

For Private Hire Driver Licence and Hackney Carriage Driver Licences that become due for renewal from 1 October 2015 an application to renew a Private Hire Driver Licence or a Hackney Carriage Driver Licence must include the following:

An enhanced Disclosure and Barring Service Certificate that has been issued no more than 28 days prior to the renewal date.

A completed Medical Report in accordance with the Council's Policy for Medicals to be presented within 28 days of the renewal period.

A code from the Driver and Vehicle Licensing Agency that will allow the office to access the individual's driving record before processing the renewal application.

For the avoidance of doubt an application will not be considered unless the above requirements are met on or before the renewal date. The granting of the renewal application will be subject to whether the details provided through the above documentation satisfy the requirements for the licensing of Hackney Carriage and Private Hire Drivers.