



## AGENDA ITEM: 8

Report for:	Licensing and Health & Safety Enforcement Committee
Date of meeting:	26 January 2016
PART:	I
If Part II, reason:	-

Title of report:	<b>Driving licence verification for taxi/PH drivers</b>
Contact:	Ross Hill – Licensing Team Leader, Legal Governance
Purpose of report:	To agree the use of the GOV.UK driving licence verification service as an option for hackney carriage and private hire driver's licence applications with effect from 1 April 2016
Recommendations	That Committee approve the use of the GOV.UK driving licence verification service as an additional option for all hackney carriage and private hire driver's licence applicants with effect from 1 April 2016, and that the corresponding changes to the Council's licence application form be adopted.
Corporate objectives:	<p>Safe and Clean Environment</p> <ul style="list-style-type: none"> <li>• Maintain a clean and safe environment</li> </ul> <p>Dacorum Delivers</p> <ul style="list-style-type: none"> <li>• VFM</li> </ul>
Implications:	<p><u>Financial / Value for Money</u> Although the proposal would reduce expenditure, as this cost is recharged to applicants the ultimate effect will be neutral to the authority. However, applicants for drivers licences will see a saving.</p> <p><u>Risk Implications / Community Impact / Health And Safety</u> None identified</p>
Consultees:	None
Background papers:	None
Glossary of acronyms and any other abbreviations used in this report:	

1. As part of the application process for new hackney carriage and private hire driver's licences, and renewals of existing licences, the Council carries out independent verification of all DVLA driving licences presented. These checks were introduced following concern nationally that a number of applicants for taxi licences had evaded declaring motoring offences and endorsements to licensing authorities by holding two copies of their DVLA driving licence counterpart – a clean, historic one with no offences shown, and a current one showing all offences. By verifying licence data directly against DVLA databases, it could be ensured that a current licence had been produced, as well as directly verifying any current disqualifications, convictions or endorsements.
2. The checks are carried out using a third party verification agency, with direct access to the DVLA's databases, and a charge is payable for each such check carried out. This is then recharged to applicants alongside licence fees. While the Council would be entitled to purchase direct access to the DVLA databases itself, the cost of doing so has historically been viewed as prohibitive, hence the decision to use a third party supplier.
3. In June 2015, the Government abolished the paper counterpart for photocard driving licences, and since that time have only issued the cards. At the same time, new online systems for checking licence validity and details were launched. There are two systems available:
  - <https://www.gov.uk/view-driving-licence> allows drivers to look at their own licence details, and to produce a one-use check code to share with third parties;
  - <https://www.gov.uk/check-driving-information> allows insurers, hire car companies, licensing authorities, etc, to check the status of an individual's driving licence and any endorsements, providing that that person has given their consent and a valid check code (which expires when it is used, or after 21 days).
4. Pre-photocard paper driving licences (issued before 1998) remain valid at this time, but their details can be verified the same systems as above.
5. Providing an applicant has supplied them with the necessary check code (which also represents their consent), a third party can use the second service to verify a UK driving licence held by an individual, seeing the current licence status, category entitlements, any restrictions on driving entitlement, and any endorsements or penalty points applying to the licence, as a result of motoring offences. This data is taken directly from DVLA records, and the system is free to use.
6. To reduce costs for the licensed trade, it is proposed to provide licence applicants an option on future applications, allowing them to supply a GOV.UK check code to enable officers to carry out a licence check at no additional charge. As it is recognised that a small proportion of drivers may not have access to the internet, the option of using the existing system to complete an independent check will be retained – however, this would require the applicant to pay the associated costs of the use of this system.
7. To facilitate the use of this new system, the application form for hackney carriage and private hire driver's licences has been amended accordingly. The proposed revised form is attached at Annex A.
8. As the new system is predicated on the individual supplying a check code, which requires both time and willingness of the individual concerned, all applicants will continue to be asked to sign an enduring consent form permitting the authority to carry out a check of their driving licence details using the independent verification service, at any time during the 3-year duration of their taxi or private hire licence. This would be used to

verify, for example, if reports were received suggesting that a particular driver had had his/her driving licence revoked, following offences. The cost of any such checks would continue to be borne by the licensing authority from the existing licensing enforcement budget.

## **RECOMMENDATION**

- 9. That Committee approve the use of the GOV.UK driving licence verification service as an additional option for all hackney carriage and private hire driver's licence applicants with effect from 1 April 2016, and that the corresponding changes to the Council's licence application form be adopted.**

# Annex A – Revised application form



Licensing, Dacorum Borough Council, Civic Centre, Marlowes, Hemel Hempstead, HP1 1HH

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

## Application for Hackney Carriage / Private Hire Driver Licence

<b>Type of licence sought:</b> <i>(tick one)</i>	<input type="checkbox"/> Hackney Carriage	<input type="checkbox"/> Private Hire	<input type="checkbox"/> Dual (HC & PH)
---	---	---------------------------------------	---

<b>I am applying for a:</b>	<input type="checkbox"/> New licence <input type="checkbox"/> Renewal of licence <input type="checkbox"/> Additional badge (single to dual licence) <input type="checkbox"/> Revision of details
-----------------------------	---

Please attach a recent photograph, sized 45 x 35mm, of a standard suitable for a passport application, showing your full face without coverings.

Please write clearly in **block capitals**, and ensure that your answers are inside the boxes and written in **black ink**. All questions must be answered. Incomplete applications will not be processed.

You may wish to keep a copy of the completed form for your records.

Section 1: Licence details		<i>This section should be left blank on new licence applications</i>	
Badge number(s):	HD	Expiry date of current licence(s):	/ /
	PD		/ /
	XD		/ /

Section 2: Applicant's details			
Title:	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other _____		
Forename(s):			
Surname:			
Home address:			
Post code:			
Date of birth:	/ /	National Insurance number:	
Place of birth:			
Nationality:	<i>If dual nationality is held, state all applicable nationalities</i>		
Daytime phone number:		Mobile phone number:	
Email address:			

**Section 3: Driving licence details**

Licence number:	<i>e.g. SMITH 101010 AB9YZ</i>	Issue no:	<i>e.g. 78</i>
-----------------	--------------------------------	-----------	----------------

Issuing authority:  DVLA  DVLNI  Other: \_\_\_\_\_

Are you currently, or at any time in the last 5 years have you been, disqualified from driving motor vehicles?  
*(including on medical grounds or as a result of a single or multiple convictions)*

Yes  No

Have you been convicted of, or otherwise admitted, any motoring offences which resulted in the endorsement of your driving licence, where the endorsement is still valid and shown on your driving licence record?

Yes  No

To your knowledge, are you currently subject to an ongoing investigation or legal proceedings in respect of an alleged motoring offence?

Yes  No

If any of the above have been answered 'Yes', please give further details below:

As part of the application process, we will need to verify your driving licence details with DVLA, using **one** of the following methods *(if your licence was not issued by DVLA, please contact us for advice)*:

**1) Share licence details on GOV.UK**

You can allow us to verify your driving licence information directly by generating a one-use code, valid for 21 days, at [www.gov.uk/view-driving-licence](http://www.gov.uk/view-driving-licence) (then click on 'Share your licence information'). Enter the 8-character code below:

--	--	--	--	--	--	--	--

*There is no additional fee for checks of this type.*

**2) Independent check**

If you cannot or choose not to use the GOV.UK service, we will need to verify your licence details with our independent verification provider.

**Carry out an independent check**  
*Please tick ✓ if applicable*

*An additional fee is payable for checks of this type.*

**Section 4: Criminal convictions, cautions or investigations**

Have you ever been convicted of a criminal offence?

Yes  No

Have you ever received a caution, reprimand or final warning in respect of a criminal offence?

Yes  No

To your knowledge, are you currently subject to an ongoing investigation or legal proceedings in respect of an alleged criminal offence?

Yes  No

If any of the above have been answered 'Yes', please give further details below:

**Taxi and private hire drivers are exempt from the provisions of the Rehabilitation of Offenders Act, and as such convictions and cautions which are deemed spent must still be declared. However, single convictions for certain specified offences with lesser sentences may be filtered from disclosures, and do not need to be declared.**

**Section 5: Licensing history**

Have you ever been refused a hackney carriage or private hire driver's licence, or had such a licence suspended or revoked, by Dacorum Borough Council?	<input type="checkbox"/> Yes <input type="checkbox"/> No
---	--

Have you ever been refused a hackney carriage or private hire driver's licence, or had such a licence suspended or revoked, by any other licensing authority?	<input type="checkbox"/> Yes <input type="checkbox"/> No
---	--

If either of the above have been answered 'Yes', please give further details below:

**Section 6: Right to work in the UK***Please tick one option as appropriate*

- I have an ongoing right to work in the UK, as a British citizen
- I have an ongoing right to work in the UK, as a national of an EEA country or Switzerland
- I have an ongoing right to work in the UK, as the holder of a UK residence permit (without restrictions)
- I have a restricted right to work in the UK, subject to the following restrictions and conditions:

Restrictions on type(s) of work permitted:			
Restrictions on period of entitlement to work:	From:	/ /	To: / /

- I am entitled to work in the UK by virtue of the following circumstance, not covered above:
- 

**By law, we are required to verify official documentation demonstrating applicants' right to work in the UK.  
All applicants will be required to produce ID from a list specified by the UK Home Office.**

**Section 7: Documents required**

I have enclosed the following documentation in support of my application:

- My full driving licence (either the photocard or older-style paper licence)
- A signed data protection mandate to allow checks of my driving licence details
- Evidence of my right to work in the UK (UK birth certificate, passport, residence permit, etc)
- Evidence of my National Insurance number (NI card, P60 end of year certificate, etc)
- A completed DBS disclosure application form
- Identification documents required for the DBS disclosure service (**see enclosed notes**)
- A medical questionnaire completed by my GP, or by a medical practitioner with full access to my medical records covering at least the last 5 years
- A hospital consultant's letter (insulin-treatment only) and my signed medical declaration form (**diabetic drivers treated with insulin or medication which may induce hypoglycaemia only**)
- A letter from a licensed private hire operator in Dacorum offering employment (**mandatory for private hire drivers and dual drivers, optional for hackney carriage drivers**)

**Section 8: Application fee(s)***Please tick one of the following options*

- I enclose a cheque for £\_\_\_\_\_, payable to Dacorum Borough Council.
- I wish to pay the application fee(s) by credit or debit card – please contact me to arrange payment.

**Section 9: Declaration and signatures**

- I declare that, to the best of my knowledge and belief, the above particulars are true in every respect.
- I understand that it is an offence for any person knowingly or recklessly to make a false statement or to omit any material particular in giving information required in this form, and that I may be prosecuted or have my licence revoked if I am found to have done so.
- I have read the Licence Conditions and/or Bylaws and undertake in the event of a licence being granted to observe and adhere to such Conditions and/or Bylaws.

Signed:		Print name:		Date:	
---------	--	-------------	--	-------	--

Driver licence applications should be submitted at an appointment at the Dacorum Civic Centre, accompanied by all of the documents listed at section 7 of this form. Please contact us to make an appointment on **01442 228225** or **01442 228487**.

Please note that we will not accept your application if you do not provide all of the documents required.

**Data Protection – PLEASE READ THIS NOTICE CAREFULLY**

We will use the information you provide in this form and in any supporting documents to process and determine your application for a licence. The information will be held on internal databases and electronic document management systems, and included in such public registers as the Council may be required to maintain.

The information supplied may be passed to other bodies, including law enforcement agencies and government departments, as allowed by law. We may check information you have provided, or information about you that another person has provided, with other information we hold. We may also obtain information about you from, or provide information to, organisations such as government departments, law enforcement agencies, other local authorities, and private sector organisations such as banks, insurance companies or legal firms, to:

- Verify the accuracy of information,
- Prevent or detect crime, or
- Protect public funds.

We will not give information about you to anyone else, or use information about you for other purposes, unless the law allows us to.

Dacorum Borough Council is the data controller for the purposes of the Data Protection Act. If you would like to know more about what information we hold about you, or the way we use it, please contact us.

**Office use only**

Date received:	/ /	Fee received:	£
Receipt number:			<input type="checkbox"/> Chq <input type="checkbox"/> Card
DBS form number:	F	Disclosure no:	
DVLA check run:	/ /	DVLA results:	
Medical received:	/ /	Medical results:	
Complaint history check:	/ /	Complaint results:	
Appn complete:	/ /	Lic. approved:	/ /
Licence valid from:	/ /	Licence expires:	/ /

Revised January 2016