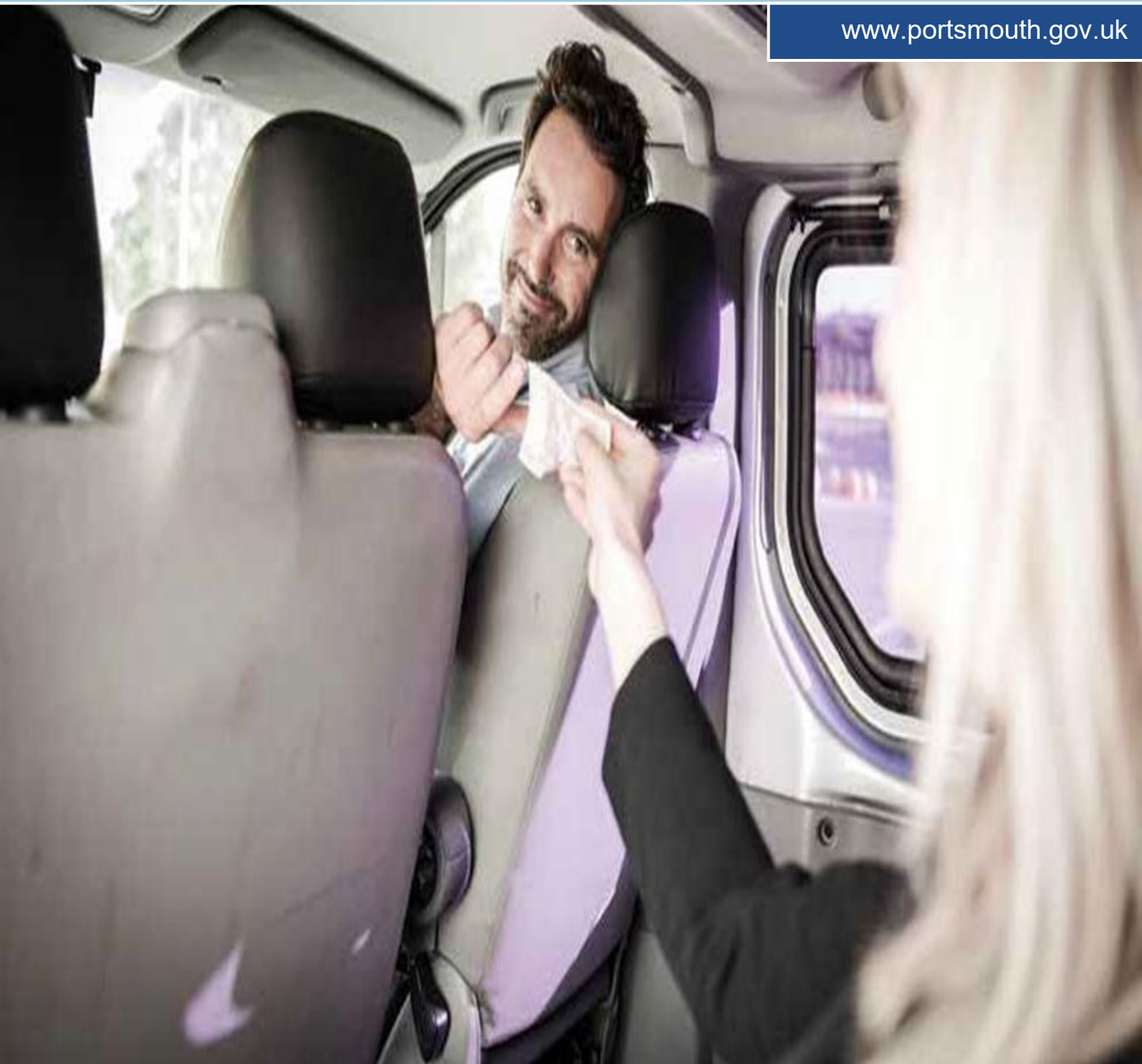


Private Hire Driver's Licence

A general guide to requirements for obtaining a licence - April 2026

www.portsmouth.gov.uk



Introduction

If you want to drive a licensed private hire vehicle in Portsmouth then you must hold a Private Hire Driver's Licence issued to you by Portsmouth City Council. It is an offence to drive a licensed vehicle without this licence. This guidance tells you:

- ✓ What legal requirements you must meet to get a licence
- ✓ What information we need from you so that we can consider your application

We will ask you to complete an application form and to provide other information so that we can process and consider your application. All information received will be treated with respect and in confidence.

PLEASE READ THIS GUIDANCE CAREFULLY. PLEASE ASK FOR FURTHER INFORMATION OR ADVICE FROM OUR TEAM IF YOU ARE UNCLEAR ABOUT ANYTHING.

What are the legal requirements?

There are many different laws affecting drivers but the main Act of Parliament covering the licensing of Private Hire Drivers is [Part II, Local Government \(Miscellaneous Provisions\) Act 1976](#).

The 1976 Act says we **cannot** grant you a licence unless we are satisfied that:

- i. You are a "fit and proper" person to hold a driver's licence
- ii. You currently hold (and have held) a full driving licence issued by DVLA (or a European Community Licence) for a period of 12 months before making your application to us
- iii. You are aged 18 or over
- iv. You have been honest in supplying information to us and must not, under any circumstances, make a false statement at any time to obtain your licence. This is a serious offence.

What information must you provide to us?

To help us consider your application, you will need to provide the information outlined below and meet our policy requirements. The Council's [Hackney Carriage and Private Hire Policy](#) is available on our website. This policy is reviewed every 5 years but will consider interim reviews should there be significant issues arising in our area which necessitates such a review.

1. Disclosure and Barring Service (DBS) Check

This check enables us to find out if there are any previous criminal convictions/cautions recorded against you. You have a duty to tell us about any convictions in order to help us decide whether you are "fit and proper" to hold a licence. All driver DBS checks will be to an enhanced level and will be checked against the children and adult Barred Lists. These checks will be undertaken every 6 months.

All applicants/existing licence holders will be required to subscribe to the [DBS Update Service](#) once they have completed an initial DBS application form from the licensing office.

Any DBS check will be rejected if it is over 3 months old. There will be a DBS portability presumption at the discretion of the Licensing Manager for any enhanced check up to 3 months old.

DBS have produced a number of Privacy Policies in compliance with the General Data Protection Regulations (GDPR) which explain how they will use your personal data within each of their services and outline your rights. When making your application for a licence and undertaking a DBS check, it is important that you make yourself aware of the [relevant privacy policies](#) before you submit an application.

If you have any cautions/convictions recorded against you, it might affect your application for a licence (or continue to be licensed). This is because the Council has to be satisfied that you are "fit and proper" having regard to the safety and protection of the travelling public. We may take into account spent convictions if considered appropriate.

When considering an application for a driver's licence and the test of "fit and proper", the licensing authority will consider, without any prejudice, and based on the information before them, if it would allow a person for whom they care, regardless of their condition, to travel alone in a vehicle driven by this person at any time of day or night?

If, on the balance of probabilities, the answer to the question is "no", the licensing authority will likely consider that the individual should not hold a licence.

Overseas convictions

In accordance with the [Department for Transport \(DfT\) Statutory Guidance](#) in relation to overseas convictions, applicants should provide criminal records information or a "Certificate of Good Conduct/Character from overseas in order to properly assess risk and support the decision-making process. Therefore a certificate of good conduct will be required from any applicant who has lived overseas for any period of time since the age of 18. Further information on criminal record checks for overseas applicants can be found on the [DBS web site](#).

The certificate must include both criminal and motoring matters and be translated into English. ONLY ORIGINAL DOCUMENTS WILL BE ACCEPTED.

Relevance of Convictions

Appendix A of this guidance sets out the rehabilitation periods for convictions and our policy on the relevance of convictions or behaviour when considering applications.

2. A current driving licence issued by DVLA or a valid European Community Licence

The minimum legal requirement is for a person to have held a full driving licence for 12 months.

However, the Council considers that driving experience is relative to the length of time a person has been lawfully permitted to drive and therefore applicants for a driver licence must have held a full driving licence for a minimum period of 2 years.

Applicants and current drivers will be required to produce their Photo ID Licence (or paper licence) for verification. Applicants will also be required to provide a summary of these details themselves direct from DVLA. This is available online and you will be able to download a [summary of your driving licence](#) to provide to the Licensing Team. This summary must be provided no later than 48 hours after being downloaded by the applicant.

Please contact the DVLA directly on 0300 790 6801 if you have any problems with your licence.

3. Minimum entry age limit

It is the Council's policy that new applicants must be at least 21 years of age before a driver's licence can be granted. There is no "upper" age limit for drivers provided continued medical fitness to drive is maintained.

4. Medical fitness (including drug screening)

You must produce satisfactory evidence that you are medically fit to drive by producing a medical examination report we will provide to be signed by your own GP or one having immediate access to all your medical records and history.

You are required undergo a medical on first application, at the age of 45, then every 5 years up to the age of 65 then annually thereafter. We may also ask for proof of medical fitness at any other time when it is considered appropriate to do so.

Medical examinations must be undertaken in accordance with the Group II Vocational Standard as approved by the DVLA.

Important:

You are required to tell us immediately of any medical condition that might interfere with your ability to drive on a professional basis.

Your doctor will charge you for a medical, this is a private arrangement with you and your GP.

In those circumstances where your GP is unable to verify that you medically fit to the Group II Vocational Standard, we will refer details to the Council's medical referee for further advice and guidance. Any fees arising from that consultation will be payable by the applicant.

Drug Screening - In addition to undertaking the medical examination, you must produce evidence of satisfactory negative drug screening as part of your overall medical fitness. These screening checks are required on initial application and thereafter at 3 yearly intervals. However, there may be occasions when you will be required to undertake drug screening outside of these times, either by on request by an authorised officer or following an instruction by the Licensing Committee. Screening is normally required for the following drug types:

- Amphetamines (to include methamphetamines)
- Cocaine
- Opiates
- Cannabinoids
- Benzodiazepines
- Methadone

We may also screen for other drug types as and when considered appropriate to do so.

The Licensing Service is not currently providing drug screening facilities at the licensing office but applicants are able to make arrangements to use other service providers subject to certain conditions.

Arrangements have been made for applicants/licensed drivers to use the Recovery Hub for screening purposes. Their details are as follows:

The Recovery Hub, 44-46 Elm Grove, Southsea, Hants, PO5 1JG

Tel: 023 9229 4573

5. Knowledge and English Proficiency Tests

In accordance with the DfT statutory guidance, all applicants will be required to undergo safeguarding training which includes education on types of exploitation and modern slavery.

MODULE	PASS (%)	CONTENT	EXAMPLE SOURCES
1*	Ref only	Complaints and conditions of Licence and disability	N/A
2	60	Child Sexual Exploitation ("CSE") which includes CSE presentation/guidance	Reference material will be provided to applicants prior to taking module
3	80	Safeguarding	N/A

*Module 1 ensures that all drivers are made aware that they should read, understand and consequently accept all the terms of their licence. Failure to comply with those conditions could result in possible legal proceedings including the suspension or revocation of the licence.

NOTE - The test will be kept under review and modified as required.

In addition, applicants will be tested on both oral and written English language skills to ensure that a driver has sufficient knowledge relating to the protection of children and vulnerable adults and applying this to identify and act on signs of exploitation. Oral proficiency will be necessary to be able to identify potential exploitation through communicating with passengers and their interaction with others.

Important:

Do not attempt to cheat or smuggle answers into the examination room. This is unfair on other applicants and such dishonest conduct could have a detrimental effect upon your suitability to apply for a licence.

If an applicant demonstrates a repeated knowledge/English test failure rate then this may result in a decision to refuse an application.

6. Driving Assessment, Disability and Wheelchair Access Training

Applicants will need to demonstrate that they have sufficient practical driving skills to a recognised standard in addition to the requirement to pass the knowledge test.

The assessment will cover topics such as:

- Driving standards and practical assessment
- Disability and wheelchair awareness training

All such training will be paid direct to the Service Provider by the applicant.

Important:

If an applicant demonstrates a repeated test failure or poor driving skills, then this may result in a decision to refuse an application.

7. Immigration Check

From 1 December 2016, **all** applicants for the grant or renewal of a hackney carriage driver, private hire driver or private hire operator licence **must** produce evidence of his or her right to work and live in the UK. This duty has been imposed on the council under the Immigration Act 2016 and will apply to all applicants as well as existing hackney carriage and private hire vehicle drivers and private hire operators regardless of how long they may have held their licence.

Your right to work in the UK will be checked as part of your licence application and this could include the checking of your immigration status with the Home Office. You must therefore provide a document or document combination that is stipulated as being suitable for this check. The list of documents is set out in **Appendix B (List A and List B)**.

You must attend at the Licensing Office and provide the original document(s), such as a passport or biometric residence permit as indicated in the published guidance, so that the check can take place.

The document will be checked in your presence. The document(s) will be copied and the copy retained by the licensing authority. The original document will be returned to you.

Your application will not be considered valid until **all** the necessary information and original document(s) have been produced.

If you produce a document from **List A**, you will not be required to produce the document again at any subsequent renewal for the purposes of the Immigration Act 2016.

However, if there are restrictions on the length of time you may work in the UK, your licence will not be issued for any longer than this period. In such circumstances the check will be repeated each time you apply to renew or extend your licence.

Close links are maintained with the local visa and immigration staff from the Portsmouth office and regular and routine liaison between licensing and immigration staff is encouraged and maintained. Copies of documents provided by applicants in support of any licensing application may be given to Home Office and/or immigration staff upon formal request.

8. National Anti-Fraud Network - NR3S Database Check

In accordance with the Taxis and Private Hire Vehicles (Safeguarding and Road Safety) Act 2022, it is mandatory for all licensing authorities in England to use the National Register for Revocations, Refusals and Suspensions (NR3S).

We must record refusals, suspensions and revocations of taxi and private hire driver licences relating to safeguarding or road safety reasons and also search the NR3S database for every application or renewed taxi and private hire driving licence and have regard to any information found.

The reason for using the NR3S database is to identify whether an individual has had a licence refused, revoked or suspended and identifies the licensing authority that took the action.

Applicants should be aware that their personal data will be placed on the database if at any time their licence is revoked, suspended or an application or licence renewal is refused.

The legal basis for processing this information is that it is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the licensing authority. The purpose is to assess whether an individual is a fit and proper person to hold a taxi or private hire driver's licence. All data processing and sharing will comply with the Data Protection Act (DPA) and the General Data Protection Regulations (GDPR). It is not intended that any NR3S data will be transferred out of the United Kingdom.

You have various rights in relation to your data:

- The right to request access to your data
- The right to rectification or erasure of your data
- The right to restrict processing of your data, and
- The right to object to the processing of your data for this purpose. The licensing authority will consider any such requests and respond within one month.

If you wish to raise any issue related to the data protection legislation, including relying on any of the rights afforded to data subjects under the GDPR, you can do so by contacting the authorities Data Protection Officer at foi@portsmouthcc.gov.uk. This includes submitting a subject access request.

You also have the right to make a complaint to the [Information Commissioner's Office](#).

9. HMRC - Tax Conditionality Check

From 4 April 2022, licensing authorities are required to undertake a tax check with HMRC when licensed drivers and private hire operators make application to renew their licences. The licensing authority has to obtain confirmation from HMRC that the applicant has completed the check before being able to consider their renewal application.

First-time applicants are required to have regard to HMRC guidance about their potential tax obligations and confirm that they are aware of the guidance before we can consider their application.

Further information on your tax responsibilities when you apply for a driver's licence are available on the [Gov.uk website](#)

10. Granting your licence

Once you have satisfactorily completed the steps outlined above, we will be able to issue your licence.

Your licence will be subject to conditions which you must read and understand. These conditions will be provided to you on the "paper counterpart" of your driver's licence.

The Deregulation Act 2015 provides that a driver's licence shall be issued for a period of 3 years.

However, whilst the default position is for the grant or renewal of 3 yearly driver licences - there may be justifiable reasons to grant (or renew) individual driver licences for shorter periods such as:

- Medical conditions (such as diabetes) which require the production of a yearly consultant's report on continued fitness to drive to the Group II Vocational Standard.
- Persons granted a licence (or having a licence renewed) "on probation and/or warning" by the Licensing Sub-Committee and subject to strict criteria such as completing a driving assessment or providing monthly reports and monitoring for good behaviour for a shorter period of time
- Those persons with a limited permission to stay or work in the UK
- Those applicants or drivers requesting a shorter duration for personal reasons
- Any other reasonable and individual circumstances

A fee will be charged for the grant of a licence and payment can be made by cash or credit/debit card. See **Appendix C** for further information on our fees and charges.

If we refuse to grant/renew, suspend or revoke a driver's licence, you have a right of appeal to the Magistrates' Court.

Important

A word of caution should be exercised in relation to the "renewal" of respective driver, vehicle and operator licences. The law envisages a "renewal" or the "grant afresh" of a licence that is coming to an end. Previously, there was an informal practice to recognise, and to renew, "late renewals". However, this is no longer acceptable as the individual driver circumstances may have changed significantly.

The "renewal" process is designed to minimise the need for persons to comply again with the original requirements used to determine the overall fitness of an applicant. This includes the knowledge test, medical and DBS requirements. To permit "late renewals" without consideration of the overall general licensing requirements would effectively nullify the power of the Council to require persons to provide information in support of their continued fitness to drive.

For these reasons, and due to case law the Council will only accept and process any renewal application received on or just before a current licence is due to expire or, in exceptional cases, within 2 days after the expiry of the respective licence.

After this time, applicants will have to start afresh and apply for the grant of a licence.

11. Compliance and Enforcement

Introduction

The Council, as the local licensing authority, is responsible for the statutory control and supervision of both the hackney carriage and private hire trades based upon the core principle of ensuring the safety of the travelling public and other road users.

The Council expects that all licence holders are aware of, and comply with, the licence conditions and/or byelaws appropriate to the licence type. If things go wrong, enforcement action commensurate with the risk will be taken to ensure that the safety of the public is not compromised. The following guidance is designed to provide an overview of the regulations and disciplinary policies used by the Council as part of the licensing process.

We view enforcement as a part of the overall licensing control exercised by the Council but not as a "means to an end" in itself. Enforcement action is secondary to our primary aim of offering administrative support and ongoing help and advice to licence holders.

Equally, however, if enforcement is non-existent then lower standards of conduct might occur with a likely increase in public concern, complaints and dissatisfaction with the two trades. Also remember that the company or proprietor you work for may have established their own "office" rules or policies to promote and protect the image of the trade. Whilst a breach of such rules will normally be dealt with by the company concerned, it may also lead to complaints being made by persons about your conduct which could result in disciplinary action being taken against you by the Council.

Usually therefore, enforcement action is taken:

- To protect the public interest
- To support the policies of the Licensing Committee
- To respond to individual public or trade complaints
- To support partnerships with other agencies like the Police and VOSA
- To complement the Council's corporate enforcement policy (copy available for inspection in our office).

The Role of Officers

The licensing staff are all "authorised officers" of the Council for the purposes of the Acts that regulate the conduct of licence holders. You have a clear legal duty to offer assistance and information to each officer and must not wilfully obstruct or give false information (if say, requested to make a statement or to provide information) - this is a serious offence.

The officers are all empowered to give, or recommend, any (or a mixture of) the following disciplinary measures:

- Verbal warning
- Written warning
- Points
- Appearance before the Licensing Sub-Committee
- Caution or prosecution authorisation

The officer dealing with you will give clear and simple guidance on any matter of concern and will explain why action is or has been taken. This will be either verbally and/or in writing. If you are unhappy with any enforcement action, in the first instance, contact the Licensing Manager/Principal Licensing Officers who will review the case. If you are still not satisfied,

then we will give you further advice in relation to progressing your complaint.

Sometimes you may receive requests to provide information (for example vehicle documents or driving licence) or produce your vehicle for a spot check, you must not ignore these requests.

We have the power to suspend vehicle licences immediately if not satisfied as to the fitness of a vehicle as can any Police Officer. We can also immediately suspend or revoke driver licences if considered appropriate and in the interests of public safety. The Licensing Committee can also decide to revoke or refuse to renew a licence.

If you are asked to appear before the Committee then you will be told clearly of the procedures adopted by the Committee to deal with disciplinary cases.

Your conditions of licence

Conditions of licence are imposed by the Council using the provisions of an Act of Parliament - for example the Town Police Clauses Act 1847 and Part II, Local Government (Miscellaneous Provisions) Act 1976. Conditions are imposed to maintain and regulate acceptable standards of conduct and/or to regulate local concerns - conditions between respective councils may, therefore, vary because of this fact. Licences are considered to be granted and renewed subject to conditions - these usually do not vary but we do have the power to amend or substitute conditions from time to time.

If we do, we always consult with the trade and other stakeholders about the proposed changes before asking the Licensing Committee to adopt the new conditions. Conditions must be reasonable, enforceable and in the public interest.

If a breach of condition (or part of the Acts mentioned) is an offence at law then we may prosecute offenders. All prosecution files are considered on individual merit and we might, for example, consider the issue of a simple caution in some cases. We will have regard to the provisions of PACE when dealing with offences and advise you of your legal rights. The Licensing Manager and Principal Licensing Officers are authorised to recommend prosecutions on behalf of the Council.

As a licence holder you usually have a right of appeal to the Magistrates' Court if you are unhappy with conditions imposed on respective operator, vehicle or driver licences. Other disciplinary measures (like the points system) are local "policy" initiatives approved by the Committee after consultation with the trade and do not therefore form part of your conditions of licence but are used as a "tool" to enforce the approved conditions. Remember however, that the points **and** prosecution can be used simultaneously in some circumstances.

A COPY OF THE CONDITIONS OF YOUR LICENCE ARE ATTACHED AS APPENDIX D TO THIS GUIDANCE

The points system

A "Penalty Point" system has been in use by the Council since 1994 and is applied as a "fast track" and parallel disciplinary mechanism to deal with:

Licence holders breaching conditions;

Non-compliance with the licensing legislation;

General unsatisfactory conduct;

Sanctions following receipt of complaints from the public, other road users and the trade about the conduct of drivers.

Important

The issue of points is a “formal and stepped” way to deal with enforcement concerns but does not negate the right of authorised officers to take other action if deemed necessary. Points may be awarded as a final (and only) sanction or given together with a verbal and written warning. Equally, if the “offence” under investigation is one for which a prosecution could be instigated – that course of action may also be considered as appropriate.

There is no financial penalty associated with the scheme and a licence holder may continue to lawfully work even if points are awarded. There is however a presumption in favour of a hearing before the sub-committee if the number of points accumulated exceeds the following within ANY 12 month period of time:

Hackney carriage driver 10 points

Private hire driver 10 points

Hackney carriage vehicle 10 points

Private hire vehicle 10 points

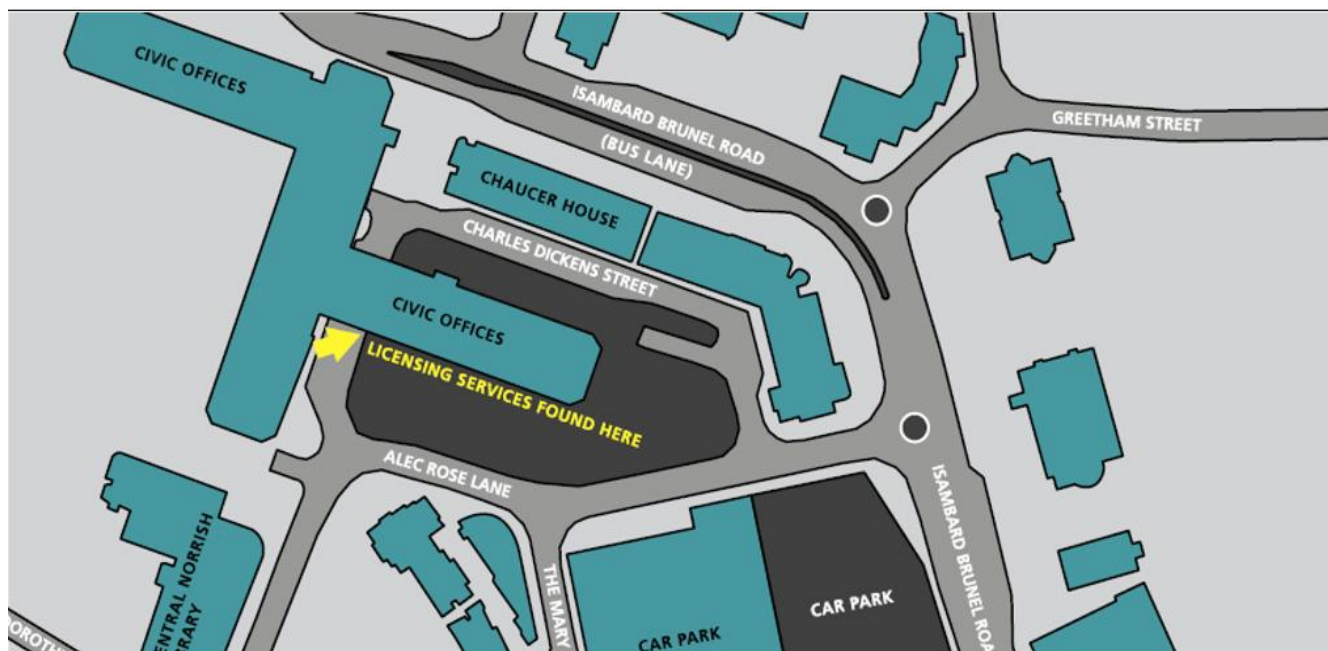
Private hire operator 40 points

A Table of the penalty points system is attached as Appendix E to this guidance

12. Contact Details and Location of Licensing Office

Address:	Licensing Service, Civic Offices, Guildhall Square, Portsmouth, Hants, PO1 2AL			
Telephone:	023 9283 4073	Fax:	023 9283 4811	Email: Licensing@portsmouthcc.gov.uk
Opening Hours:	Mon to Fri: 9 am until 4 pm - <i>*These hours may be extended at busy periods</i>			

The licensing office is situated separately from the main civic reception. The entrance to the public office is located off Charles Dickens Street. See the location plan below.



13. Further Information

For further information concerning the statement of licensing policy in relation to the control, supervision and enforcement of the hackney carriage and private hire trades in Portsmouth please visit our [website](#)

This guidance is intended to provide general information and not a statement of law or a statement of how we will deal with each individual application.

14. Processing of Personal Information

The Licensing Service uses personal information to:

- Deliver services and support to residents and businesses
- Help investigate any concerns or complaints including concerns or complaints raised by councillors or MPs on behalf of constituents
- Plan and manage our service, including checking on the quality of service, developing future service and keeping track of spending
- Carry out the Council's licensing functions including enforcement/compliance checks as and where necessary
- Deal with payments and other financial transactions
- Check an individual's identity or entitlement to personal information

Portsmouth City Council will process your personal information in accordance with data protection law.

The personal details provided by you will be used for licensing service purposes.

Your details will be held on a database and where the law allows, may be shared with other departments within the council to update details they hold about you.

The Council may also be required to disclose personal information to third parties (such as Police, Department for Work and Pensions, NAFN or for the National Fraud Initiative) for the purposes of preventing or detecting crime or apprehending or prosecuting offenders.

The Council will also require your consent to receive update information from the Disclosure and Barring Service via the Update Service in accordance with the Police Act 1997.

For further information about how the Council collects and uses personal information please visit our [website](#):

15. Contact details for hackney carriage and private hire trade representatives

Shahed Uddin

Tel: 07796 935966

Email: uddin.shahed@yahoo.co.uk

Forhad Al Mahmud (Deputy)

Tel: 07544 428004

Email: falmahmud@hotmail.com

Nizam Ahmed (Deputy)

Tel: 07903 015566

Email: nizamahmed@tiscali.co.uk

Viv Young

Tel: 07721 318128

Email: vivyoung1976@gmail.com

Veezu T/A Aqua Cars

Tel: 02392 616161/654321

Email: ebright@veezu.co.uk

Uber - General Help and Information

Email: help@uber.com

Uber Greenlight Hub
Gatcombe House
Copnor Road
Portsmouth
PO3 5EJ

Or Uber driver contact: Tamas Bodolai - 07855 072452 - bodolai1987@icloud.com

Portsmouth Hackney Drivers

Abdus Shahid

Tel: 07947 339724

Email: abdus.shahid@outlook.com

Or deputies:

Gulab Ali

Tel: 07982 300316

Gulabmohammadali@outlook.com

Mrinal Ghosh

Tel: 07990 941367

Mrinal.ghosh72@yahoo.com

APPENDIX A

Rehabilitation Periods for Convictions		
In 2014, the Government announced significant reforms to the rehabilitation periods for both custodial and non-custodial sentences and these changes came into effect in March 2014. The old (RED) and new (GREEN) rehabilitation periods are shown below.		
For Custodial Sentences:		
Sentence Length	Former Rehabilitation Period	New Rehabilitation Period (Period of sentence PLUS the buffer period which applies from the end of the sentence)
0 - 6 months	7 years	2 years
6 - 30 months	10 years	4 years
30 months - 4 years	Never spent	7 years
Over 4 years	Never spent	Never spent
For Non-Custodial Sentences:		
Sentence Length	Former Rehabilitation Period	New Rehabilitation Period (Period of sentence PLUS the buffer period which applies from the end of the sentence)
Community order and Youth Rehabilitation Order	5 years	1 year
Fine	5 years	1 year from date of conviction
Absolute discharge	6 months	None
Conditional discharge, referral order, reparation order, action plan order, supervision order, bind over order, hospital order	Various - mostly between 1 year and the length of the order	Period of order
Further information in relation to the Rehabilitation of Offenders Act 1974 can be found on the Gov.uk website.		

Policy on the Relevance of Convictions and Behaviour	
Type of Conviction	Guideline
Crimes resulting in death	Where an applicant or licence holder has been convicted of a crime that resulted in the death of another person or was intended to cause the death or serious injury of another person, they will not be licensed/licence will be revoked.
Exploitation	Where an applicant or licence holder has been convicted of a crime involving, related to, or has any connection with abuse, exploitation, use or treatment of another individual, irrespective of whether the victims were adults or children, they will not be licensed/licence will be revoked. (This includes slavery, child sexual abuse, exploitation, grooming, psychological, emotional or financial abuse but this is not an exhaustive list).
Offences involving violence against the person	Where an applicant or licence holder as a conviction for an offence of violence against the person, or connected with any offence of violence, a licence will not be granted until at least 10 years have elapsed since the completion of any sentence imposed. In the case of an existing licence holder, the licence will be revoked and a further application will not be supported until at least 10 years have elapsed since the completion of any sentence imposed.
Possession of a weapon	Where an applicant or licence holder has a conviction for possession of a weapon or any other weapon related offence, a licence will not be granted until at least 7 years have elapsed since the completion of any sentence imposed. In the case of an existing licence holder, the licence will be revoked and a further application will not be supported until at least 7 years have elapsed since the completion of any sentence imposed.
Sexual Offences	Where an applicant or licence holder has a conviction for any offence involving or connected with illegal sexual activity or is on the Sex Offenders Register or on any barred list, a licence will not be granted. In the case of an existing licence holder, the licence will be revoked.

Type of Conviction	Guideline
Dishonesty	Where an applicant or licence holder has a conviction for any offence where dishonesty is an element of the offence, a licence will not be granted until at least 7 years have elapsed since the completion of any sentence imposed. In the case of an existing licence holder, the licence will be revoked and a further application will not be supported until at least 7 years have elapsed since the completion of any sentence imposed.
Drugs - Supply	Where an applicant or licence holder has any conviction for, or related to, the supply of drugs or possession with intent to supply or connected with possession with intent to supply, a licence will not be granted until at least 10 years have elapsed since the completion of any sentence imposed. In the case of an existing licence holder, the licence will be revoked and a further application will not be supported until at least 10 years have elapsed since the completion of any sentence imposed.
Drugs - Possession	Where an applicant or licence holder has a conviction for possession of drugs or related to the possession of drugs, a licence will not be granted until at least 5 years have elapsed since the completion of any sentence imposed. In the case of an existing licence holder, the licence will be revoked and a further application will not be supported until at least 5 years have elapsed since the completion of any sentence imposed. Any applicant may also have to undergo drugs testing for a period at their own expense to demonstrate that they are not using controlled drugs.
Discrimination	Where an applicant or licence holder has a conviction involving or connected with discrimination in any form, a licence will not be granted until at least 7 years have elapsed since the completion of any sentence imposed. In the case of an existing licence holder, the licence will be revoked and a further application will not be supported until at least 7 years have elapsed since the completion of any sentence imposed.

Type of Conviction	Guideline
Motoring Convictions	Hackney carriage and private hire drivers are professional drivers charged with the responsibility of carrying the public. It is accepted that offences can be committed unintentionally and a single occurrence of a minor traffic offence would not prohibit the granting of a licence or affect a current licence. However, applicants or licence holders with multiple motoring conviction may indicate that an applicant or licence holder does not exhibit the behaviours of a safe road user and one that is suitable to drive professionally.
Drink driving/driving under the influence of drugs	Where an applicant or licence holder has a conviction for drink driving or driving under the influence of drugs, a licence will not be granted until at least 7 years have elapsed since the completion of any sentence or driving ban imposed. In the case of an existing licence holder, the licence will be revoked and a further application will not be supported until at least 7 years have elapsed since the completion of any sentence or driving ban imposed. In the case of driving under the influence of drugs, any applicant may also have to undergo drugs testing at their own expense to demonstrate that they are not using controlled drugs.
Using a hand-held device whilst driving	Where an applicant or licence holder has a conviction for using a handheld mobile telephone or a hand-held device whilst driving, a licence will not be granted until at least 5 years have elapsed since the conviction or completion of any sentence or driving ban imposed, whichever is the later. In the case of an existing licence holder, the licence will be revoked and a further application will not be supported until at least 5 years have elapsed since the conviction or completion of any sentence or driving ban imposed, whichever is the later.
Any offence(s) against the 1847 or 1976 Acts to include the byelaws and a breach of conditions constituting an offence at law	Where an applicant or licence holder has a conviction under the legislation regulating the hackney carriage and private hire trade, a licence will not be granted until at least 12 months have elapsed since the conviction. In the case of an existing licence holder, the licence will be revoked and a further application will not be supported until at least 12 months have elapsed since the conviction.

Type of Behaviour	Guideline
General inappropriate conduct to include that of a sexual nature, persistent and justified complaints (service requests) against an individual driver OR due to any other matters not specifically mentioned above and/or where the reporting officer is not prepared to support an application or continued licensing.	The Licensing Authority has previously considered and adjudicated on complaints about drivers "chatting up" or having consensual sex with passengers after "stopping work". In such cases, and despite no evidenced criminality or Police investigation leading to charges, the view of the Licensing Authority is that such behaviour is inappropriate and not acceptable conduct for a professional driver. Should such complaints be received or a referral is made from another agency, and if the allegations are found to be sufficiently evidenced, it is likely to result in the revocation of a driver licence and a further application will not be supported until at least 5 years have elapsed from the date of revocation. This includes drivers asking for personal details from passenger(s), inappropriate sexual comments (to include the sending and receiving of texts or other social media) and/or comments made of an offensive or discriminatory nature whether verbally, by text or by way of social media to which there is public access. For drivers receiving multiple complaints from the public, other road users or the trade (and in any one licensing period) the Licensing Authority will take a serious view accordingly.

APPENDIX B

Immigration Act 2016

Eligibility to work in the UK - Acceptable documents

List A

List A contains the range of documents which you may accept for a person who has a permanent right to work in the UK. If you conduct the right to work checks correctly before employment begins, you will establish a continuous statutory excuse for the duration of that person's employment with you. You do not have to conduct any further checks.

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 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, **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.

List B

List B contains a range of documents which may be accepted for a person who has a temporary right to work in the UK. If you conduct the right to work checks correctly, you will establish a time- limited statutory excuse. You will be required to conduct a follow-up check in order to retain your statutory excuse. This will generally be when the permission to be in the UK comes to an end.

Group 1 – Documents where a time-limited statutory excuse lasts until the expiry date of leave

1. A **current** passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question.
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 do the work in question.
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 do the type of work in question, **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.

Group 2 – Documents where a time-limited statutory excuse lasts for 6 months

1. 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 together with a Positive Verification Notice** from the Home Office Employer Checking Service.
2. An Application Registration Card issued by the Home Office stating that the holder is permitted to take the employment in question, **together with a Positive Verification Notice** from the Home Office Employer Checking Service.
3. A **Positive Verification Notice** issued by the Home Office Employer Checking Service to the employer or prospective employer, which indicates that the named person may stay in the UK and is permitted to do the work in question.

APPENDIX C

Private Hire Fees and Charges

Private Hire Operator	
Grant or Renewal - 1 Year	£868
Grant or Renewal - 5 Years	£3,996
Private Hire Vehicle	
Grant or Renewal	£225
Grant - January only	£88
Car to Car Transfer Fee	£151
Car to Car Transfer Admin Fee	£31
Temporary Car to Car Transfer Fee	£114
Vehicle Re-Test Fee	£78
Certificate of Compliance - Duplicate	£11
Section 49 Transfer - Admin Fee	£52
Change of Vehicle Registration Number	£52
Plate Issue Fee	£11
Private Hire Driver	
Grant or Renewal - 1 Year	£133
Grant or Renewal - 3 Years	£349
Replacement Badge	£15
DBS Administration Fee	£12
Knowledge/Safeguarding Test - Each Attempt	£34
English Test - Each Attempt	£23
Drug Screening	£60
Private Hire and Hackney Carriage Vehicle Livery	
Magnetic x2	£50
Adhesive x2	£42
Magnetic x1	£31
Adhesive x1	£26

Conditions of Licence

1. **A)** The driver shall notify the council **within 24 hours or the next working day** of any changes to:

- Their name, address, telephone or email contact details
- Any medical condition that might affect an ability to drive professionally to the group 2 vocational standard
- Their driving licence so far as this relates to the imposition of penalty points, any other endorsements, fines or disqualifications
- Their Disclosure & Barring Service enhanced check certificate so far as this relates to the imposition of any convictions, cautions, reprimands or warnings
- Their right to work or reside in the UK.

B) The driver shall notify the council **within 24 hours or the next working day** of any arrest, detention or charges being preferred against them.

2. The driver shall be clean and tidy in appearance and shall at all times be dressed in a manner so as not to cause offence to members of the public. If the operator has provided for drivers to abide by a corporate "company" clothing policy when working - the driver shall wear such branded clothing.

The driver shall wear appropriate foot wear and no flip flops shall be permitted.

3. The driver shall behave in a civil and orderly manner at all times.

4. The driver shall take all reasonable precautions to ensure the safety and comfort of persons travelling in the vehicle and shall give assistance in helping persons in and out of the vehicle when requested. Further, the driver shall give reasonable assistance with loading and unloading of any luggage to and from the entrance of any house or other place where he collects or sets down any passengers.

5. **A)** The driver shall keep the interior and exterior of the licensed vehicle clean and comfortable at all times. The driver shall report immediately to the vehicle proprietor any apparent defect materially affecting the safety, comfort or roadworthiness of the vehicle.

B) The driver shall, unless previously claimed by the owner, hand any property left in the vehicle **within 24 hours** to the operator who provided the booking for the vehicle.

6. The driver shall not interfere with any installed CCTV media recording device and shall report immediately to the vehicle proprietor any apparent defect to the recording media. The driver shall ensure that the recording media (visual) is switched on at all times when the vehicle is working.

7. The driver shall ensure that the rear licence plate and interior front windscreen licence disc are on public view at all times and shall report immediately any loss to the vehicle proprietor.

8. The driver shall not carry more passengers than the **"licensed to carry"** number prescribed both in the vehicle licence and on the plate.

9. No driver shall refuse to carry a passenger in a licensed vehicle by reason of the fact that that passenger is disabled or requires to have with them a wheelchair or other facility of reasonable size.

TO BE READ IN CONJUNCTION WITH THE ADOPTED POLICY GUIDELINES

Portsmouth City Council will process your personal information in accordance with data protection law. The personal details provided by you will be used for licensing service purposes. Your details will be held on a database and where the law allows, may be shared with other departments within the council to update details they hold about you. The council may also be required to disclose personal information to third parties (such as Police, Department for Work and Pensions or for the National Fraud Initiative) for the purposes of preventing or detecting crime or apprehending or prosecuting offenders.

ADDITIONAL INFORMATION

Please note that this information does not form part of your licence conditions but is provided for information purposes.

SMOKING

Since 2007 provisions contained in the Health Act 2006 prohibits the smoking of tobacco or any other substance by **any person** in a licensed vehicle. The legislation applies at all times whilst the vehicle remains licensed, thus smoking remains prohibited when the vehicle is not hired or not for hire.

Every licensed vehicle is required to carry at least one legible no-smoking sign under the Smoke free (Signs) Regulations 2012.



ASSISTANCE DOGS*

The Equality Act 2010 imposes a duty on licensed drivers and operators to convey any guide, hearing or other assistance dog in a licensed vehicle. Corresponding licence conditions require a driver to convey a passenger with disabilities and/or requiring the use of a wheelchair.

Drivers must:

- carry assistance dogs accompanying disabled people;
- allow the dog to remain with the passenger

Operators must:

- accept bookings made by or on behalf of a disabled person who is accompanied by a guide, hearing or other assistance dog;
- accept bookings made by a person who will be accompanied in a PHV by such a disabled person; and
- not make an additional charge for carrying the assistance dog

**Future provisions regulating the carriage of passengers with wheelchairs and the fares charged are under consideration.*

Exemptions

If a driver has a medical condition, such as severe asthma, which is aggravated by contact with dogs, or is allergic or has an acute phobia to dogs, or on evidenced medical grounds has a physical condition that makes it unreasonably difficult to assist a wheelchair user; it may be possible for them to qualify for an exemption. Please discuss this with the Licensing Service in the first instance, to whom application for exemption must be made. The driver will be required to produce conclusive medical evidence in support of any exemption application.

There is a right of appeal to the Magistrates' Court against the refusal to issue an exemption certificate.

Please note that the law does not allow for an exemption to be granted on religious grounds.

An operator cannot claim an exemption from the above requirements.



SECTION 176 DISABILITY DISCRIMINATION ACT 1995
NOTICE OF EXEMPTION
Name of premises/individual/exemption authority
Driver's full name
Licence number
The person named above is exempt from carrying guide dogs, hearing dogs or assistance dogs in the premises specified at "A" below or in kind of premises specified at "B" below
A. Name of premises/individual/exemption authority
B. Kind of premises/individual/exemption authority
(a) The person named above is exempt from carrying guide dogs, hearing dogs or assistance dogs in the premises specified at "A" below or in kind of premises specified at "B" below
(b) The person named above is exempt from carrying guide dogs, hearing dogs or assistance dogs in the premises specified at "A" below or in kind of premises specified at "B" below
(c) The person named above is exempt from carrying guide dogs, hearing dogs or assistance dogs in the premises specified at "A" below or in kind of premises specified at "B" below
This notice expires on 20...
Ed

APPENDIX E

Points System

Number	Description	Driver 10 Points	Vehicle Proprietor 10 Points	Operator 40 Points
General and Driver Matters				
1	Failure to notify change of address or other contact details	2	2	2
2	False declaration on application or renewal of licence	4	4	4
3	Failure to notify criminal or motoring charges, convictions or failure to produce documents upon request	4	4	4
4a	Failure to behave in a civil and orderly manner to customers or other road users by reason of abusive/foul language or gestures	6	0	0
4b	Failure to behave in a civil and orderly manner to customers or other road users by reason of threatening behaviour	6	0	0
4c	Failure to behave in a civil and orderly manner to customers or other road users by reason of poor driving	6	0	0
4d	Failure to behave in a civil and orderly manner to customers or other road users by reason of violence	10	0	0
5	Failure to display badge or return same on request of authorised officer	4	0	0
6	Overdue medical, DBS, drug screen	2	0	2
7	Driver smoking in vehicle (to include e-cigarettes)	2	0	0
8	Obstruction of authorised officer	4	4	4
9	Failure to abide by company dress code or to be clean and tidy in appearance	4	0	0
10	Refusal to carry passengers without reasonable excuse	4	0	0
11	Refusal to carry passenger(s) with wheelchair or by reason of disability	10	0	10
12	Refusal to carry guide/assistance dog	10	0	10
13	Carrying more passengers than permitted by vehicle licence	6	0	0
14	Overcharging	6	0	0
15	Illegal ranking	4	0	0
16	Standing or plying for hire	4	0	2

Number	Description	Driver	Vehicle	Number
17	Unattended hackney carriage on taxi stand	2	0	0
18	Failure to convey or assist with luggage	2	0	0
19	Failure to report lost property	6	0	0
Vehicle Matters				
20	Failure to properly display vehicle licence plate	4	2	0
21	Failure to display vehicle licence windscreen disc	4	2	0
22	Failure to return licence place at request of authorised officer	0	4	0
23	Failure to report accident damage within 72 hours	0	4	0
24	Failure to produce vehicle documents to include insurance, registration document and/or certificate of compliance	0	6	0
25	Permitting no insurance	0	10	0
26	No "White book" in vehicle	0	2	0
27	Unauthorised notices or company window stickers either inside or outside the vehicle	0	4	4
28	Failure to notify transfer of vehicle licence within 14 days	0	4	0
29	Failure to carry byelaws in vehicle	2	4	0
30	Failure to display tariff of fares or to conceal same	4	2	0
31	Defective and/or unsealed taxi meter	2	4	0
32	Defective TAXI top light	2	2	0
33	Faded TAXI top light or livery	2	2	0
34	Out of date tax	0	6	0
35	Vehicle not clean, well maintained or comfortable	4	2	2
36	Illegal tyres (points for each tyre)	4	1	0
37	Defective CCTV	0	2	0
38	Failure to attend mechanical inspection	0	6	0
39	Late cancellation of mechanical inspection	0	6	0
40	Use of vehicle without a current certificate of compliance	0	10	0
Operator Matters				
41	Failure to keep proper records of bookings	0	0	4
42	Unauthorised vehicle livery	0	0	4
43	Failure to display prescribed vehicle livery (Drv or Prop)	4	4	0



SAY SOMETHING IF YOU SEE SOMETHING

**CHILD SEXUAL
EXPLOITATION IS
ABUSE. DON'T MASK
THE PROBLEM.**

WATCH FOR

- BEHAVIOUR OF PEOPLE TRAVELLING TOGETHER ESPECIALLY IF THERE ARE ADULTS WITH YOUNG PEOPLE
- YOUNG PEOPLE BEING PICKED UP AND TAKEN TO HOTELS, PARTICULARLY AT ODD TIMES OF THE DAY AND NIGHT
- ADULTS PUTTING A YOUNG PERSON, WHO MAY BE UNDER THE INFLUENCE OF DRUGS OR ALCOHOL, INTO YOUR CAB

THIS IS ABUSE. DON'T MASK THE PROBLEM.

Report it.
Call **101**, Operation Make Safe.





Children travelling in taxis or private hire vehicles may be being exploited by gangs involved in drug crime.

Know the signs to spot.

County lines gangs use children to courier drugs and money across the country. Many of these children travel by taxis or private hire vehicles.

Have you seen:



A child, sometimes as young as 12, travelling alone



Are they travelling during school hours or unusual hours (early in the morning, late at night)?



They might seem unfamiliar with the local area, or not have a local accent



Are they travelling a long distance?



Are they paying for these journeys in cash?

If you see something that doesn't feel right, or looks suspicious, concerning a child or young person you should report it to Crime Stoppers on 0800 555 111.

Licensing Service
Civic Offices
Guildhall Square
Portsmouth PO1 2AL

Telephone: 023 9283 4073
Email: licensing@portsmouthcc.gov.uk

Opening hours

Monday to Friday 9 am - 4 pm (except Bank Holidays)
Hours may extend extended at busy periods

www.portsmouth.gov.uk

You can get this
Portsmouth City
Council information
in large print, Braille,
audio or in another
language by calling
023 9283 4073.



Corporate member of
Plain English Campaign
Committed to clearer communication.

264