

## Appendix E

### Documents required for the submission of a renewal of a Private Hire Driver or Hackney Carriage Drivers licence

- A valid full EU, UK or other exchangeable driver's licence which show the correct name and address of the applicant;
- For renewals that take effect from 1 June 2017 A Basic Skills and Knowledge and Policy Test Certificate showing your successful completion for the mandatory training.
- A Group 2 standard medical report, if required;
- One photograph of the applicant ;
- A properly completed, legible driver mandate form; and
- An enhanced DBS disclosure which is not more than one calendar month old or original DBS with update service ID number if the 'position applied for' is 'other workforce taxi driver'.
- With effect from 20 February 2017 evidence of sign up to the DBS online update system
- The correct fee
- At a date to be determined by the procurement process and a decision of the licensing committee at its meeting on 7 February 2017 applicants will need to provide certification of proof of successful completion of the driver knowledge/ disability awareness and safeguarding raining/ 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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