

Hackney Carriage and Private Hire Licensing

Process for allowing the deferral of applications for the renewal of licences expiring during the coronavirus disruption period

Given the unprecedented nature of the current coronavirus (Covid-19) outbreak the Council are implementing measures to assist those who are not in a position to apply for a renewal of their licence when it next expires.

This process aims to deliver:

- An alternative for any licence holder who is not in a position to make an application to renew their licence during the coronavirus (Covid-19) outbreak due to financial hardship or due to a direct consequence of Covid -19.
- An opportunity for License holders to defer the renewal of their licence for up to six months, without subsequently having to meet all of the requirements that they would have if they are treated as a new applicant (balanced with measures to ensure the safety of passengers).

Who this process is open to?

Any person(s) who held one of the following licence types that was valid and in force on **Friday 20th March 2020**:

- A licence to drive hackney carriages
- A licence to drive private hire vehicles
- A licence to drive both hackney carriage and private hire vehicles
- A licence to use a vehicle as a hackney carriage
- A licence to use a vehicle as a private hire vehicle
- A licence to operator private hire vehicles

Driver Licences

The holder of a driver licence which expires during the period of disruption, will be able to apply to renew their licence up to six months after it expires **without** having to meet the following requirements (provided they had already met these requirements prior to Friday 20th March 2020)

- Passing any essential skills or knowledge test

If the holder of a licence was due a DBS check and/or a medical examination at the time they elect to defer their renewal, these will need to be completed and returned before a new licence can be issued when they do ultimately apply for renewal.

Any attendance on Child Sexual Exploitation (CSE) training undertaken prior to Friday 20th March 2020 will also still be recognised.

Vehicle Licences

The holder of a vehicle licence will be able to defer the renewal of their licence to use a vehicle as a hackney carriage or private hire vehicle for up to six months from the date of expiry providing:

- The vehicle being licensed is the same vehicle licensed on 20th March 2020.
- The vehicle does not exceed the upper age limit set for that type of vehicle.
- All required documents and fees are submitted with the application including
 - Certificate of insurance
 - MOT
 - Vehicle Registration Document (V5)
 - Test sheet from Council testing station

Operator Licences

The holder of a licence to operate private hire vehicles may apply to renew their licence up to six months after it expires provided that they are either already licensed by the Council to drive hackney carriage and/or private hire vehicles or they provide a Basic Disclosure certificate with their application form and fee.

Will I be able to carry on working if I decide to defer my renewal application?

No – opting to take advantage of this process does not provide anybody with an extension to an existing licence. You are simply choosing to defer the submission of your renewal application for a period of time up to six months. **You will not be able to begin working again until all required licences are back in place.**

How long will this process be in place for?

The process will remain in place until at least **30th September 2020** and will then be reviewed.