



Application Procedure for New Driver's Licence

Request application pack from Licensing Department.
Pack includes: application form, Disclosure and Barring Service (DBS) form and Privacy Policy form, DBS Update Service mandate, DVLA mandate, medical form, driving test information and licence fee list, Hackney Carriage & Private Hire Policy

Complete application form, DBS form, DBS Update Service Mandate, and DVLA mandate.

If OK, details of payment for DBS & DVLA check will be sent. Once payment made - Appointment to be made to hand in forms and original documents to be shown, and photo taken.

Whilst waiting for DBS report to be returned book medical and driving test. Pass knowledge test

Return the following to the Licensing Department

- DBS report and Update Service Ref Number
- Completed medical
- Driving test pass certificate

(Please note all the above must be returned within 3 months of the DBS report date, unless signed up to update service)

If no relevant cautions or offences on DBS report or DVLA check and providing the medical, driving test and National register check are passed the licence will be approved

If relevant cautions or offences on DBS report or DVLA check or medical failed the application will be referred to Public Protection Manager.

Licence fee payable. Complete and submit New Driver Declaration form

Approved by Public Protection Manager

Referred to Licensing Regulatory Sub-Committee by Public Protection Manager

Refused by Public Protection Manager

Licence fee to be paid prior to licence and badge being posted

Approved by Licensing Regulatory Sub-Committee

Refused by Licensing Regulatory Sub-Committee

Licence issued – usually within 10 working days of complete application and payment received

Right of Appeal

For further guidance on application requirements please refer to the Hackney Carriage and Private Hire Licensing Policy