

WHO NEEDS A JOINT DRIVER LICENCE?

- Anyone who drives a Hackney Carriage or Private Hire Vehicle licensed by the authority, regardless of whether they transport fare paying passengers i.e. should include spouses and children who drive a licensed vehicle for personal use only. A licensed vehicle is always a licensed vehicle, even when being used privately

You cannot drive a licensed Hackney carriage or Private Hire Vehicle without first having been granted a joint driver licence issued by the same authority.

APPLICANTS

- Must have held a full valid driving licence for a minimum of 12 months
- Must have passed the Council's test for new drivers. This is part of the 'fit and proper' test and will ensure that applicants are familiar with taxi law and the authority's licence conditions, in addition it will ensure that applicants are familiar with the location of towns /villages and destinations within the part of Powys where the application is being made.
- Must be determined to be 'fit and proper' to drive passengers. The authority can only determine if an applicant is fit and proper on receipt of all of the application documentation and the DVLA and DBS (Disclosure and Barring Service) checks, these usually take around 2 weeks, but could take longer. Where convictions are revealed the authority's policy on convictions is considered and may require that officers refer the application to a Licensing Review Panel for determination. The panel will comprise of 3 elected members from the Licensing Committee and will be convened as soon as their availability allows. The authority will endeavour to hold the hearing with the minimum of delay. The applicant will receive written notification of a hearing and is invited to attend to make representations and present references in support of their application.
- Must be entitled to work in the UK.

DOCUMENTATION

The following documentation will be required:

- Completed and signed application form not omitting any convictions, cautions or pending cases.
- A satisfactory Group 2 medical completed by a GP. There is an exemption for drivers who hold a current valid PCV or LGV category on their driver licence, these drivers have already demonstrated Group 2 standard.
- For Renewals: Group 2 medicals are required on a 5 yearly basis from the age of 45 or on an annual basis from the age of 65. For drivers who have held a continuous driver licence issued by the authority since July 2008 the Group 1 standard applies instead.
- A completed DVLA mandate that enables the authority to make checks with the DVLA regarding the applicant's driving licence (data subject enquiry). In addition the applicant may log onto <https://www.gov.uk/view-driving-licence> and opt to share their licence details – the code generated to be presented to the authority to make the on-line check
- The necessary identification documents to enable the authority to conduct an enhanced disclosure or update on line during the appointment e.g. 3 of
 - ✓ driving licence (with current address),
 - ✓ P45 or P60 less than 12 months old,
 - ✓ current passport (if you have one),
 - ✓ proof of address i.e. bank statement or utility bill (less than 3 months old)
- 2 recent passport photographs produced on suitable photographic paper of the applicant

- The application fee.
- Document(s) to prove right to remain and work in the UK. For UK citizens simply present your UK passport or Birth Certificate. Non UK citizens refer to Annex A

PAYMENT

Payment can be made at the council offices or over the telephone by credit/debit card only.

Please note that the fee is non-refundable

PROCESSING

- Before submitting an application **make an appointment with an officer** to sit the driver test. The driver must pay in advance a non-refundable test fee. An application cannot be progressed until the applicant has passed the test. If an applicant fails the test then they may re-sit the test once more during the calendar year.
- When ready to progress to the application stage arrange to submit the completed application form / medical form (where necessary) / DVLA mandate and commence the DBS application presenting sufficient identification documents.
- On receipt of an application and fee the licensing authority will check the details on all of the submitted documents.
- The officer will start to process the DBS application/update on line with you during the appointment. **Not presenting sufficient ID documents will only delay the processing of the application.** A DBS enhanced disclosure certificate that has been issued within the last 3 months following a check made by another organisation may be accepted. Please present any such certificate to a licensing officer who can determine if it meets the required standard. Certificates more than 3 months old will not be accepted and a fresh disclosure will be required
- An officer will verify the details on the DVLA form and process it with the DVLA (and annually for the duration of the licence)
- On notification that the DBS and DVLA processes have been completed and the authority is satisfied that the applicant meets Group 2 medical standard an officer will either grant the licence without delay or refer the licence to a Licensing Review Panel after considering the content of the applicant's DBS disclosure and the authority's convictions policy (**Please note that the authority does not receive a copy of your disclosure certificate, if we receive notification that a certificate has been issued and there are convictions or cautions listed on it then the applicant will be asked to present the certificate to a licensing officer**)
- When a licence is issued the applicant will receive a paper licence usually valid for 3 years, a driver badge containing a unique licence number, photograph of the driver and licence expiry date plus a copy of the authority's driver conditions that the driver must comply with. **Drivers are required to carry their driver badges when acting in the capacity as a licensed Hackney Carriage or Private Hire vehicle driver**
- If you change address during the term of your licence then please notify the authority in order that your renewal forms are sent to the correct address
- In accordance with the conditions of your driver licence a further medical may be requested during the term of your licence. The authority will request this from you in writing and failure to comply will be a breach.

RENEWAL

- The licence will usually be due for renewal 3 years from the date of grant. The authority will endeavour to send out renewal forms in advance of the licence expiry date; however drivers should not rely on receiving forms automatically and contact an officer for renewal forms in advance of their licence expiring should they not receive them in good time. Drivers must also notify the authority of any change in address.
- DVLA checks are conducted annually (but do not require any action on behalf of the driver)
- DBS checks are conducted on renewal of the licence (usually every 3 years)
- Please note that renewed licences are not issued until all the DBS and DVLA checks are completed, provided there are no new offences to consider and no adverse medical conditions have come to light. **Applicants should therefore aim to submit renewal applications 28 days in advance of their licence expiring to allow for the checks to be completed and avoid being unlicensed after the current licence expires Driving a HC or PHV whilst unlicensed is an offence.**
- A renewal application received late will be treated as new application and the applicant will be subject to a driver test in the first instance, the driver will not be licensed to drive any licensed Hackney Carriage or Private Hire Vehicle any checks to come back before being considered for a new licence.
- A Licence Review Panel will not need to reconsider the same convictions provided that there are no new offences.

OFFENCES

Includes motoring offences, cautions, anything pending or charges made against a licensed driver

- You must notify the authority of any offences committed, charges brought against you, arrests etc. since your licence was granted.
- If necessary the licence will be considered by a Licensing Review Panel who can suspend or revoke a licence if they consider the licence holder to be no longer a fit and proper person.
- In exceptional circumstances, where considered in the public interest, an officer of the authority can suspend a driver licence with immediate effect without first referring the application to a Licensing Review Panel.

FURTHER INFORMATION

Council Offices Neuadd Brycheiniog Cambrian Way Brecon Powys LD3 7HR	Council Offices Y Gwalia Ithon Road Llandrindod Wells Powys LD1 6AA	Council Offices Neuadd Maldwyn Severn Road Welshpool Powys SY21 7AS
licensingbandr@powys.gov.uk		licensingmont@powys.gov.uk
Contact: 0845 602 7037 and ask to speak to an Officer		

ANNEX A

Lists of acceptable documents for right to a licence checks

List A: No restrictions on right to work in the UK.	
1.	A passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.
2.	A passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
3.	A Registration Certificate or Document Certifying Permanent Residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
4.	A Permanent Residence Card issued by the Home Office to the family member of a national a European Economic Area country or Switzerland.
5.	A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
6.	A current passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
7.	A current Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
8.	A full birth or adoption certificate issued in the UK which includes the name(s) of at least one of the holder's parents or adoptive parents, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
9.	A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
10.	A certificate of registration or naturalisation as a British citizen, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

List B: Restrictions on right to work in the UK..

1.	A current passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question.
2.	A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to do the work in question.
3.	<p>A current Residence Card (including an Accession Residence Card or a Derivative Residence Card) issued by the Home Office to a non-European Economic Area national who is a family member of a national of a European Economic Area country or Switzerland or who has a derivative right of residence.</p> <p>This guidance [link to page 16] provides further information on checking a non-European Economic Area national family member's right to a licence.</p>
4.	A current Immigration Status Document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK, and is allowed to do the type of work in question, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
1.	A Certificate of Application issued by the Home Office under regulation 17(3) or 18A (2) of the Immigration (European Economic Area) Regulations 2006, to a family member of a national of a European Economic Area country or Switzerland stating that the holder is permitted to take employment which is less than 6 months old together with Verification from the Home Office Evidence and Enquiry Unit. The licence may be granted for six months from the date of the Certificate of Application.
2.	A Verification issued by the Home Office Evidence and Enquiry Unit to you, which indicates that the named person may stay in the UK because they have an in time application, appeal or administrative review and which is outstanding. The licence may be issued for six months from the date of the licence decision.