

**Renew a Combined Hackney Carriage and Private Hire Drivers Licence**

This checklist will guide you through the application process for renewing your Combined Hackney Carriage and Private Hire Drivers Licence. If you have any questions, please do not hesitate to contact the Licensing Team on 02392 446660 or licensing@havant.gov.uk

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| **Step 1** | **Renewal reminder** |
|  | You will receive a renewal reminder letter and application form in advance of your licence expiry date. If you have any questions about the renewal process, contact the Licensing Team by telephone 02392 446660 or via email licensing@havant.gov.uk.  |
| **Step 2** | **Enhanced DBS Check, DBS Update Service and Certificate of Good Character** |
|  | You are required to obtain an enhanced DBS certificate from the Council’s approved supplier, TaxiPlus. You must provide the certificate to the Licensing Team on request. You must also register to the DBS Update Service. TaxiPlus will guide you through this process. Apply online: <https://www.taxiplus.co.uk/councils/havant-council> Please note that your licence will not be renewed until a certificate, and evidence of your registration to the DBS Update Service, has been recorded by the Licensing Team.If you have spent six or more continuous months overseas since your last application, you will be required to obtain a Certificate of Good Character and a Traffic Report from the relevant country.  |
| **Step 3** | **Training** |
|  | **From 1 January 2024, renewing drivers must pass a classroom-based Safeguarding Awareness Course with the Council’s approved supplier, Blue Lamp Trust.** Drivers who are due to renew their licence before 1 January 2024 are not expected to provide a certificate until their next renewal. Drivers who are due to renew their licence after 1 January 2024 are expected to provide a certificate prior to their licence being renewed. An e-learning certificate will not be accepted.If you have already completed this safeguarding training, please provide the certificate with your application. The certificate must be no more than five years from the date of issue.Book online with Blue Lamp Trust: <https://www.bluelamptrust.org.uk/>   |
| **Step 4** | **Submit your application** |
|  | Complete your application form and submit to to licensing@havant.gov.uk. The application must be accompanied by:* Proof of right to work in the UK (i.e. share code or photocopy of passport)
* Proof of immigration status (i.e. share code)
* Colour photocopy of your driving licence (front and back)
* DVLA check code
* Passport-style photograph (head and shoulders, on plain background)
* Tax conditionality code
* Safeguarding certifcate
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| **Step 5** | **Checking right to work and immigration status** |
|  | You may be invited to attend an short meeting at The Plaza with a Licensing Officer. The purpose of this interview is to check your right to work and immigration status.  |
| **Step 6**  | **Licence issue** |
|  | Once you have completed the above steps and provided satisfactory paperwork to the Licensing Team, you will be contacted with the outcome of your application. We aim to make a decision within 10 working days. Where your application has been granted, you will be contacted for payment and your licence and badge will be posted to you. We will return any original documents supplied to us.  |