



Guidance notes for new Hackney Carriage or private hire drivers licence applications

1. Personal Details

Please complete all questions regarding personal details and if possible include a mobile telephone number and email address to assist us in contacting you quickly regarding your application.

2. Address

Please provide your current address, where you reside for more than three days a week.

3. Immigration Status

The licensing authority have a legal duty not to issue a private hire or hackney carriage drivers licence to people disqualified by their immigration status from holding such licences this is to prevent illegal working in the private hire and hackney carriage trade.

Your right to work in the United Kingdom will be checked as part of the application, this may include checking you immigration status with the Home Office. You must provide a document or document combination that is stipulated as being suitable for this check. The list of documents can be found on the [checking a job applicant's right to work section on the GOV.UK website](#).

You must bring the original documents such as passport or biometric residence permit which will be scanned, checked for validity and a copy



retained, the original will be returned to you. If there are restrictions on the length of time you may work in the UK, the licence once granted will not be issued for any longer than this period. In such circumstances, the check will be repeated each time you apply to renew or extend your licence.

If, during the period of your licence you are disqualified from holding a licence because you have not complied with the UK's immigration laws, your licence will lapse and you must return it to the licensing authority, failure to do so is a criminal offence.

4. Driving Licence Details

Your current DVLA or EU photo-card driving licence showing your current address details. You must have held your licence for a minimum of 12 months and provide a current valid DVLA code obtained from the online DVLA Shared Driving Licence Service. You can do this via the [view or share your driving licence information page on the GOV.UK website](#). This allows the licensing authority to check your driving record. Note – these are valid for 21 days and are one time use only.

5. Employment History

Please provide details of your current employer and if you intend to continue this occupation as well as driving for hire. Include the name of the Surrey Heath Operator who has offered you employment.

6. Wheelchair Accessible Vehicle

Is your vehicle wheelchair accessible and have you completed the DVSA wheelchair assessment.



7. Medical Report

Provide a Surrey Heath Medical report signed by your registered medical practitioner to the effect that you are physically fit to the DVLA specified group 2 standard to be a driver of a Hackney Carriage/Private Hire vehicle. This certificate is required every three years up to the age of 65 and every 12 months thereafter. The report must be dated no more than four months from application date.

[Download the online medical report form](#)

8. Offence History

Please complete any and all offences, failure to disclose this information fully may result in the refusal of your application. An Enhanced Disclosure and Barring Service (DBS) application must be completed and the applicant must register with the DBS update service, if not an Enhanced DBS certificate is required every 6 months.

9. Periods of Residency outside the UK / Place of Birth not UK

Please obtain a letter of good conduct from the embassy of the countries you have resided in for more than 3 months since the age of 16.

10. Certificates

The applicant must have successfully completed Surrey's Safeguarding Adults and Child Sexual Exploitation online training module and produce the pass Certificate as part of the application. More information can be found on the [Blue Lamp Trust website](#).



11. Declaration

Applicant signs to agree that the information contained on the application form is correct to the best of his/her knowledge and belief, understanding that it is an offence to knowingly or recklessly to make a false statement in connection with an application for the grant or renewal of a licence. (A person is to be treated as making a false statement if he/she produces, furnishes, signs or otherwise makes use of a document that contains a false statement).

12. National Anti-Fraud Network / NR3

The applicant understands that if the application is refused or granted and subsequently revoked for any reason; the details will be relayed to the NAFN to feature on the DFT's National Register of Refusals and Revocations (NR3).

