the UK;
- An overseas criminal history checks where applicable which must have been obtained within the 6 month period preceding the application;
- One photograph of the applicant which complies with the Council's requirements;
- An enhanced DBS disclosure not more than one calendar month old or original DBS with update service ID number if the 'application is By Rossendale Council or approved agent
- With effect from 20 February 2017 evidence of sign up to the DBS online update system
- A satisfactory Group 2 medical assessment not more than 6 months old;
- A valid full EU, UK or other exchangeable driving licence which must have been held for a minimum period of one year;
- A fully completed application form
- A properly completed, legible driver mandate form; and
- The correct fee.
- At a date to be determined by the procurement process but no earlier than 1 March 2017 applicants will need to provide certification of proof of successful completion of the driver knowledge/ disability awareness and safeguarding training/ assessment

All documents provided shall meet the requirements as set out in this policy. Any application not accompanied by the appropriate documentation shall be rejected as invalid and returned to the applicant together with the fee.

The application will remain rejected and will not be considered for licensing until such time as a full and complete resubmission made.

*"Rossendale will have strong communities with an enhanced environment and heritage. It will be an attractive place to live where tourists visit and employers invest."*

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