|  |  |  |
| --- | --- | --- |
|  | If calling please ask for: | Customer ServicesTel: 01243 534601E-mail taxilicensing@chichester.gov.uk |
| Our ref: | TX4(v11) |
| Your ref: |  |
|  |  |

Dear Sir/ Madam

**Town Police Clauses Act 1847/ Local Government (Miscellaneous Provisions) Act 1976**

**Renewal reminder - Hackney Carriage/ Private Hire Driver’s Licence**

If you want to renew a current licence, a complete application must be received at this office **at least 5 working days before the date of expiry**. If you fail to allow this time, the existing licence may expire before the renewal application is determined and granted. In that situation, you will be unlicensed and immediately must cease driving licensed vehicles until such time as the renewal is granted.

**If a complete renewal application is not received by the date of expiry, the current licence will lapse,** **you will be unlicensed, and immediately must cease driving licensed vehicles until such time as a completely new application is made, and a new licence granted.** If you do not wish to renew, or fail to apply in time, within 7 days of the date of expiry, legally you must return the expired paper Licence(s), Driver’s Badge, and Internal ID to this Licensing Authority.

Regularly, certain checks are undertaken of all holders of a licence, including the DBS criminal conviction check, D4 medical examination, and DVLA Driving Licence check. The relevant due dates in respect of your licence are:

|  |  |
| --- | --- |
| DBS enhanced criminal conviction check | (check date) |
| D4 medical examination with T14 Declaration by Medical Practitioner | (check date) |
| DVLA Driving Licence check (next ‘DAVIS’ mandate required)  | (check date) |

ANNEX 1 overleaf lists what you must submit to renew the licence. Forms and information regarding the renewal of licences are on our website <https://www.chichester.gov.uk/taxilicence>. Applications may be emailed, Posted or delivered via the letterbox at the car-park entrance to our offices.

Yours faithfully

**Chichester District Council Licensing Team**

**ANNEX 1**

**All required documents must be submitted together**

**Section A - Mandatory items:**

**1.** **Renewal Application Form** - Form T4

**2.** **Tax Check** - Since 04/04/2022 there has been in force a new requirement of HM Revenue & Customs (HMRC) before a Hackney Carriage/ Private Hire Driver’s Licence may be Renewed: This means that you need to provide a share code from HMRC: For what you need to do, see <https://www.gov.uk/guidance/complete-a-tax-check-for-a-taxi-private-hire-or-scrap-metal-licence>

**3.** **Fees**: As the result of the Department for Transports requirements, this Licensing Authority now offers 3 year Driver’s Licences only, however with proportionate Fees refunds: Up to first anniversary 50% of fee; up to second anniversary 25% of fee after second anniversary, no refund available.

1. Currently, the Application fee for Renewal of a Driver’s Licence is £337.50
2. Current DVLA Driving Licence DAVIS check Fee for duration of Licence is £10.50

**Section B - Additional items:**

If from the dates specified in the letter overleaf one or more of the following checks are due, you are required to attend to them and, where necessary, submit the appropriate form(s)/certificate. All forms must be completed and returned in accordance with their specified requirements:

1. **DBS Enhanced Criminal Conviction Check for Hackney Carriage/ Private Hire work** - NOTE: Chichester District Council is no longer a DBS Registered Body able to accept paper application forms.

Therefore you **must** do one of the following:

1. Provide a DBS Enhanced Certificate issued within the last 3 months.
2. For those already registered with the DBS Update Service, provide a copy of your most recent DBS Enhanced Certificate.
3. Submit an online DBS application via First Advantage (formerly GB Group) to apply for a new DBS Enhanced Certificate - see <https://www.chichester.gov.uk/taxidbs#DBS-Online>.
4. Make a paper application for an Enhanced DBS Certificate for Hackney Carriage/ Private Hire Driver work via a DBS Registered Body such as the Post Office: You will need to provide evidence of this e.g. a receipt.

It can take up to 6 weeks for the DBS to issue the certificate and it will only be provided to you, so, upon receipt, immediately you must forward it to us for inspection.

**Subscription to the DBS Update Service is now a requirement of this Licensing Authority** in respect of its Driver’s Licences so, within 30 days of the Certificate issue date, you need to subscribe and then maintain a subscription with the DBS Update Service, this means that for as long as your Criminal Conviction status remains unchanged, you will not need to pay for a new Certificate every 6 months.

*../continued*

**D4 Medical Examination & T14 Declaration by Medical Practitioner** - Both documents must be completed by a Doctor from the surgery at which you are registered and who has full access to your medical notes. It is recommended that you contact your surgery as early as possible to arrange an appointment. D4 form - see <https://www.gov.uk/government/publications/d4-medical-examiner-report-for-a-lorry-or-bus-driving-licence> and T14 form - see - <https://www.chichester.gov.uk/privatehiredriverslicence>

**3. DVLA Driving Licence check (next ‘DAVIS’ mandate required)** - Should the date show that you are due to provide a new ‘DAVIS’ Mandate, you will need to attend at East Pallant House with your DVLA Photocard Driving Licence for Customer Services to undertake the check via our DVLA card reader.