

## Apply to Renew the Licence

Applications to renew must be received no later than the 31<sup>st</sup> May 2019. Applications after that date may not be accepted in which case you must apply as new after the 1<sup>st</sup> September 2019.

You can find the application form: [here](#)

**To apply** you will need to send in: The application form ♦ Your actual licence<sup>(1)</sup> ♦ The fee of £50 ♦ A new photo ♦ A refresher training certificate where applicable<sup>(2)</sup> ♦ Documents for immigration checks on the rights to reside and work in the UK<sup>(3)</sup>

- (1) **Lost licences** - if you have lost your original licence you must report it as lost or stolen to the police and get a reference number. You should include that reference number in your application AND pay an extra £25 fee (£75 in total) for a replacement licence.

You can keep your identity card as evidence (in the meantime) of holding a licence. You will be issued with a new card and after receipt of that you should cut up your old card and dispose of it securely.

- (2) **Refresher Training** - each five years you must undergo refresher training. So refresher training is also due. You must take the refresher course before the 1<sup>st</sup> September 2019 and produce the certificate no later than the 1<sup>st</sup> December 2019. Ideally the refresher certificate should be lodged with the renewal application but it is not a necessary part of the application. You can apply based on your original qualification obtained in 2008/2009 so don't delay the renewal waiting for the refresher certificate.

Please note:- The council does not provide refresher training. See your local training provider for details of courses in the area.

- (3) **Immigration Checks** - The Council cannot process or grant an application unless the applicant provides the prescribed document(s) evidencing their right to reside and work in the UK.

The lists below detail the **only** documents or document combinations that can be accepted. If you do not hold any of these documents, you will require to take the relevant steps to obtain evidence of your right to work. For example, a British Citizen born in the UK who does not hold a passport or copy of their birth certificate will require to obtain one of these documents before applying for a licence.

**List A** below contains a list of documentation that an applicant can supply to evidence that they have no restrictions on their entitlement to work as a taxi or private hire car driver. If you produce the documentation set out in List A then, if granted, your licence duration will not be restricted due to your right to work.

**List B** is for those with a **restriction** on their right to work in the UK, List B contains a list of document and document combinations that evidence an applicant has a restriction on their entitlement to work. If your right to work check is verified using List B documentation then, if granted, the duration of your licence may be restricted.

Licences for grant or renewal are generally granted for a period of ten years. If your right to work legally expires before the end of the proposed licence term, then your licence will

be restricted and will expire at the same time as your right to work. You will be able to apply to renew the licence, at which time you will be subject to a further right to work check.

Please note that if the evidence of your right to work arises from an application, appeal or administrative review that is still with the Home Office, then the Council can only grant your licence for a maximum period of 6 months.

If necessary, the Council may pass your details to the Home Office in order to make further enquiries regarding your immigration status and right to work in the UK. In addition, the Home Office may request that we supply them with copies of your documentation in relation to immigration and right to work enquiries.

Applicants who cannot produce the necessary evidence should be aware that their details may be passed to the Home Office and that the Home Office may also pass your details to other Government bodies such as the DVLA in relation to immigration matters.

## Immigration Checks required Documents

<b>List A: No restriction on the right to work in the UK</b>	
1.	A passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.
2.	A passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
3.	A Registration Certificate or Document Certifying Permanent Residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
4.	A Permanent Residence Card issued by the Home Office to the family member of a national a European Economic Area country or Switzerland.
5.	A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
6.	A current passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK
7.	A current Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
8.	A full birth or adoption certificate issued in the UK which includes the name(s) of at least one of the holder's parents or adoptive parents (including an official extract of an entry in the register of births in Scotland in long form), together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
9.	A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
10.	A certificate of registration or naturalisation as a British citizen, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
11.	A letter issued by this Council, as Licensing Authority, confirming that since December 2016 the holder has provided sufficient evidence that they have no restrictions on their right to live and work in the UK.

<b>List B: Restriction on the right to work in the UK</b>	
1.	A current passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to work as a taxi driver or private hire car driver.
2.	A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to work as a taxi driver or private hire car driver.
3.	A current Residence Card (including an Accession Residence Card or a Derivative Residence Card) issued by the Home Office to a non-European Economic Area national who is a family member of a national of a European Economic Area country or Switzerland or who has a derivative right of residence.
4.	A current Immigration Status Document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK, and is allowed to work as a taxi driver and private hire car driver, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
5.	A Certificate of Application issued by the Home Office under regulation 17(3) or 18A (2) of the Immigration (European Economic Area) Regulations 2006, to a family member of a national of a European Economic Area country or Switzerland stating that the holder is permitted to take employment which is less than 6 months old. Please note that the Council will take further steps to verify the status of your application through the Home Office Evidence and Enquiry Unit.